Series Authority Data in Aleph

A. Series authority records

On October 21, 2003, OIS created local fields for Harvard local series decisions in order to protect this important local data from any possibility of being overlaid by Aleph authority processing programs.

Existing series authority records in Aleph were processed to create the new local fields. During this processing, the following MARC 21 fields:

- 640 - Series Data of Publication and/or Sequential Designation
- 641 - Series Numbering Peculiarities
- 642 - Series Number Example
- 643 - Series Place and Publisher/Issuing Body
- 644 - Series Analysis Practice
- 645 - Series Tracing Practice
- 646 - Series Classification Practice

were evaluated for local Harvard series decision information (signaled by a lower-case Harvard sublibrary code in subfield $5$). Those fields with Harvard sublibrary codes were copied into new local fields defined to parallel the 64x fields:

- H40 - HUL Series Data of Publication and/or Sequential Designation
- H41 - HUL Series Numbering Peculiarities
- H42 - HUL Series Number Example
- H43 - HUL Series Place and Publisher/Issuing Body
- H44 - HUL Series Analysis Practice
- H45 - HUL Series Tracing Practice
- H46 - HUL Series Classification Practice
The processing of these records took several days, and 184,000 series authority records were changed. After processing, only NACO data remained in the 64x fields.

The 64x fields also were defined so that they cannot be updated locally. In addition, new Help on Field data in Aleph was added for the local H4X fields.

B. New keyed series authorities

New series authority records are keyed into Aleph without 64X fields. If the authority record exists on OCLC or RLIN, staff should include the 010 in the keyed authority record, in order to ensure that the keyed record will be matched by an incoming LC authority record in the future.

Each H4X field should include a subfield 5 ($5) in order to identify the Harvard sublibrary to which the treatment decision applies.

Staff should continue to create 670 fields as needed in newly keyed series authority records.

There is no guarantee that $5 will be able to protect a non-local (non-H) field from overlay in the future. Staff are urged to use the NACO program to add appropriate cross-references to existing national authority records.