Learn how to configure Amlib to search all of the series tags (490, 440, and 830) interchangeably. It is recommended that Amlib be configured to search all of the series tags interchangeably.

If you access data from SCIS (School Catalogue Information Service), a change was made in late 2010 to use both the 490 and 830 Tags and to no longer use the simplified 440 Tag, which had become redundant as a Marc practice. Amlib therefore, should continue to allow for searching and displaying series titles entered in 440, as well as in 490 and 830.

All Title series statements are entered in the 490 field and all Series Title Added entries in the 830 field. The 490 field contains the series statement as it appears on the item. Field 830 is the controlled series access point or added entry. In some cases the data in the two fields may be identical. Because of this, some sites choose to delete the 830 tag from records, however it may contain alternative access points. See Appendix 1 and 2 for more information and how to set up a new 830 Tag if currently it is not used and is required.

Most libraries will focus mainly on the 440 and 490 tags, so if you do not want to include the 830 tag just ignore reference to it in the instructions below.

Once configured in Amlib successfully, it will reduce the need to change incoming catalogue records

- all past Series entered in Tag 440 and those now entered in Tags 490 and 830 will be searchable in a single search.

**MARC TAGS**

Check **Main > Authority > MarcTags** screen.

1. Locate the **440 Series Tag**
2. Check the **Keyword Search Code** column and look at the code used. For example, in the sample in the below, the Series Keyword Search code used by Tag 440 is using E. Your Series may be using a different code.
3. **Don’t change the code** - just ensure that the same Keyword Search code used by Tag 440 is being used by the 490 and 830 Tags
4. This will be the Keyword code used by NetOPACs for searching so if they all have the same code there should be no change needed for any NetOPAC Series Keyword search
5. If you do not have the 490 or 830 tags defined, please see Appendix 2 Adding a New MarcTag

6. If you need to add a Keyword Search Code to the 490 or 830 Tags it will be necessary to rebuild the Keywords. See Appendix 3 if you need to do this. Also it will be necessary to stop and start the NetOPACs service.

**STOCKITEM DISPLAY AND SEARCH**

1. Navigate to **Main > Stockitems > Stockitem Forms**

2. Highlight each Form that may display a Series. For example highlight the Form for Books and select **F9 Display**. The line for Series (usually Line 4) will determine which tags will be searched/displayed in the Stockitem Series line - so you need to make sure the 440, 490 and 830 tags are displayed separated by a space.

3. In the example below the system will display the 440 tag first, if there is no 440 tag, it will display the 490 tag, if there is no 490 tag it would display the 830 tag and if no Series tag at all display the ISBN (020 Tag).
4. Select F3 Save
5. You can repeat this for all Forms that may have a Series

Run the Stockitem AutoLink

To ensure all Stockitems will display correctly after changing the Series line settings, it will be necessary to run the Stockitem Autolink facility. Select a time when the system is not being heavily used as it may slow the system.

1. In Amlib navigate to Main > Stockitems > Stockitem
2. Go to Application > StockitemAutoLink
3. Place a tick against Refresh ALL items from catalogue (excludes Periodicals and Orders)
4. Enter a 1 next to Start and 99999 next to End

https://help.oclc.org/Library_Management/Amlib/Authorities/Search_all_series_tags_490_440_and_830
Printed: Sun, 07 Feb 2021 14:50:56 GMT
5. Click the **Start** button

1. Make sure all lines are **unticked** except the series line
2. Select **OK**
3. The screen will refresh as each line is updated
4. A popup will advise how many Stockitems have been refreshed

**CATLOGUE QUERY SETTINGS**

1. In Amlib navigate to Main > Catalogue > Catalogue
2. Select Application dropdown > CatQueryOptions
3. Locate any searches that use series and make sure all 3 series Marc Tags are covered for example: Series
   WHERE A.AUTH_TAG_NO IN (440,490,830 )

Or

https://help.oclc.org/Library_Management/Amlib/Authorities/Search_all_series_tags_490_440_and_830

Printed: Sun, 07 Feb 2021 14:50:56 GMT
4. **F3 Update** and log out of Authority using **Ctrl + L**

**AUTHORITY QUERY SETTINGS**

1. Amlib navigate to **Main > Authority > AuthQueryOptions**
2. Locate any searches that use Series and ensure they cover the 440,490 and 830 tags
3. **F3 Update** and log out of Authority using **Ctrl + L** For example:
   
   **Series** WHERE A.AUTH_TAG_NO IN (440,490,830)
   
   Or

   **Title and Series** WHERE A.AUTH_TAG_NO IN (245,440,490,830)
NETOPACS DISPLAY

Allow the 490, 440 and 830 Marc Tags to be seen in NetOPACs.

1. In Amlib navigate to Main > Supervisor > Opacs > OpacEnqOptions
2. Select LibraryMenu dropdown > Opacs > OpacDisplayTags
3. Check to see if the 440, 490 and 830 tags are all in the list
4. Select F1 New, to add in a new tag to the list and add description of the tag ie

   440 – Series Statement/Added Entry Title
   490 – Series Statement
   830 - Series Added Entry – Uniform Title
5. Select **Update**

6. Stop and Start the NetOPACs service (you might need IT to do this)

### 830 tag

The 830 Tag may be helpful in adding extra Access Points For example 490 Tag will hold a Series – for example, Series Title of Dragonkeeper and the 830 Tag will hold this Text as well as perhaps an alternative to Dragonkeeper - another added title of Dragon Keeper (as 2 words) to ensure the Series is more likely to be found.

**020**

|a 9780230743656 040

|a N.S.W. 08214

|a F |b WIL |2 a14 100 1_

|a Wilkinson, Carole.

**245 10**

|a Dragon dawn / |c Carole Wilkinson. 260

|a London : |b Macmillan, |c 2009. 300

|a 204 p. : |b 1 map.
490 1_
|a Dragonkeeper

650_7
|a Dragons |x Fiction. |2 scisshl 650_7
|a Travellers |x Fiction. |2 scisshl 650_7
|a Fantasy. |2 scisshl 651_7
|a China. |2 scot

830_0
|a Dragonkeeper. 830_0
|a Dragon keeper.

Creating a New Marc Tag ie 830 tag

1. In Amlib go to Main > Authority > MarcTags
2. Locate the 440 and/or 490 Marc tags and note the setup for them, take screen shots if you need as we are going to recreate these settings for an 830 tag
3. Highlight the 440 and or 490 series tag and select F7 SubF and also note down the settings. It will really depend on the subfields the SCIS 830 tag uses as to what you set up in here
4. Select F1 New and adding the new tag details ie add in an 830 tag ensuring the Keyword Search code is the same as for the other Series tag/s then F3 Update
5. Select F7 SubF and enter in the subfield details then F3 Update. It is suggested that the following subfields be included:
   ◦ a Uniform title (NR)
   ◦ n Number of part/section of a work (R)
   ◦ p Name of part/section of a work (R)
   ◦ l Language of a work (NR)
   ◦ v Volume number/sequential designation (NR)
   ◦ x International Standard Serial Number (NR)
6. Once this is done, the new tag will be imported with incoming records
Rebuilding the Keywords for an Authority

If the search settings for a Marc Tag are changed, the existing Keywords on the system are not automatically altered to reflect the new parameter(s). By running this option, the Keywords will be rebuilt according to the new parameters. For example if the 490 Tag has the Keyword code added.

Please Note: This function should be run while no one is using Catalogue or Authority. It should be run when the library is not busy, as it will slow the system down.

1. Launch the Amlib client
2. Go to Main > Authorities > MarcTagMaintenance – the Marc Tag Maintenance screen will Display
3. Enter the following settings:

   1. Choose the Marc Tag Maintenance Task: drop-down, select:
      - **Rebuild the keywords for an Authority** (the keywords for Authority Tags/Subfields will be refreshed according to the new parameters)

   2. Specify which Marc Tags(s) to apply the change to: click on the **Select Tags**... button, select the Tag(s) – for example 490

   3. The Select other options relating to the maintenance task box will be **greyed out**

   4. The New subfield type box will be **greyed out**

4. Click the F3 Start button – once the process is completed, a prompt with the following message will display: A total of XXX Authority/Non-Authority Keywords have been rebuilt

   ![Rebuild Authority Keywords](image)

   **A total of 523 Authority Keywords have been rebuilt.**

5. Click the **OK** button