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
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 if you would like to Modify the Authority (series title). If not, click **No**

![Catalog - Authority Replace dialog box](image1)

10. The Series is then entered

![Catalog - STAFF at Chelsea Library](image2)

---

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

Printed: Fri, 12 Feb 2021 07:32:28 GMT