

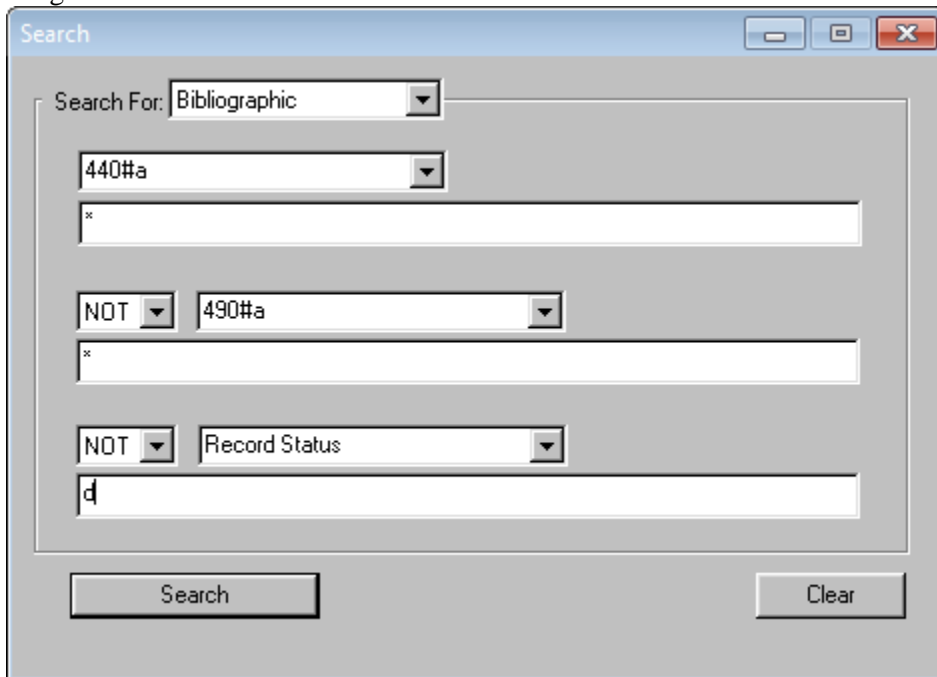
Fixing your Title Series Field

Please Note: Call the office to add the 490#a & 490#v to your Browsing Fields Columns in Cataloging for the Bibliographic Display.

Pulling up 440#a and Renaming it 490#a (for records that do NOT have a 490#a)

STEP 1

1. Open M3 Cataloging
2. Edit – Search
3. Use the following search criteria



4. At the results screen:
 - a. Right Click – Select ALL
 - b. Right Click – Find
 - c. Click the box next to “Advanced” (left hand corner)

16	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	DAL	multiple cop	Greek and Roman mythology A to a voi	Daly, Kathleen N.	Mythology, Classical
17	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	ROB		Classical Deities and Heroes /	Roberts, Morgan J.	Mythology, Classical
18	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	PER		Roman mythology /		Mythology, Roman.
19	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	DAV		Scandinavian mythol		Mythology, Norse.
20	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	DAL		Norse mythology A to		Mythology, Norse
21	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	ROB		Norse Gods and Her		Mythology, Norse.
22	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	IDN		Indian mythology /		Mythology, Indic.
23	<input checked="" type="checkbox"/>	BHS	RELIGION	NF	DUA		Zen Buddhism /		Mythology, Buddhism.
24	<input checked="" type="checkbox"/>	BHS	RELIGION	NF	CLA		Islam /		Mythology, Islam.
25	<input checked="" type="checkbox"/>	BHS	RELIGION	NF	ISL		Islamic fundamentalis		Mythology, Islamic fundamentalism.
26	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	BIE		The mythology of So		Mythology, South Americ
27	<input checked="" type="checkbox"/>	BHS	MYTHOLOGY	NF	BUR		North American India		Mythology, North Americ.
28	<input checked="" type="checkbox"/>	BHS	MYTHOLOGY	NF	GRA		Near Eastern mythol		Mythology, Middle East
29	<input checked="" type="checkbox"/>	BHS	RELIGION	NF	SAL		Shinto /		Mythology, Shinto.
30	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	OSB		South American myth		Mythology, South Americ
31	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	PAR		African mythology /		Mythology, Sub-Saharan
32	<input checked="" type="checkbox"/>	BHS	RELIGION	NF	SLA		Confucianism /		Mythology, Confucianism.
33	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	TEM		Legends of Africa /		Mythology, Africa.
34	<input checked="" type="checkbox"/>	Bhs	MYTHOLOGY	NF	HUF		Tales of Native Amer		Mythology, Native American Mythology
35	<input checked="" type="checkbox"/>	BHS	PRO & CON	NF	HAT		Hate groups :		Mythology, Hate groups.
36	<input checked="" type="checkbox"/>	BHS	PRO & CON	NF	WHI		The white separatist movement /		Mythology, white supremacy move
37	<input checked="" type="checkbox"/>	BHS	PRO & CON	NF	DIS		Discrimination /		Mythology, Discrimination.

