Alter a series to be a split authority

Learn how to alter the 440 or 490 series tag to be a split authority and check series Marc tags in Amlib.

**Alter the 440 or 490 series tag to be a split authority**

This example uses the **490** tag but the process is the same for the **440** tag. Marc Tag Maintenance should be performed when there is low demand for the system.

1. Launch the **Amlib** client (and make sure you are logged out of the **Catalogue** module)
2. Go to **Main > Authorities > MarcTagMaintenance** – the Marc Tag Maintenance screen will display
3. Enter the following:
   1. Choose the Marc Tag Maintenance Task: **Change a Tag to be Authority/Non Authority**
   2. Specify which Marc Tag(s) to apply change to: click the **Select Tags...** button – the Select a Tag for Change from Non-Authority to Authority screen will display:
Locate the 490 | Series Statement tag, highlight it and click the OK button.

2. Specify which Marc Tag(s) to apply the change to:

3. Select other options relating to Maintenance Task: click the Options… button – the Convert a Tag screen will display:
Select Combined Authority/Non Authority and change the Authority (Y/N) column to N for Subfield v.

4. Click the OK button
5. Click the F3 Start to begin (the process will take some time)
6. When complete, a prompt with the following message will display:

The XX Authorities have been processed and XX Authorities have been converted. Choose Yes to proceed with merging any duplicate authorities created or No to stop

7. Click the Yes button – the duplicate Authorities will then be merged:

8. When complete, a prompt with the following message will display:

XX Authorities have been merged into XX Authorities.
9. Click the OK button

Check Series Marc Tags

1. Go to Main > Authorities > MarcTags – MarcTags Within the System screen will display
2. Highlight the 490 | Series Statement Tag and click the F7 SubF button – the Tag Subfields screen will display:
   
   ![Tag Subfields Screen](image)

   3. Ensure Subfield v is set to N in the Authority (Y/N) column
   4. If it isn’t, change to N and click the F3 Update button

Go back into Catalogue module and the procedure for adding and modifying the Series Tag will have altered – see instructions on adding a series when using split Authority.