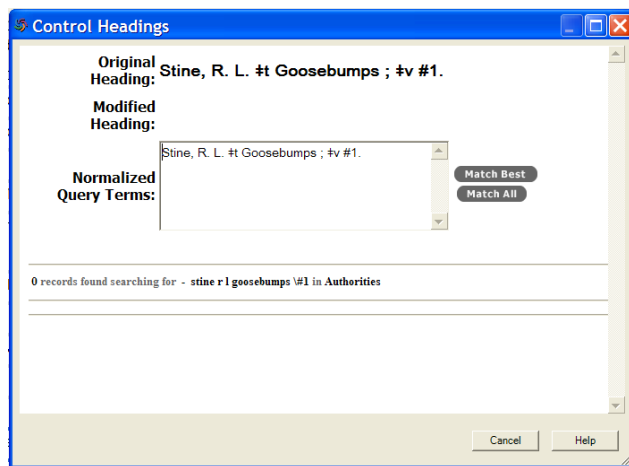


CONTROLLING SERIES WITH NUMBERING IN OCLC

When controlling a series in OCLC that has numbering, highlight the field with the series text.

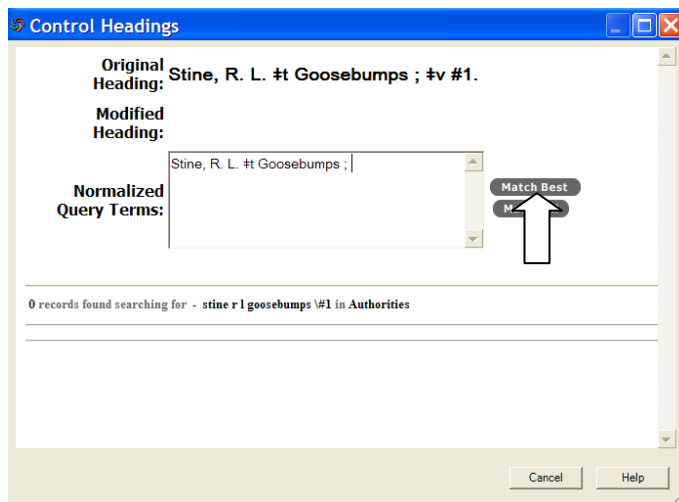
650	0	Horror tales.
650	0	Large type books.
800	1	Stine, R. L. #t Goosebumps ; #v #1.

Click F11 to control the heading as usual. The Control Headings screen appears indicating that the series is not controlled.

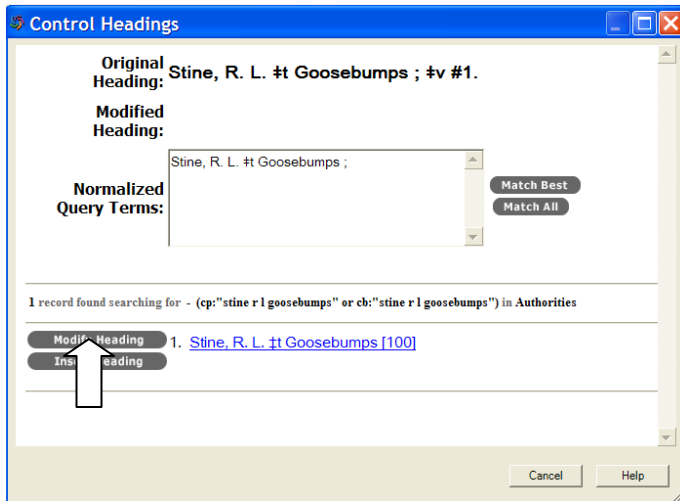


Using your cursor, cut the volume field (#v #1.) this is accomplished by holding your cursor down and highlighting the #v #1., then clicking Control +X.

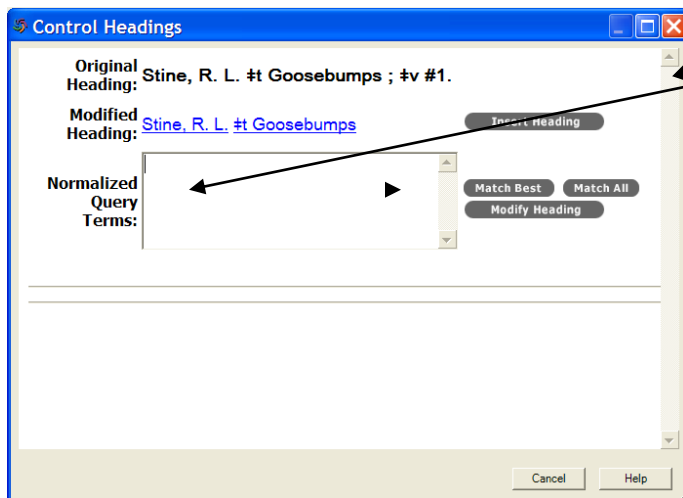
Next click on Match Best



Click on Modify Heading

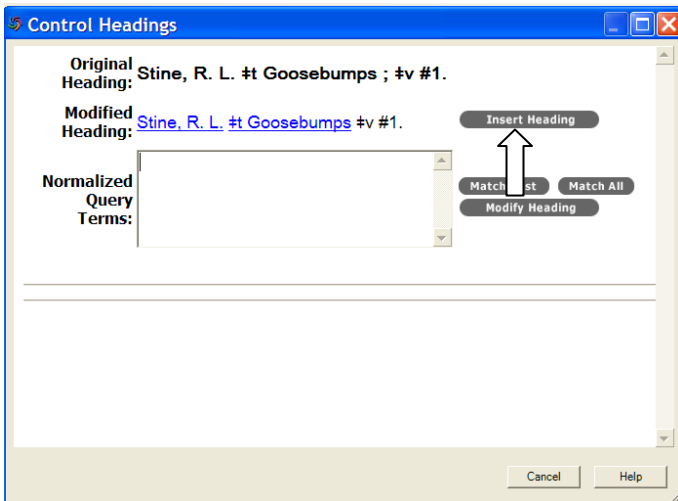
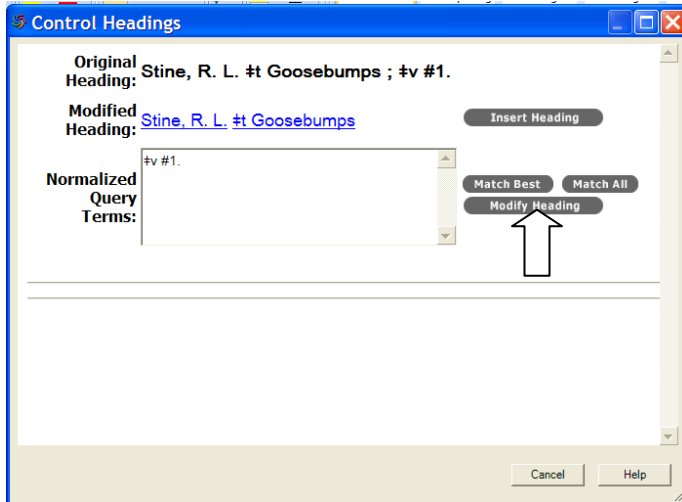


As you can see your Heading now shows in the Modified Heading area as a controlled heading.



In the Normalized Query Terms box insert the volume information that you cut originally #v #1. Place your cursor in the Normalized Query Terms box and paste the information you cut from the original query.

Click on Modify Heading



Your heading is now controlled. When you click on Insert Heading, the series will be controlled in your record.

650	1	Horror stories.
650	0	Haunted houses #v Juvenile literature.
650	0	Horror tales.
650	0	Large type books.
800	1	Stine, R. L. #t Goosebumps ; #v #1.