Advanced Find/Replace

Find: In: <global> Replace with:

Advanced

Match whole word only
Match whole field only
Match case
Wildcards
Regular Expression

Find Next
Replace
Replace/Find
Replace All
Cancel

Advanced Find

Limit search to field occurrence: any
Limit search to subfield occurrence: any
Limit search to character positions: 0 to 0
Match each control field, subfield or indicator as specified above (ignore find expression)

Advanced Replace

Execute actions for each:
 match field specified above
 record subfield specified above
 Actions only (ignore replace expression)

Actions

Action...

- Wizard
- Copy matching
- Copy existing
- Move matching
- Move existing
- Rename matching
- Rename existing
 - field...
 - subfield...
- Remove matching
- Remove existing
- Insert new
- Insert text

Call# 852/h	ItemPt 852/i	Vol 852/m	On Loan	Loans	Barcode 852/p	Price 852/9	Group 99
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5. Click the **ACTION** button
6. Select **“RENAME EXISTING – FIELD”**
7. Field/occurrence is: **440**
8. New field tag is: **490**
9. Click **“Execute actions for each:”** box
10. Click **REPLACE ALL** button

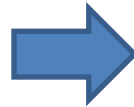
Action Wizard

Please specify a field below:

Field/occurrence

440 first

Back Next Cancel



Action Wizard

Please specify the new field tag below:

490

Back Next Cancel

Advanced Find/Replace

Find: In: <global> Replace with:

Advanced

Match whole word only
Match whole field only
Match case
Wildcards
Regular Expression

Find Next
Replace
Replace/Find
Replace All
Cancel

Advanced Find

Limit search to field occurrence: any
Limit search to subfield occurrence: any
Limit search to character positions: 0 to 0
Match each control field, subfield or indicator as specified above (ignore find expression)

Advanced Replace

Execute actions for each:
 match field specified above
 record subfield specified above
 Actions only (ignore replace expression)

Actions

rename first occurrence of field 440 490

Action...
Move Up
Move Down

STEP 2

After you have re-named those 440's.

1. **REDO** your search to bring up **ALL** the 490#a's to work on. (Remember you do have records that are correct)

