

Finding Series without codes in KLAS

Sometimes books in our catalog will have missing, or inaccurate series information. These are instructions on finding and correcting some common issues related to series.

Searching for Missing Series Information in KLAS

1. Open KLAS – Circulation – Query

This search will return all books that are identified as sequels in their annotations.

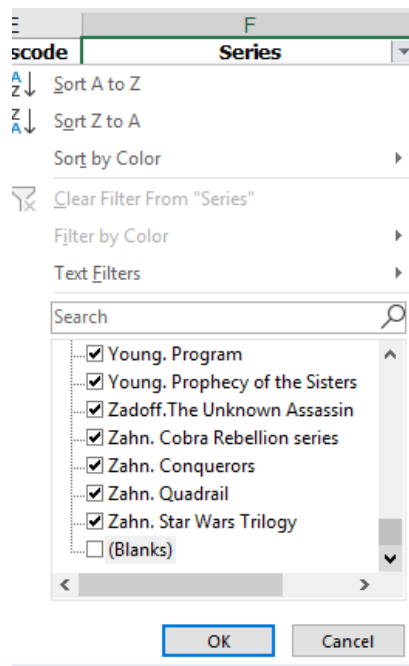
Quick Search Tab:

KLAS ID – Begins: DBO

Advanced Search Tab:

BibRec – Annotations – Matches: Sequel To

2. Click Export on the bottom of the results screen. Increase maximum number to over the number of hits given. Select All Fields. This may take a while to process.
3. Open the downloaded Excel sheet. Delete all columns except for KlasID, Title, Author, SerSeq, Seriescode, and Series.
4. Select the Series column and press the Sort & Filter button on the top right of your toolbar. This place a small button on the heading of the Series column. Select this arrow, scroll down to the bottom of the list of series names and unselect (Blanks) and press Ok.



5. Delete all the remaining records that are displayed under your headers.
6. Press the filter button on the Series header and select (Blanks) and press Ok. You now have a list of likely sequels with no series information attached to them.