

Authorities & Bibliographic Database Processing

A Detailed Description



How you can
bring your
catalog up to
current
standards and
make it easier for
everybody to find
what they are
looking for ... in
about a month!



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Welcome!

Imagine in just a few weeks, everybody will be able to find the treasures that are in your library's collection, but have been hidden by obsolete terms and inconsistent access.

By contacting MARCIVE, you just took the first step toward making your catalog better.

CONTENTS

AUTHORITY CONTROL FUNDAMENTALS.....	6
WHAT IS IT?	6
WHY DO YOU NEED IT?.....	6
YOUR ILS OR LSP ALREADY HAS AN AUTHORITY MODULE	7
WHAT ABOUT RESOURCE DESCRIPTION AND ACCESS (RDA)?.....	7
STEPS: HOW YOU CAN ACHIEVE AUTHORITY CONTROL OF YOUR CATALOG IN AS LITTLE AS ONE MONTH	8
PRICING: AFFORDABLE AND CLEAR.....	10
BACKFILE PROCESSING.....	11
ONGOING MAINTENANCE	11
PREPARATION: PRELIMINARY PROCESSING OF YOUR BIBLIOGRAPHIC DATABASE	12
CURRENT MARC STANDARDS	12
TITLES AND FILING INDICATORS	13
RELATOR TERMS AND NAMES.....	13
OBSOLETE FORMS.....	14
AUTHORITY CONTROL: WHAT HAPPENS?	15
THE BASIC MATCHING AND REPLACEMENT FUNCTION.....	15
Type of access point	16
Non-Roman characters	17
ACCESS POINTS : NAMES	17
Personal name standard matching	17
Personal names: Tighter match option, \$c.....	18
Personal names: Tighter match option, \$d.....	19
Disable use of VIAF file	20
Personal names: Fiction option	20
Personal names: Canadian option	20
Corporate names	20
Conference and meeting names.....	21
Uniform titles.....	21
Series	22
Title series.....	22
Title series: examination of untraced series.....	22
Library of Congress Subject Headings.....	23
LC Children's Headings.....	25

MeSH (National Library of Medicine)	25
Canadian Subject Headings (CSH)	25
Genre LCGFT	25
Genre GSAFD	26
Sears	26
Thesaurus for Graphic Descriptors (TGM)	26
Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging (RBMS).	26
The Art & Architecture Thesaurus ® (AAT)	26
Faceted Application of Subject Terminology (FAST)	27
DEDUPLICATION	27
REMOVAL OF DUPLICATE AUTHORITY RECORDS.	27
REMOVAL OF DUPLICATE SUBJECT ACCESS POINTS.....	28
RESOURCE DESCRIPTION AND ACCESS CONVERSION SERVICE (RDACS)	28
WHAT IS RESOURCE DESCRIPTION AND ACCESS (RDA)?	28
How does RDA help the user?	28
What are hybrid records?	28
Machine processing vs. manual creation of records under RDA	29
What is included in RDACS?	30
Basic RDACS changes	31
ACCESS POINT CHANGES	32
Tasks	32
Dates.....	32
Music terms	33
Relator terms	33
Sacred works.....	33
Department	34
Conference names	34
DESCRIPTIVE CATALOGING CHANGES	34
Title statement	34
Edition statement	36
Publication, distribution, etc. (Imprint)	36
Physical description	38
CONTENT, MEDIA, AND CARRIER (CMC)	40
CMC creation: Custom	40
General Material Designation (GMD)	41
Retain GMD.....	41
Move GMD.....	41
Delete GMD	42
Create GMD	42
SPECIAL RDACS REQUESTS.....	42
SAMPLE BIBLIOGRAPHIC RECORD AND MATCHING AUTHORITY RECORDS.....	43

PROCESSING OF UNMATCHED ACCESS POINTS	45
OUTPUT OPTIONS FOR AUTHORITY CONTROL	45
BIBLIOGRAPHIC FILE OUTPUT.....	45
MVI	45
AUTHORITY FILE OUTPUT.....	45
REPORTS OF BIBLIOGRAPHIC PROCESSING	45
STATISTICAL REPORT	46
UNRECOGNIZED OR INVALID TERMS REPORT	46
MULTI-MATCHES OR HIGH PROBABILITY MATCHES REPORT	46
CHANGED AUTHORIZED TERMS REPORT.....	46
PREPROCESSING CHANGES REPORT.	47
UNSPECIFIED CMC FIELDS REPORT.....	47
AUTHORITY CONTROL PARTIAL MATCH.....	47
MAINTAINING THE HIGH QUALITY OF YOUR DATABASE.....	47
CURRENT CATALOGING	47
Overnight Authorities	47
OPTIONS FOR CUSTOMERS OF MARCIVE GPO RECORDS	48
NOTIFICATION SERVICES : STANDARD OR COMPREHENSIVE.....	48
Standard Notification option: Missing link	50
Standard Notification option: NewMatch	52
Standard Notification option: New authorities sent monthly or with bib records.....	52
COMPREHENSIVE NOTIFICATION SERVICE	52
DELETES	53
OPTIONS FOR CNS SUBSCRIBERS ONLY	53
WHAT'S THE DIFFERENCE BETWEEN THE TWO DIFFERENT NOTIFICATION SUBSCRIPTIONS?.....	53
ONGOING AUTHORITY CONTROL WITHOUT BACKFILE PROCESSING.....	54
VALUE-ADDED SERVICES.....	54
MARC RECORD ENRICHMENT	54
Table of Contents (TOC), Fiction and Biography, Summaries	54
Accelerated Reader and Lexile.....	55
COMMONLY ASKED QUESTIONS	55
WHAT HAPPENS TO LOCALLY DEFINED FIELDS?	55
HOW ARE NON-LC SUBJECT ACCESS POINTS HANDLED?	55
Retain, but do not examine.	55
Delete.	56
Recode.	56
DOES THE LIBRARY HAVE TO SEND RECORDS EVERY DAY?	56
DOES RDACS PROCESSING SKIP BIB RECORDS CODED AS RDA?.....	56
IF I CHOOSE RDACS, WILL ALL MY AUTHORITY RECORDS BE RDA?	56

WE RECEIVED SOME MATCHING AUTHORITIES THAT HAVE A STATEMENT THAT THEY CANNOT BE USED UNDER RDA. SHOULD WE HAVE RECEIVED THEM?.....	57
OUR LSP IS EXLIBRIS ALMA. WE DON'T HAVE OUR OWN AUTHORITY FILE. DO WE HAVE TO RECEIVE MATCHING AUTHORITY RECORDS?.....	57
OUR AUTHORITIES VENDOR DID OUR BACKFILE AUTHORITIES PROJECT LAST YEAR, BUT IS NO LONGER IN BUSINESS. WE NEED TO KEEP OUR CATALOG CURRENT BUT ANOTHER BACKFILE PROJECT JUST ISN'T IN OUR BUDGET. HOW CAN YOU HELP?	57
WE SIGNED UP FOR QUARTERLY <i>COMPREHENSIVE NOTIFICATION SERVICE</i> , AND OUR NEXT UPDATE IS NEXT MONTH. BUT WE ARE SCHEDULED FOR A SERVER UPGRADE AT THAT TIME. CAN WE ADJUST OUR REPROCESSING DATE?	58
THE MARCIVE DIFFERENCE.....	59

Authority control fundamentals

Your library is in a state of transformation with an increasing number of electronic resources, innovative ways of connecting with users, advanced technology distance learning, new external standards, and new definitions of economy. Even so, library fundamentals have not changed. The library must connect users with needed resources and especially with its own collection.

What is it?

Authority control is the library fundamental that:

- Allows users to search effectively, especially important when users are not in the library.
- Aids discovery, with cross references and additional keywords.
- Presents consistent access to names, subjects, genre, uniform titles, and series.
- Keeps up with continually changing vocabulary and practices.

