Add a series when using a split authority

Learn how to add a new series using a split authority in Amlib.
In this example a new Series is added to an Authority.

1. Search for the Catalogue to which the Series will be added
2. Select **Insert** from the right hand side of the Catalogue data
3. Double Click on the 490 tag from the Select For Creation window

https://help.oclc.org/Library_Management/Amlib/Catalogue/Add_a_series_when_using_a_split_authority

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4. Enter the Series title in the Search term box and select **F5 Query**
5. If the series title already exists, highlight it and select F3 Replace. If it does not Select **F2NewAuth** and create a new series title.

6. A popup will display asking which you would like to Modify. Select the **Non-Auth** button to enter the part/volume designation.

7. Enter the part/volume designation and **F3 Update**
8. A subfield box will display, where a Series Number (v Subfield) can be entered if required. If no number is to be entered, close the box.
9. A popup will then ask is you would like to Modify the Authority (series title). If not, click No

10. The Series is then entered