



Authority Control Request Form for Series

This form is used to help in the creation of new authority records for series. Please send this form and a photocopy or screenshot of the series title from the chief source of information (normally the series title page, title page of the monograph, or cover) as a fax or PDF to:

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Reminder: Please check the Library of Congress Authority File (<http://authorities.loc.gov/>) or OCLC Authority File first to make sure the series is not already established. If it is not established, please complete the requested information below:

Your name: _____

Library: _____

Phone number: _____

E-mail address: _____

Please provide the series title below, exactly as it appears on the item you're cataloging. In addition, please send a photocopy or screenshot of the series title from the chief source of information.

Series title needed: _____

Source of series title (series title page, monograph title page, cover, colophon, etc.):

Is the series numbered?

If the series is numbered, please list the number on item being cataloged: _____

If there is a specific term used with the number, such as “number,” “volume,” etc., please list it below. If the number appears by itself, leave blank:

Title of item being cataloged:

Place of publication:

Name of publisher:

Year the item was published: