

# Series Cleanup

Tip for 11.12.18

Are your series sorting correctly in Researcher? If not, here are a few fixes you can make to your title records.



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## Standardize the series name

Search results are sorted first by series name and then by volume number. So if you have *Magic Tree House* and *Magic Tree House Series*, all of the *Magic Tree House* volumes will be listed before the *Magic Tree House Series* volumes. An easy fix here is to make the series the same for all titles. It's also a good idea to check that the series name is in the Series field. If, for example, it's been added to the Title, Subtitle, or Statement of Responsibility fields, Alexandria won't know how to sort it.

If you need to change series names in bulk, you can use the **Change a MARC Tag** (v7) or **Modify** (v6) utility to change 830\_a from, for example, from *Magic Tree House Series* to *Magic Tree House*.

## Standardize the volume field

If you have *Magic Tree House vol 1* and *Magic Tree House volume 2* and *Magic Tree House 3*, no matter what you do, "3" will sort before the other two. You can fix this by standardizing the volume field across all of the titles in the series.

## There's a utility for that

In Alexandria version 7, there is a new utility that can help you with the volume field.

1. Go to Tools > Utilities.
2. In the Titles category, select **Change Series Volume**.
3. Fill out selection criteria, such as **Titles in the Series**, to limit the changing titles to a manageable size.
4. Under the **Options** tab, fill in the volume prefix you prefer, such as Vol or #. Or, leave the field blank to have no prefix, which will show up as, for example, "Magic tree house; 001".
5. **Run** the utility.
6. Download the information file from **Operations Management** to see if any volumes did not update.

This utility takes the Series 830\_v tag and gets rid of everything but the number, converts the number to at least a three digit number by padding with 0s, and adds the prefix you entered. Thus, volume "bk1" gets converted to "Prefix 001", volume "two" to "Prefix 002" etcetera.

Here are a few examples of how the data would change (weird ones in pink, unchanged in blue):

OLD VOLUME (before utility)	NEW VOLUME (using prefix = "Book")
Book 1	Book 001
V. 1	Book 001
12	Book 012
100	Book 100
one	Book 001
twenty-two	twenty-two
bookone	bookone
b1	Book 001
Vol. # twenty	Book 020
Vol 1234	Book 1234
v#1	Book 001
# 1	Book 001
s1b2	Book 012

1.2	Book 012
01-02	Book 102

## Pad your numbers

You'll also want to pad the volume numbers with zeros (i.e. 001, 002) so "volume 10" doesn't show up before "volume 2". Why? Because the series volume field is not a numeric field; it sorts alphabetically. For example:

With padded 0s, Alexandria can sort the series like this.

001

002

010

020

100

Without padded 0s, those series numbers would be sorted like this:

1

10

100

2

20

With these fixes, you'll have your series sorting correctly in no time!