2. **SORT** by Column 490#a once you pull up your results

Author	Subject	Pub Date	BN	JRL	Created	Levels	Levels 490/a	Levels 490/v
Barnes, Julia	Goldfish	c2002	0836830		080925	Acc 5.8	101 facts about pets	
Monroe, Tild	Simple machines.	2011.	9781448	http://w	Click 120213	Acc K-3	Medie 20 questions. Physical science	
Monroe, Tild	Force and energy.	2011.	9781448	http://w	Click 120213	Acc K-3	Medie 20 questions. Physical science	
Monroe, Tild	Atoms	2011.	9781448	http://w	Click 120213	Acc K-3	Medie 20 questions. Physical science	
Slade, Suzar	Plants	2008.	9781404	http://w	Click 120213	Acc K-3	Medie 20 questions. Science	
Slade, Suzar	Life cycles (Biology)	2008.	9781404	http://w	Click 120213	Acc 4-6	Medie 20 questions. Science	
Slade, Suzar	Food chains (Ecology)	2008.	9781404	http://w	Click 120213	Acc 4-6	Medie 20 questions. Science	
Slade, Suzar	Dinosaurs	2008.	9781404	http://w	Click 120213	Acc 4-6	Medie 20 questions. Science	
Slade, Suzar	Habitat (Ecology)	2008.	9781404	http://w	Click 120213	Acc 4-6	Medie 20 questions. Science	
DAVIS, RON	DYSLEXIA	1994.	0399522				22 CM	
De Paola, Tc	American authors	c2000.	0399234			4.6	26 Fairmount Avenue book	
De Paola, Tc	American authors	c2002.	0399237			5.7	Follett 26 Fairmount Avenue book	
De Paola, Tc	American authors.	Putnam, c2003.	0399239		041105	Acc 007-01	BTSB 26 Fairmount Avenue book ;	bk. 5
De Paola, Tc	American authors.	Putnam, c2007.	0399246		070910	Acc 007-01	BTSB 26 Fairmount Avenue book ;	bk. 7
De Paola, Tc	American authors.	Putnam, c2006.	0399245		070910	Acc 007-01	BTSB 26 Fairmount Avenue book ;	bk. 6
Lerangis, Pel	Family life	Scholasti 2009.	0545090		091112	4.1.	Follett 39 clues ;	bk. 3
Watson, Jud	Family	Scholasti 2009.	0545060		091112	4.0.	Follett 39 clues ;	bk. 4
Haddix, Marg	Cahill, Amy (Fictitious ch	Scholasti 2010.	9780545		101123		39 clues ;	bk. 10
Korman, Gor	Family	Scholasti 2008.	0545090		091112	4.2.	Follett 39 clues ;	bk. 2
Riordan, Ricl	Family	Findaway p2008.	1606405				39 clues ; bk 1	
Lerangis, Pel	Family life	Findaway p2009.	1607759			3-6	Follett 39 clues ; bk. 3	
Watson, Jud	Family	Findaway p2009.	978-160				39 clues ; bk. 4	
Carman, Patr	Family	Scholasti 2009.	0545090		091112	4.4.	Follett 39 clues ; bk. 5 ;	bk. 5
Lerangis, Pel	Kidnapping	Scholasti c2012.	0545298		120403		39 clues. Cahills vs. Vespers ;	bk. 3
Carman, Patr	Night	Scholasti c2011.	0545384		111025		9-15 ;	Season one
Klise, Kate.	Authors	Harcourt, 2009.	0152057		101105	4.4.	Follett 43 Old Cemetery Road ;	bk. 1
Klise, Kate.	Authors	Houghton, 2009.	0152057		101105	5.1.	Follett 43 Old Cemetery Road ;	bk. 2
Klise, Kate.	Inheritance and succes	Harcourt, 2011.	0547400		120821		43 Old Cemetery Road ;	bk. 3
Klise, Kate.	Inheritance and succes	Sandpipe c2011.	9780547		130227	Acc 4.5.	Lexile 43 Old Cemetery Road ;	bk. 3

Now you can start to go through and start to examine and cleanup/delete the information shown.

Then start to plan out how you'd like to tag chunks of your collection so that people can easily pull up things that relate to various parts of the curriculum. See examples on the next page.

Ex. DVD/VT – ELA \ DVD/VT – Social Studies \ DVD/VT – Science
Grade 7 Social Studies Connection
Grade 4 Math Connection

You can have more than one 490 Field. They work independent of each other.



DVD
551.22
EAR

Earthquakes.

[videorecording] / Disney ; produced in association with the National Science Foundation ; KCTS Seattle ; Rabbit Ears Productions ; directed by Erren Gottlieb, James McKenna.

Elk Grove Village, Ill. : Disney Educational Productions, c2004. 1 videodisc (26 min.) :

Bill Nye the science guy
DVD/VT - Science

Grades: 4 and up.

"Thousands of earthquakes happen each year and Bill Nye the Science Guy trembles in his boots when he explains what causes them. In Earthquakes, find out what makes big pieces of the Earth's crust (the plates) move and what you should have on hand in case of a quake"--Container.