Authority control can be manually completed in-house using personnel resources...or automated, to a greater or lesser extent. The best automated authority control:

- Identifies obsolete practices and corrects them automatically.
- Flips previously established names to current form, even with subdivisions.
- Flips superseded terms to current vocabulary, even with subdivisions.
- Provides the latest authority record to the library for control and cross-references.
- Reduces the cost and time of tedious verification and update.
- Frees catalogers to attend to more significant cataloging responsibilities.
- Provides ongoing maintenance at reasonable cost.

Why do you need it?

With keyword searching and discovery tools, why do you need authority control? Catalogs are getting better but they can still hide resources if the underlying cataloging is inconsistent.

Library Catalog (no authorities)
KEYWORD QUR'AN 2 results found. William S. Burroughs vs. the Qur'an The meaning of the Holy Qu'ran

Library Catalog (with authorities)
KEYWORD QUR'AN 38 results found. William S. Burroughs vs. the Qur'an How to read the Koran The Koran The meaning of the Holy Qu'ran

The catalog on the left has not had authority control applied. The only results retrieved on a keyword search of "Qur'an" are one resource that has that word in the title and one which has been cataloged recently and has the current subject access point of "Qur'an."

The catalog on the right has had authority control. All resources—old and new, with or without “Qur’an” in the title—are now retrieved. Why? Authority control changed the obsolete access point of “Koran” to the current form, consolidating resources under a single access point.

Additional benefits include the capacity of the discovery layer to use the authority file to provide additional keywords. Furthermore, a user who searches “Koran” in the browse or subject search will be led to “Qur’an” through a cross reference.

Your ILS or LSP already has an authority module

When the library’s integrated library system (ILS) or library service platform already has an authority module, why do you need MARCIVE to perform authority control?

MARCIVE has the expertise to recognize more problems and fix them correctly.

- Simplistic matching can lead to complicated problems. MARCIVE programs identify erroneous matches and prevent them from occurring in your data.
- Each cataloging record is examined in light of the most current practice and decades of prior practice to fix problems. MARCIVE software developers draw upon a depth and breadth of cataloging expertise not typically available to an ILS programmer.
- Many library systems fail to update an entire string when matching to an updated authority record. They may match solely on the main heading, but not fully when subdivisions are included. With our *Comprehensive Notification Service* terms are always being re-examined in light of changed and new authority records. When a proper match is made, the entire string will be updated accordingly.
- MARCIVE is a NACO participant. Through the Name Authority Cooperative Program (NACO) of the Program for Cooperative Cataloging (PCC), MARCIVE and other participants contribute authority records for personal, corporate, and jurisdictional names; uniform titles; and series headings to the Library of Congress LC/NACO Authority File.
- When you call or email with an authorities question, you want to connect with a knowledgeable person for help. MARCIVE representatives are friendly, responsive, and experienced and really want to get you the information you need.

What about Resource Description and Access (RDA)?

Conversion to RDA is available as a **free** profile option with any MARCIVE authority control work. Name and subject access points are updated to the latest authoritative version. Descriptive cataloging is also updated.

RDA replaces AACR2 as the cataloging standard. Your whole database will conform to the new standard, at no additional cost to your library.

AACR2 cataloging
245 \$a Poems \$h[sound recording] / \$c M. Jones ... [et al.]
260 \$a [S.l.] : \$b [s.n.], \$c 1993.
300 \$a 1 sound disc : \$b analog; \$c12 in.
700 \$a Jones, Mary, \$d b.1951

RDA cataloging
245 \$a Poems / \$c M. Jones ... [and others]
264 \$a[Place of publication not identified] : \$b [publisher not identified], \$c 1993.
300 \$a 1 audio disc : \$b analog, \$c12 in.
336 \$a spoken word \$b spw \$c rdacontent
337 \$a audio \$b s \$c rdamedia
338 \$a audio disc \$b sd \$c rdacarrier
700 \$a Jones, Mary, \$d 1951-

Steps: How you can achieve authority control of your catalog in as little as one month

MARCIVE authority control provides your technical services department the means to make the library's collection more accessible to your users, quickly, accurately, and cost-effectively.

LIBRARY	<p>Cost estimate</p> <p>Asks MARCIVE, Inc. for an estimate for authority control based on the number of bibliographic records in your database.</p> <p>Cleanup pricing is based on bibliographic records processed (not holdings) in your catalog. (We do not base the pricing on the number of authority records provided.)</p> <p>Lets us know the number of new titles cataloged each year.</p>
MARCIVE	<p>Provides a cost estimate for your database ("backfile") and ongoing maintenance. Includes:</p> <ul style="list-style-type: none"> • Backfile bibliographic file cleanup • Authority file update. <i>Notification Service</i> and <i>NewMatch</i> OR <i>Comprehensive Notification</i> • Bibliographic file update, for ongoing cataloging • Any enrichment or special programming you may have discussed.
LIBRARY	<p>Specifications</p> <p>Completes profile with help from MARCIVE. A conference call with all the staff involved in the project is often very useful. Signs the first page.</p>
MARCIVE	<p>Provides you with a quote based on specifications and title count.</p>

LIBRARY	<p>Purchase order</p> <p>Obtains from the library business office a purchase order for the amount quoted. Alternatively, may pre-pay by check or credit card.</p>
MARCIVE	<p>Project start</p> <p>Welcomes your library to start the project, with instructions for sending your bibliographic file. Reviews the specifications and contacts the library with any questions.</p>
LIBRARY	<p>Database transfer</p> <p>Sends a copy of the bibliographic database via secure website to MARCIVE, in batches of 50,000 records. Informs MARCIVE of the total record count. Gives instructions to cataloging and systems staff.</p> <p>Continues to</p> <ul style="list-style-type: none"> • Add new bib records to the catalog • Add new item holdings • Load new batch files of bib records <p>But</p> <ul style="list-style-type: none"> • Does not edit bib records sent to us • Does not delete bib records sent to us
MARCIVE	<p>Test package</p> <p>Outputs within 2-3 days for standard projects. Includes a test file of bibliographic records customized to your specifications, matching authority records, and a suite of five reports. It will be a truly random sample, created by choosing every 100th record. If you have some records that you wish to see in the test file, you may send them to us for inclusion. All the test records will be re-processed when we complete the entire project.</p> <p>Places files on our server for secure website retrieval.</p>
LIBRARY	<p>Testing phase</p> <p>Loads the files of bibliographic and authority records into a test region of your automated system. Does not only load the records into MARC Edit or some other kind of software. Tests load programs, and determines if bib records overlay properly, and that any authority records behave as expected.</p> <p>Verifies that the records look the way as anticipated according to the options chosen. Gets lots of eyes to use the reports provided and examines the records. Asks questions! If necessary, another test may be produced. Checks the indexing in your system. Approves the test in writing.</p>

MARCIVE	<p>Outputs products via secure website</p> <p>Within 3-4 days for standard projects. Revises timeline for more complex projects. Retains only the control numbers of the matching authority records for <i>Standard Notification</i> subscribers. Retains both the authority record control numbers and full bibliographic records for <i>Comprehensive Notification</i> subscribers.</p>
LIBRARY	<p>Ongoing maintenance</p> <p>Loads bibliographic records and matching authority records from backfile processing.</p> <p>Extracts records loaded since the backfile. Sends for <i>Overnight Authorities</i>. You can send new records daily, weekly, monthly—whatever best suits your workflow. There is no minimum order and you don't need to establish a schedule for sending records. However, our most satisfied customers are those that internally establish a timeline for sending records on a predictable schedule, so that bibliographic and authority records are continually kept in synchronization.</p>
MARCIVE	Outputs records at the latest, the next business day.
LIBRARY	Initiates <i>Standard Notification</i> to retrieve new and changed LC authorities. Or initiates <i>Comprehensive Notification</i> to receive periodic updates of both bib and authority records.
MARCIVE	Sends files of new, changed, and previously unmatched authority records for loading into your system with <i>Standard Notification</i> . OR completely re-processes your bibliographic file and sends you only changed bib records, along with new/changed/deleted authority records through <i>Comprehensive Notification</i> . Frequency is based on your subscription rate.

Pricing: Affordable and clear

We work with you on your schedule, on time and on budget!
The cost of MARCIVE authority control is

- **Clear.** All costs appear on your invoice just as they appear on your quote. No hidden costs.
- **Predictable.** Pricing is based on the number of bibliographic records you send to MARCIVE.
- **Affordable.** Accurate and sophisticated machine-processing saves the library money.
- **Easy to pay for.** Invoices may be paid by check, or electronic funds transfer. Or pay through ePay on our website with a credit card (MasterCard, Visa, American Express, Discover).

- **Loaded with value.** Included at no charge or nominal charge are customization, your choice of vocabularies (LC, LAC, MeSH, Genre, Sears, TGM, FAST), and enrichment with Reading Notes data. Optional enrichment such as Tables of Contents, Fiction/Biography data and Summaries is also available, both for backfile and ongoing processing.
- **Inclusion of Resource Description and Access upgrade.** No additional cost for RDA Conversion Service (RDACS), if desired.
- Inclusion of identifiers. As a free option, you can request enrich the bib records with subfields \$0 with the identifier of the matching authority records.

Backfile Processing

Backfile Authority Processing includes:

Per bib record

1. Customized profiling and creation of test package as part of project
2. Preprocessing bib records to update obsolete MARC content designation, including optional RDA Conversion
3. Upgrade of name and series access points to current practice:
Library of Congress and/or Library & Archives Canada
4. Upgrade of subject access points to current practice:
Library of Congress (LCSH and LC Children's)
MeSH (National Library of Medicine)
Library & Archives Canada
Genre (LCGFT and GSAFD)
Sears
TGM
FAST
RBMS
AAT
5. Insertion of identifiers in bib subfields \$0
6. Matching authority records
7. Output of bib and authority records via secure website
8. Suite of five reports

Ongoing Maintenance

Standard Authority Notification. Includes

Yearly
subscription

1. Monthly provision of new/changed/deleted **authority** records
2. Data only or data plus report of authority record activity
3. *NewMatch*: provision of new authority records for previously unmatched headings. Free with Notification Service subscription.

OR

Comprehensive Authority Notification. Includes

Yearly
subscription

1. Quarterly, semi-annually, or yearly re-processing of **bibliographic** records
2. New/changed/deleted/authority records
3. Optional report of authority record activity

Overnight Authorities Services

Per bib record

1. Upgrade of access points in new bibliographic records (all capabilities listed under Backfile Authority Processing), including free RDACS and insertion of identifiers in bib subfields \$0
2. Suite of five reports
3. Upgraded bib/authority records returned at the latest, the next business day

All items quoted for backfile processing, plus any set up fees and the *Notification* subscription are invoiced at the completion of the backfile project. Any records sent for *Overnight Authorities* are billed monthly, along with any paid enrichment such as TOC and any additional optional reports.

Notification subscriptions are renewed and invoiced annually.

Preparation: Preliminary processing of your bibliographic database

Your cataloging data will be readied for authority control in several important ways. Many types of corrections can be controlled by your authority control profile.

Current MARC standards

Every cataloging record is examined in light of current standards for bibliographic data, and obsolete content designators corrected. Having the correct designators makes records load, index, and display better in your local automated system.

- Check for invalid characters, either MARC 8 or UTF-8.
- Update obsolete values in Leader.
- Update obsolete values in 008 Fixed Field, including country codes and language codes.
- Check variable fields:
 - Move multiple \$a ISBNs to their own 020 field.
 - Delete invalid fields, such as 087.
 - Change invalid subfield designations to current value, such as \$x to \$v where valid.
 - Standardize GMD words.
 - Copy data from invalid field to valid field, such as a MARC field 523 to 500, then delete invalid field.

Titles and filing indicators

In the MARC format, some title fields have an indicator which marks the number of places to ignore for filing in a browsable index. In cataloging rules, some title access points are to be entered with the initial article and some are not. Some title fields do not have a filing indicator.

- Most titles are transcribed as they appear on the piece, including any initial article (A, An, or The, and their non-English equivalents). They are coded to reflect the number of characters a computer program is to skip in indexing or displaying. MARCIVE confirms the coding is correctly set or changes it to the correct value.
- An author/title access point, such as "Shakespeare...The Comedy of errors," is transcribed without the initial article, "Shakespeare, William, 1564-1616. Comedy of errors." If the initial article has been transcribed, MARCIVE can remove it.

The effect in a library catalog of mixing correct and incorrect filing indicators can be the difference between finding and not finding a title the library owns.

Relator terms and names

Relator terms designate the relationship between a name and a work. They have been coded in different ways over the years. For example, the relator term for singer has been coded as voc (vocalist, prior to RDA) or sng (singer).

With the advent of Resource Description and Access (RDA), the relationship between an access point and a work became more important. MARCIVE does not recommend deleting relator terms. It is better to make relator terms and codes consistent and understandable to the user.

Typically an automated process cannot add relator terms to those access points that lack them. It is difficult to determine the relationship between the name and the work without the piece in hand. Human intellect is needed to discern the proper relator term.

Obsolete forms

Relator terms and codes	
Savall, Arianna, itr	1
Savall, Jordi, cmp cnd	1
Savidge, Peter, voc	1
Savidge, Peter, sng	1
Savidge, Peter, vocalist	1
Savidge, Peter, singer	1

Relator terms, made consistent	
Savall, Ariana, instrumentalist	1
Savall, Jordi, composer, conductor	1
Savidge, Peter, singer	4

As the records are loaded onto our computer in preparation for further processing, some errors and obsolete forms in your bibliographic records are corrected automatically. Examples are below.

Commonly used abbreviations in LC subject subdivisions are expanded to full wording. Correct abbreviations are retained. Common variations and usage of ampersands are taken into account. This aids in keyword searching.

Old forms
Argentina—Descr. & trav.
Diarists—Gr. Brit.—Correspondence.
Gt. Brit.—Hist.—Charles II, 1660-1685—Sources.
Gt. Brit.—Social life and customs—17 th century—Sources.
Population Conference, 4th, Paris, France, 1971.
Teaching teams—Addresses, essays, lectures.

Current forms
Argentina—Description and travel.
Diarists—Great Britain—Correspondence.
Great Britain—History—Charles II, 1660-1685—Sources.
Great Britain—Social life and customs—17 th century—Sources.
Population Conference (4 th : 1971 : Paris, France)
Teaching teams.

Authority control: What happens?

Once the library's bibliographic files have been readied for authority control, MARCIVE examines each access point for conformity to authoritative files of name and subject headings. The process includes all personal, corporate and geographic names, all topical and geographic subjects, genre, and all series and uniform titles. Alternatively, your library can restrict the processing to particular fields and vocabularies.

MARCIVE has developed and continuously maintains complete, accurate authority databases built on the following files:

- Library of Congress Names
- Library and Archives Canada Names
- Library of Congress Subjects
- LC Children's Subjects
- Genre: LCGFT
- Genre: GSAFD
- Library and Archives Canada Canadian Subject Headings (CSH)
- National Library of Medicine Subjects (MeSH)
- Sears
- Thesaurus for Graphic Descriptors (TGM)
- Faceted Application of Subject Terminology (FAST)
- Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging (RBMS)
- Art & Architecture Thesaurus ® (AAT)

A specialized body of software has been developed to compare the bibliographic records of your library against these authority files, subject to local exceptions, for the purpose of verifying or correcting all access points and creating cross-references.

The files are updated weekly (sometimes more often) and constantly monitored by experienced editors to maintain their up-to-date accuracy.

The basic matching and replacement function

The matching process for all access points begins by attempting to find the full bibliographic heading, including all subdivisions, and in the authority files.

All capitalization, punctuation, diacritical marks and special characters are normalized for complete and accurate results. A match exists when the normalized form of a subject access point in your bibliographic record is equivalent to the normalized form of that heading in the authority file. The match results in upgrading the access point to the authorized form:

Incoming bib record:	600	00	\$a Juana Inez de la Cruz, \$c Sister, \$d 1651-1695.
Normalized to:			JUANA INEZ DE LA CRUZ SISTER 1651 1695
Matched to authority:	100	0_	\$a Juana Inés de la Cruz, \$c Sister, \$d 1651-1695.
Changed by MARCIVE to:	600	00	\$a Juana Inés de la Cruz, \$c Sister, \$d 1651-1695.

If the bib access point is matched to an authorized heading in the authority file, then it is further examined so that variations in MARC tagging, indicators, subfielding, punctuation, spacing, or capitalization are corrected.

Incoming bib record:	651	_0	\$a EUROPEAN WAR 1914-1918 \$x Secret service.
Changed by MARCIVE to:	650	_0	\$a World War, 1914-1918 \$x Secret service.

If the bib access point is matched to an unauthorized heading in the authority database, then the access point is completely replaced by its authorized form.

Incoming bib record:	700	10	\$a Tolstoi, Lev Nikolaevich, \$c graf, \$d 1828-1910.
Changed by MARCIVE to:	700	1_	\$a Tolstoy, Leo, \$c graf, \$d 1828-1910.

If a match is not found for the entire bib access point, then a detailed process is undertaken to locate the heading regardless of its form, usually meaning with a different combination of (or with no) subdivisions. When a match is found, the same correction or complete replacement as mentioned above takes place except that only the elements which participated in the match are corrected or replaced while nonparticipating elements are left unchanged.

Type of access point

In keeping with the general scheme of MARC tagging, each authority record designates the type of heading with the last two digits of the MARC tag.

Heading Type	MARC Tag
Personal Name	X00
Corporate Name	X10
Conference Name	X11
Uniform Title	X30
Topical Subject	X50
Geographic Name Subject	X51
Genre/form	X55

During authority control, an access point in the library's bibliographic file may match an authority record entry but not conform to the type of heading designation found in the authority record. MARCIVE will change the MARC tag in the bibliographic record to the correct form.

Indicators in bibliographic access points are also compared to the authority record and corrected where appropriate.

Incoming bib record:	650	_0	\$a Holmes, Sherlock (Fictitious character) \$x in art \$x Library resources.
Changed by MARCIVE to:	600	10	\$a Holmes, Sherlock \$x In art \$x Library resources.

Non-Roman characters

The text of non-Roman access points receive limited processing in our authorities work. Links between the non-Roman access points, which appear in 880 fields, and the romanized access points are preserved.

If a bibliographic record contains an access point with vernacular characters that match exactly a 4XX in the relevant authority record, the access point will be replaced with the contents of the 1XX.

Incoming bib record:	100	1_	\$a 毛澤東, \$d 1893-1976
Matched to authority record see-from:	400	1_	\$a 毛澤東, \$d 1893-1976
Changed by MARCIVE to:	100	1_	\$a Mao, Zedong, \$d 1893-1976.

However, the much more common situation is that the data are in 880 fields and change is made to the Romanized portion of the access point based on the 1XX of the authority record matched.

Incoming bib record:	100	1_	\$a 毛澤東, \$d 1893-
	880	1_	\$6 100-01/\$1 \$a 毛澤東, \$d 1893-
Updated to:	100	1_	\$a Mao, Zedong, \$d 1893-1976.
	880	1_	\$6 100-01/\$1 \$a 毛澤東, \$d 1893-1976

Access points : Names

Personal name standard matching

The processing performed for personal names insures that all matched names are corrected, including the addition or completion of birth and death dates, regardless of how much (if any) birth/death date information was present in the original bib access point.

Incoming bib record:	100	1_	\$a Bellah, Robert Neelly, \$d 1927-
Changed by MARCIVE to:	100	1_	\$a Bellah, Robert N. \$q (Robert Neelly), \$d 1927-2013.

Name access points must be carefully analyzed to find the appropriate form regardless of the combination of subdivisions, while series and uniform title access points also receive special treatment to insure that all such access points are properly verified. This is a complex operation and great care is taken to insure that every possible access point is corrected and that the results are exhaustively complete and accurate according to the authorities file.

Incoming bib record:	600	10	\$a Harvey, Jonathan, \$d 1939- \$v Manuscripts \$v Facsimiles.
Changed by MARCIVE to:	600	10	\$a Harvey, Jonathan, \$d 1939-2012 \$v Manuscripts \$v Facsimiles.

When there are multiple personal name matches and no clearly correct choice, MARCIVE processing examines the Source Data Note field (MARC 670) of the authority record for a match with the 245 field of the bibliographic record.

Incoming bib record:	100	1_	\$a Hart, Roger.
	245	10	\$a English life in the eighteenth century.

In this case, the LC Names authorities file contains several potential matches for "Hart, Roger." In examining the Source Data Found Note (MARC 670) fields of the authority records, MARCIVE processing identifies as the correct match, the heading "Hart, Roger, 1941-."

LC Name authority file entries for Hart, Roger:

\$a Hart, Roger	Source Note:	Reed, A. W. Myths and legends of Fiji..., 1967
\$a Hart, Roger, 1937-	Source Note:	His Inside the Apple LaserWriter, 1988:
✓ \$a Hart, Roger, 1941-	Source Note:	His English Life in the Eighteenth century, 1970
\$a Hart, Roger, 1948 May 30-	Source Note:	Hart, Roger. Erratics, 2001
\$a Hart, Roger, 1958-	Source Note:	Hart, Roger. Postcards from Detroit, 2006

The correct personal name is thereby pinpointed and the record upgraded. This feature of MARCIVE machine-matching increases both the accuracy and number of matched headings to a degree which is usually achieved only through manual review.

Corrected bib record:	100	1_	\$a Hart, Roger, 1941-
	245	10	\$a English life in the eighteenth century.

In the profile, you have options to change the standard matching described above.

Personal names: Tighter match option, \$c

Standard matching gives more weight to the \$d date subfield and uses \$c (Title and words associated with a name) primarily in special cases, such as \$c Mrs. This is the default and is recommended.

Incoming bib record:	100	0_	\$a Thomas, \$d fl. 1250
Authority record	100	0_	\$a Thomas, \$c of Hales, \$d active 1250
Standard matching			
Changed by MARCIVE to:	100	0_	\$a Thomas, \$c of Hales, \$d active 1250

In this tighter match option, you can choose to have the \$c participate more prominently in the match, requiring a match between the \$c subfield(s) in the bibliographic record and the \$c subfield(s) in the authority record. If you choose this option, the number of matches will be reduced, including valid matches.

Incoming bib record:	100	0_	\$a Thomas, \$d fl. 1250
Authority record	100	0_	No match to an authority record.
Tighter matching, \$c			
Retained by MARCIVE as:	100	0	\$a Thomas, \$d fl. 1250

Standard matches for personal name subjects work the same way.

Incoming bib record:	600	1_	\$a Hill, John, \$c Sir, \$d 1714?-1775.
Authority record	100	1_	\$a Hill, John, \$d 1714?-1775.
Standard matching			
Verified by MARCIVE as:	600	1_	\$a Hill, John, \$d 1714?-1775.

In standard authority control, the \$c of the bib access point may be retained, in this case, "\$c Sir," to prevent loss of information.

Tighter matching by requiring the \$c to match would prevent a match, which also means an authority record would not be supplied.

Incoming bib record:	600	1_	\$a Hill, John, \$c Sir, \$d 1714?-1775.
Authority record			No match to an authority record.
Tighter matching, \$c			
Retained by MARCIVE as	600	1_	\$a Hill, John, \$c Sir, \$d 1714?-1775.

Subfield \$c matching would prevent both of the above examples (Thomas and Hill) so that the bibliographic records would not be changed, nor would an authority record be supplied. The reason you might choose this alternative is to prevent matches in which the only distinguishing information is in the \$c.

Personal names: Tighter match option, \$d

The default is to match personal names to LC form wherever possible and is highly recommended.

Our standard method for identifying bibliographic personal name access points for upgrade provides the highest possible match rate. If a personal name access point without any dates matches one and only one record in the authorities file, and that authority record has dates, we add dates to the library's bib access point.

Incoming bib record:	100	1_	\$a DePaola, Tomie
Standard matching	100	1_	\$a DePaola, Tomie, \$d 1934-
Changed by MARCIVE to:	100	1_	\$a DePaola, Tomie, \$d 1934-

Alternatively, the library can opt for a tighter match by requiring that the \$d in the bibliographic access point match the \$d in the authority record.

Incoming bib record:	100	1_	\$a DePaola, Tomie
Tighter matching, \$d			No match to an authority record.
Retained by MARCIVE as:	100	1_	\$a DePaola, Tomie

The access point will appear unmatched (thus lowering the hit rate) and the authority record will not be supplied.

Tighter matching on subfield \$d does not prevent matching on a birth date and subsequently upgrading the record to the current form.

Incoming bib record:	700	1_	\$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-
Tighter matching, \$d, still allows this match	100	1_	\$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-1924.
Changed by MARCIVE as	700	1_	\$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-1924.

Disable use of VIAF file

Frequently several authors have the same name but the bib record only has a subfield \$a. In these cases, an exact match is not automatically accepted without checking for additional confirmation. One of the resources used is the Virtual International Authority File (VIAF), which is made available under the [ODC Attribution License](http://viaf.org/viaf/data/). <http://viaf.org/viaf/data/>

Although VIAF can facilitate a good match, it does have some titles associated with the wrong author so incorrect matches may occur. If you prefer we can disable validation of names in the VIAF auxiliary database for your library.

Personal names: Fiction option

Some libraries, particularly public and school, shelve fiction according to the author's name as it appears on the work. Our standard authority control could change those names, especially pseudonyms, and so we make special handling of fiction names available for those libraries which need it. When a bibliographic record is identified as representing a work of fiction, the "Special Processing of Fiction" option permits the library's choice of name to be retained. Birth and death dates are added, where appropriate, and errors in capitalization corrected.

Personal names: Canadian option

Canadian libraries and other libraries with significant collections in Canadian studies can choose to have name access points reviewed in the Library and Archives Canada (LAC) file of Canadian Names.

For libraries that have chosen this option on the profile, there are options as to which thesaurus is searched first. For example, corporate names in the bibliographic record can be searched in the LAC file first. If not resolved there, it will be searched in other name file and personal names in LCNA first. Or any combination of name type and thesaurus.

Most authority records in the LAC file consist simply of names not in the Library of Congress file.

Corporate names

Obsolete forms of corporate names are brought up to current practice.

Incoming bib record:	710	2_	\$a University of California, Berkeley. \$b Institute of Governmental Studies. \$b Berkeley-Hong Kong Project.
Changed by MARCIVE to:	710	2_	\$a Berkeley-Hong Kong Project.
Incoming bib record:	710	1_	\$a Pennsylvania. \$b University. \$b Institute of Contemporary Art.
Changed by MARCIVE to:	710	2_	\$a University of Pennsylvania. \$b Institute of Contemporary Art.

Access points are examined and verified, regardless of the presence of relator or other fields.

Incoming bib record:	710	1_	\$a Polytechnical University of Valencia, \$e degree granting institution.
Changed by MARCIVE to:	710	1_	\$a Universidad Politécnica de Valencia, \$e degree granting institution.

Conference and meeting names

Conference access points are compared to the most current LC authority record and verified or upgraded.

Incoming bib record:	111	2_	\$a Robotics: Science and Systems Conference \$n (8 th , \$d 2012 : \$c Sydney, N.S.W.)
Verified by MARCIVE:	111	2_	\$a Robotics: Science and Systems Conference \$n (8 th , \$d 2012 : \$c Sydney, N.S.W.)

As part of obsolete MARC content designation processing, old coding and order of conference names will be examined and corrected, even if not matched to an authority record.

Incoming bib record:	711	2_	\$a Symposium on Man-Machine Systems, \$b 11 th , \$c Winter Park, Fla., \$d 1970.
Changed by MARCIVE to:	711	2_	\$a Symposium on Man-Machine Systems \$n (11 th , \$d 1970 : \$c Winter Park, Fla.)

Uniform titles

Uniform titles are compared to authorities in the LC Name authorities file; matches are verified.

Incoming bib record:	730	0_	\$a Beauty and the beast.
Verified by MARCIVE:	730	0_	\$a Beauty and the beast.

The following examples were changed because the incoming bibliographic access point matched an updated authority record.

Incoming bib record:	130	0_	\$a Bible. \$p O.T. \$p Five Scrolls. \$l Hebrew. \$f 1984.
Matched to authority:	130	_0	\$a Bible. \$p Five Scrolls.
Changed by MARCIVE to:	130	0_	\$a Bible. \$p Five Scrolls. \$l Hebrew. \$f 1984.

Incoming bib record:	130	0_	\$a Bible. \$g Manuscripts, Anglo-Saxon. \$p N.T. \$p Gospels (Lindisfarne Gospels)
Matched to authority:	130	_0	\$a Bible. \$p Gospels. \$l English (Old English). \$s Lindisfarne Gospels.
Changed by MARCIVE to:	130	0_	\$a Bible. \$p Gospels. \$l English (Old English). \$s Lindisfarne Gospels.

Series

Title series

In June 2008, the MARC Advisory Committee made a change that rendered the series statement/added entry (title field 440) obsolete in the MARC 21 Bibliographic Format. The 440 field is automatically retagged to a 490 with a 1st indicator of 1, and a series title added entry 830 is created.

Incoming bib record:	440	_4	\$a The English heritage series
Changed by MARCIVE to:	490	1_	\$a The English heritage series
	830	_0	\$a English Heritage (Series)
Incoming bib record:	440	_0	\$a Talmud Balvi.
Changed by MARCIVE to:	490	1_	\$a Talmud Balvi.
	830	_0	\$a Talmud.

Title series: examination of untraced series.

MARCIVE will match and upgrade access points in field 490, 1st indicator=0. If no match is found, the access point and tagging will remain unchanged. If a match is found with a series title authority record (130), the field will be retagged to a 490/830 combination.

Incoming bib record:	490	0_	\$a Books that matter
Matched to authority:	130	_0	\$a Books that matter
Changed by MARCIVE to:	490	1_	\$a Books that matter
	830	_0	\$a Books that matter

Access points : Subjects

Your MARCIVE authorities profile controls which types of subject access points will be processed.

Second Indicator	Thesaurus	Will be examined
0	Library of Congress Subject Headings	Yes, if profiled
1	LC subject headings for children's literature (CYACP)	Yes, if profiled
2	Medical Subject Headings (MeSH)	Yes, if profiled
3	National Agricultural Library subject authority file	No, retained as is or deleted, according to your profile. Alternatively, can be retagged.
4	Source not specified	No, retained as is or deleted, according to your profile. Alternatively, can be retagged.

Second Indicator	Thesaurus	Will be examined
5	Canadian Subject Headings (LAC)	Yes, if profiled
6	Répertoire de vedettes-matière	No, retained as is or deleted, according to your profile.
7	Selected sources specified in subfield \$2 \$2 gsafd \$2 lcgft \$2 sears \$2 mesh \$2 lctgm or gmgpc \$2 fast	Yes, if profiled.
7	All other sources specified in subfield \$2	No, all remaining are retained as is or deleted, according to your profile. Alternatively, can be retagged.

Library of Congress Subject Headings

The primary subject authority for most libraries is the Library of Congress Subject Heading file, or LCSH. MARCIVE maintains an up-to-date copy of the LCSH file for use in making changes to the library's subject access points coded as LCSH.

MARCIVE processing examines the entire subject access point including subdivisions to find a match.

Topical subject access points (650), personal name (600), corporate name (610), and conference/meeting (611), uniform title (630), geographic name (651), are all examined. LCSH are identified by a second indicator of 0.

Incoming bib record:	650	_0	\$a Libraries \$x University and college \$x Administration.
Changed by MARCIVE to:	650	_0	\$a Academic libraries \$x Administration
Incoming bib record:	600	00	\$a Finn MacCumhaill, \$d 3 rd cent. \$v Legends.
Changed by MARCIVE to:	600	00	\$a Finn MacCumhaill, \$d active 3 rd century \$v Legends.
Incoming bib record:	610	20	\$a NAVCEN. \$x History.
Changed by MARCIVE to:	610	20	\$a U.S. Coast Guard Navigation Center. \$x History.
Incoming bib record:	610	10	\$a Paris. \$q Peace Conference, \$d 1919 \$x Fiction.
Changed by MARCIVE to:	611	20	\$a Paris Peace Conference \$d (1919-1920) \$v Fiction.

Entire subfields may need to be rearranged to comply with current form before matching to an authority record.

Incoming bib record:	651	_0	\$a Great Britain \$x Constitutional history \$x Sources.
Changed by MARCIVE to:	650	_0	\$a Constitutional history \$z Great Britain \$v Sources.

Basic subject access point forms that have changed are detected and corrected where possible.

Incoming bib record:	650	_0	\$a Accounting as a profession.
Changed by MARCIVE to:	650	_0	\$a Accounting \$x Vocational guidance.

Finally, after these form changes are complete, the entire access point is re-examined to verify and correct the new access point and its subdivision(s).

Certain subject subdivisions are now valid only as main access points. "Views on [specific field or topic]" and "Contributions in [specific field or topic]" are no longer authorized as free-floating subdivisions, except where already established. The field or topic becomes a subject access point in a MARC field 650, with appropriate changes, along with the modified subject access point in a MARC field 600 for the person.

However, "Views on..." under *Abraham Lincoln* and *Jesus Christ* are established subdivisions and will not be changed.

Incoming bib record:	600	10	\$a Bell, Alexander Graham, \$d 1847-1922 \$x Contributions in telecommunications.
Changed by MARCIVE to:	600	10	\$a Bell, Alexander Graham, \$d 1847-1922
	650	_0	\$a Telecommunication.

When a subject access point splits into two or more current headings, it is normally replaced by the new access points.

Incoming bib record:	650	_0	\$a Labor and laboring classes \$x History.
Replaced with:	650	_0	\$a Working class \$x History.
	650	_0	\$a Labor movement \$x History.
	650	_0	\$a Labor \$x History.

Instead of having these access points changed, you may choose to have them left unchanged. An optional listing is made available which shows all currently authorized forms of the heading. This listing of all the split headings is known as the Multi-matches report.

Most authority records for sacred works such as *Bible* and *Qur'an* have now been distributed by LC and are used for update of the former AACR2 forms. For those headings that are not included in the LC authority files, you may choose to have further clean-up by using RDA Conversion Service (RDACS).

Incoming bib record:	630	_0	\$a Bible. \$p O.T. \$x Antiquities \$x Juvenile literature.
Changed by MARCIVE to:	630	_0	\$a Bible. \$p Old Testament \$x Antiquities \$v Juvenile literature.

Library of Congress is engaged in a process to convert fictitious characters from topical to personal name records. The authorized form of the name is changing from a subject record with a qualifier "(Fictitious character)" to a name record with \$c (Fictitious character). The LC authority file has a mix of subject and name authority records for fictitious characters and these type of headings in your bib records will have the latest authorized form per the authority record..

LC Children's Headings

The Library of Congress develops subject access points appropriate for young people through the Children's and Young Adults' Cataloging Program (CYACP). This program was formerly known as the Annotated Card Program (ACP). Here the access points will be referred to as Children's Headings.

If your library has elected to have Children's Headings examined, MARCIVE will correct subject access points containing a second indicator of 1.

MeSH (National Library of Medicine)

If MeSH processing is elected, MARCIVE will bring obsolete descriptors up-to-date. Libraries with National Library of Medicine (MeSH) access points can opt to have them matched against the MeSH authorities files and brought up to date at no additional cost.

If your library has elected to have MeSH examined, MARCIVE will correct subject access points containing a second indicator of 2 or 7 with \$2 MeSH.

Canadian Subject Headings (CSH)

For libraries with significant collections of Canadiana, it may be useful to examine access points against the Library and Archives of Canada (LAC) files of Canadian Subjects. Canadian Subject Headings (CSH) is a list of subject access points in the English language, using controlled vocabulary, to access and express the subject content of documents on Canada and Canadian topics.

If your library has elected to have Canadian subject headings examined, MARCIVE will correct subject access points containing a second indicator of 5.

Genre LCGFT

Prior to May 2011, the Library of Congress coded genre/form bibliographic and authority terms to indicate that the origin was LCSH. LC decided to separate Library of Congress Subject Headings (LCSH) from the new thesaurus, Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT).

Genre GSAFD

We examine genre added entries that have been coded to show compliance with *Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD)*. If the access point is obsolete, we upgrade it to the current value. These are identified with a second indicator of 7 with \$2 gsaafd.

Sears

Libraries using Sears headings generally have small collections and prefer that works be grouped together in broader rather than more technical subject headings. These are identified with a second indicator of 7 with \$2 sears.

Thesaurus for Graphic Descriptors (TGM)

Libraries with collections of ephemera and specialized graphic arts items may use the *Thesaurus for Graphic Materials* for access points. This is a tool for indexing visual materials by subject and by genre/format. These access points are identified by 650_7 with a subfield \$2 lctgm and 655_7 with a field \$2 gmgpc or \$2 lctgm.

Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging

(RBMS). These thesauri provide standardized vocabulary for retrieving special collections materials by form, genre, or by various physical characteristics that are typically of interest to researchers and special collections librarians. These access points are identified by 655_7 with a subfield \$2 of one of the following:

Genre Terms \$2 rbgenr

Binding Terms \$2 rbbin

Paper Terms \$2 rbpap

Printing & Publishing Evidence \$2 rbprin or \$2 rbpub

Provenance Evidence \$2 rbprov

Type Evidence \$2 rbtyp

The Art & Architecture Thesaurus® (AAT). This vocabulary is intended to provide terminology and other information about the objects, artists, concepts, and places important to various disciplines that specialize in art, architecture, and material culture. These access points are identified by 655_7 with a subfield \$2aat.

No matching authority records are provided for either RBMS or AAT headings.

Faceted Application of Subject Terminology (FAST)

For a few years now, FAST headings have been included in bib records but not typically utilized. Now that they are gaining in popularity, MARCIVE offers review and maintenance of FAST headings as an automated service!

FAST is available as Linked Data, and MARCIVE can add the URIs to subfield \$0 that link to the term at no additional cost with authorities processing.

Additionally, we can create FAST access points based on LC access points.

There are a variety of ways we can handle FAST headings:

1. Ignore them.
2. Delete them.
3. Force them to Library of Congress Subject Headings [LCSH 6XX_0] so they are processed as LCSH/LC-NAF.
4. Match the FAST heading [6XX_7 \$2fast] against LC. Then flip the term and source coding if recognized, otherwise leave as FAST.
5. Examine all FAST [6XX_7 \$2fast] fields against the FAST database, and report out any changes, validations, or unrecognized FAST fields.
6. We can supply URIs or control numbers to bib records in the subfield \$0. If a subfield \$0 is already in the incoming field, we will make sure that it matches the associated authority record. We can also ensure it is in the form requested (such as a control number) and will be changed to a URI. If the term is not recognized but a subfield \$0 is already there, it will be retained.
7. Supply FAST authority records.

Deduplication

Removal of duplicate bibliographic records.

Output from your automated system represents a snapshot of the bibliographic database. For the most part, there will be one MARC bib record for each bibliographic entity in your collection. It may appear to human eyes that two or more records represent the same bibliographic entity. Your automated system detected some difference between the two and did not merge them. We do not recommend automated duplicate bib record removal, or deduplication, for most situations. Humans do a much better job of deciding when two records are the same and when they are different. If your situation requires automated deduplication, we request that you supply us with a sample of your database containing duplicate records and an explanation of how you want them processed.

Removal of duplicate authority records.

When MARCIVE performs authority control, the matching authority records are automatically deduplicated. If you request a separate output file for names and for subjects, each file may contain

an identical record for a particular name. For example, if *Winston Churchill* was used as an author and as a subject, the authority record will appear in both files.

Removal of duplicate subject access points.

If authority control results in two identical subject access points in the same bib record, one will be deleted automatically. To be identical, both access points must have the same MARC coding as well as text. Normally, an LC subject heading will not duplicate an LC children's subject heading because the subdivisions will differ (for example, --*Juvenile fiction* vs. *Fiction*), and the second indicator will differ.

Resource Description and Access Conversion Service (RDACS)

MARCIVE has developed a set of profile options to bring a library's existing catalog into conformity with RDA, the Resource Description and Access Conversion Service or RDACS. The cost of RDACS is included in authority control.

What is Resource Description and Access (RDA)?

RDA is the standard for cataloging that replaces the *Anglo-American Cataloguing Rules, 2nd ed.* (AACR2). New cataloging is now in RDA format, but your older records are not.

The Library of Congress (LC) and participants in the Program for Cooperative Cataloging (PCC) implemented RDA as its cataloging standard March 31, 2013.

RDA is intended to describe all formats for better discovery. Many abbreviations, such as [S.l.], [s.n.], and [et al.], are changed to standard English words.

How does RDA help the user?

There are several ways RDA helps people find what they are looking for.

- Clearer language.
- Clear indication of the relationship among works and the people responsible for them.
- Easier for computers to manipulate and provide on the web.
- Well-defined and structured data elements, such as separate statements about production, publication, distribution, manufacture, and copyright.

What are hybrid records?

A hybrid record is a bibliographic record created under one set of rules, then modified with an element from a subsequent set of rules.

Hybrid record		
Title	Robert Laneham's letter [electronic resource] : describing a part of the entertainment unto Queen Elizabeth at the castle of Kenilworth in 1575 / ed., with introduction, by F. I. Furnivall.	AACR2
Author	Laneham, Robert, active 16 th century.	RDA
Imprint	London, J.H. Burn, 1821.	Pre-AACR2
Description	1 online resource (1 p. l., 114 p. front. (port.))	AACR2
Subject	Kenilworth Castle (Kenilworth, England) Cox, Captain, active 1575.	RDA

Even before the introduction of Resource Description and Access, libraries had hybrid records, for example, pre-AACR2 records that had been modified with AACR2 elements.

Sources of hybrid records include:

- Your own catalog. Catalogers may modify an access point in an AACR2 bib record to match the current RDA authority record.
- OCLC. Catalogers may add some RDA elements to existing non-RDA records without re-cataloging the entire record according to RDA. [OCLC Policy Statement March 2013](#).
- Automated processing. Authority control by a provider such as MARCIVE adds RDA elements without manually re-cataloging the record.

Hybrid records are not coded as RDA, specifically, the MARC 040 should not contain \$e rda. [PCC Guidelines April 2013](#). However, some libraries do choose to have this information added.

While hybrid records are acceptable, it is worthwhile to make them as consistent as possible for the benefit of the user. The MARCIVE RDA Conversion Service (RDACS) performs this service.

Machine processing vs. manual creation of records under RDA

RDACS is a machine process. A cataloger does not recatalog each record, rather, programs identify non-RDA practices and change the record to conform to RDA. When you have the piece in hand, you can make intellectual changes as well as mechanical changes to a non-RDA record to make it conform to RDA.

- Add relator terms
 - Add more access points
 - Replace [et al.] with all the contributors to a work
 - Create very specific 336, 337, 338 fields
- Change data in free text fields such as notes

Manually cataloged in RDA		
040	—	\$a STF \$b eng \$e rda \$d STF
245	00	\$a Showdown at Boot Hill / \$c director of photography, John M. Nickolaus, Jr.
264	_1	\$a [Saint Charles, IL] : \$b Olive Films, \$c [2013]
264	_4	\$a ©2013
300	—	\$a 1 videodisc (72 min.) : \$b sound, black and white; \$c 4 ¾ in.
336	—	\$a two-dimensional moving image \$2 rdacontent
337	—	\$a video \$2 rdamedia
338	—	\$a videodisc \$2 rdacarrier
344	—	\$a digital \$b optical \$g mono \$h Dolby \$2 rda
655	_7	\$a Western films. \$2 lcgft
700	1_	\$a Fowler, Gene, \$c Jr., \$d 1917-1998, \$e film director.
700	1_	\$a Bronson, Charles, \$d 1920-2003, \$e actor.
700	1_	\$a Hutton, Robert, \$d 1920-1994, \$e actor.
700	1_	\$a Carradine, John, \$e actor.
700	1_	\$a Mathews, Carole, \$d 1920- \$e actor.
700	1_	\$a Vittes, Louis, \$e screenwriter.
710	2_	\$a Regal Films, \$e production company.
710	2_	\$a Olive Films, \$e publisher.

When you do not have the piece in hand, and are relying on machine manipulation, the bibliographic record lacks the information to create relator fields or add access points. In addition, the changes that are made must be quite conservative. With programming, it is possible to:

- Identify an obsolete form in an access point and replace with the new RDA form based on an LC authority record.
- Validate, correct, or translate existing relator codes to relator terms.
- Replace certain abbreviations in access points, such as *fl.* with *active*.
- Replace *et al.* with *[and others]*.
- Spell out certain abbreviations in fields in which cataloging has been predictable, such as *p.* to *pages* in the Publication Data field 300.
- Create 264 fields from 260 fields.
- Generate 336, 337, and 338 fields based on information in fixed and variable fields.

What is included in RDACS?

As is standard MARCIVE policy, your authority control matches access points to the current LC authority record, which may be AACR2 or RDA, regardless of whether you choose to do any special RDACS processing.

Over time, RDA practices have changed. Therefore all records are examined, even if marked as RDA.

RDACS processing performs some basic tasks automatically and provides several options (Access

group, Descriptive group, GMD, CMC group). You can get all these fields changed, or choose the options you need.

MARC	Description
040 \$a \$b \$c \$e	Cataloging Source
245	Title Statement
\$h	General Material Designation (GMD)
250	Edition Statement
260	Publication Distribution, etc. (Imprint)
300	Physical Description
100, 400, 700, 800, 110, 410, 710, 810, 111, 411, 711, 811, 130, 730, 830 \$d, \$f; 6XX	Personal names Corporate names Conference names Uniform titles Subject access points
336, 337, 338	Content Types, Media Types, and Carrier Types (CMC)
RDA reports	Two optional reports
Special RDACS requests	RDACS requests that are not part of our standard options

Basic RDACS changes

Cataloging source field (MARC 040). If a field 040 does not exist, MARCIVE will create one using the library's organizational code.

Incoming bib record:	No 040
Changed by RDACS to:	040 __ \$a OCxX \$b eng \$c OCxX

If you do not supply an organizational code, MARCIVE will create a 040 with the following values. The organizational code appearing in subfields \$a and \$c is our code *Mvl* followed by the library's MARCIVE ID.

Incoming bib record:	No 040 and no institutional code supplied
Changed by RDACS to:	040 __ \$a Mvl-GCHX \$b eng \$c Mvl-GCHX

Description conventions (MARC 040 \$e). Current RDA practice is to limit use of \$e *rda* to just those cataloging records created manually in RDA. However, there is no additional charge to add a \$e *rda*, if you wish.

Language of cataloging (MARC 040 \$b). If a language of cataloging does not exist, it will be assumed that the cataloging is in English and set the language of cataloging to *eng*. This is not the language of the material being cataloged, but the language of the cataloging itself, for example, the physical description. If your library needs a different global language of cataloging, please discuss with a representative.

Incoming bib record:	040	—	\$a OCxX \$c OCxX
Changed by RDACS to:	040	—	\$a OCxX \$b eng \$c OCxX

Language of cataloging ≠ Language of work			
LDR		01079cam a2200241 a 450	
001		00012999	
008		001218s2001 caua j 000 1 fre	008 35-37 Language of work
040	—	\$a DLC \$b eng \$c DLC \$d DLC	040 \$b Language of cataloging
100	1_	\$a Saint-Exupéry, Antoine de, \$d 1900-1944.	
245	13	\$a Le petit prince.	
264	—	\$a San Diego : \$b Harcourt, \$c [2001?]	
300	—	\$a 85 pages : \$b illustrations (some color) ; \$c 23 cm.	

Series statement (MARC field 440). Replace obsolete series field MARC 440 with two fields: a 490 _1 and an 8XX. This replacement is also the default in authority control.

Incoming bib record:	440	—	\$a Middle English texts ; \$v 17
Changed by RDACS to:	490	1_	\$a Middle English texts ; \$v 17
	830	_0	\$a Middle English texts ; \$v 17

Access point changes

Tasks

All the following task groups are available on the profile.

Dates

Change abbreviations associated with dates in the following subfields: 100, 400, 600, 700, 800, 110, 410, 610, 710, 810, 111, 411, 611, 711, 811, 130, 630, 730, 830 \$d, \$f; 650 \$a, \$y; 651 \$y

- Change *b.* to - hyphen after date [LC policy is to use hyphen, not *born*].
- Change *d.* to - hyphen before date [LC policy is to use hyphen, not *died*] .
- Change *fl.* to *active*.
- Change *ca.* to approximately.
- Change *cent.* and *cen.* to *century*.
- Change abbreviated months to the full spelling.
- Insert *B.C.* before hyphen when it appears at end of date.
- Change *pseud.* to *pseudonym* in X00\$c.

Music terms

Change *arr.* to *arranged* in \$o [oh] in the following fields: 100, 400, 600, 700, 800, 110, 410, 610, 710, 810, 111, 411, 611, 711, 811, 130, 630, 730, 830, 240.

Incoming bib record:	700	1_	\$a Foster, Stephen Collins, \$d 1826-1864. \$t Works. \$k Selections; \$o arr.
----------------------	-----	----	--

Changed by RDACS to:	700	1_	\$a Foster, Stephen Collins, \$d 1826-1864. \$t Works. \$k Selections; \$o arranged.
----------------------	-----	----	---

Change \$t Selections. to \$t Works. \$k Selections.

Incoming bib record:	700	1_	\$a Bach, Johann Sebastian, \$d 1685-1750. \$t Selections.
----------------------	-----	----	---

Changed by RDACS to:	700	1_	\$a Bach, Johann Sebastian, \$d 1685-1750. \$t Works. \$k Selections.
----------------------	-----	----	--

Relator terms

Change relator term abbreviations in fields 100, 600, 700, 800, 110, 610, 710, 810 \$e; 111, 611, 711, 811 \$j.

Abbreviated relator terms in both \$e and \$j are expanded to the full word.

Incoming bib record:	100	1_	\$a Galenson, Walter, 1914-1999, \$e ed.
----------------------	-----	----	--

Changed by RDACS to:	100	1_	\$a Galenson, Walter, 1914-1999, \$e editor
----------------------	-----	----	---

NOTE: If your library instructed us to change \$e and \$j terms to \$4 codes in the profile, there will not be any \$e or \$j terms to spell out.

Sacred works

In Bible uniform title access points, *O.T.* and *N.T.* will be spelled out *Old Testament* and *New Testament* except when they are followed by a subfield \$p. When the additional \$p is present, *O.T.* and *N.T.* are removed.

NOTE: Standard authority control even without RDACS will update headings to match current LC practice and, in instances such as *Bible. New Testament*, LC has already distributed the RDA form of the heading. Therefore some of these examples are illustrative only.

Incoming bib record:	130	0_	\$a Bible. \$p N.T.
----------------------	-----	----	---------------------

Changed by RDACS to:	130	0_	\$a Bible. \$p New Testament.
----------------------	-----	----	-------------------------------

	130	0_	\$a Bible. \$p N.T. \$p Mark V, 1-20. \$l English.
--	-----	----	--

Incoming bib record:			
----------------------	--	--	--

Changed by RDACS to:	130	0_	\$a Bible. \$p Mark V, 1-20. \$l English.
----------------------	-----	----	---

In Koran uniform title access points, the former spelling of *Koran* will be changed to *Qur'an*.

Incoming bib record:	130	0_	\$a Koran. \$l Bengali. \$k Selections.
Changed by RDACS to:	130	0_	\$a Qur'an. \$l Bengali. \$k Selections.

Department

The abbreviations *dept*, *dépt.*, and *dep't* will be spelled out in access terms subject to authority control. It will not be spelled out in other fields, such as the imprint or notes.

Conference names

RDACS changes a conference name to use a semicolon instead of *and* in the 111, 611, 711, and 811 \$c when multiple place names are supplied.

Incoming bib record:	111	2_	\$a European Seminar on Biological Solar Energy Conversion Systems \$d (1977 \$c Grenoble, France, and Autrans, France)
Changed by RDACS to:	111	2_	\$a European Seminar on Biological Solar Energy Conversion Systems \$d (1977 \$c Grenoble, France; Autrans, France)

Descriptive cataloging changes

Four fields in the descriptive area may benefit from RDA upgrades: titles, edition statements, imprints, and physical descriptions.

Generally, changes to the descriptive fields are based on English as the language of cataloging. If your library used another language or languages for cataloging, please discuss this with your MARCIVE representative.

Title statement

All the following tasks will be performed in RDACS.

Supply the parallel title(s) if a 246 does not already exist.

Incoming bib record:	245	00	\$a Belaruski souvenir = \$b Belorusskiĭ souvenir = Byelorussian souvenir
Changed by RDACS to:	245	00	\$a Belaruski souvenir = \$b Belorusskiĭ souvenir = Byelorussian souvenir
	246	31	\$a Belorusskiĭ souvenir
	246	31	\$a Byelorussian souvenir

Move RDA specified terms [*a novel; dramatized adaptations; novel; research and text; stories*] from the end of subfield \$a or from \$b, when exactly that phrase is found, to the beginning of subfield \$c when subfield \$c begins with the word *by*.

Incoming bib record:	245	10	\$a Well with my soul : \$b a novel / \$c by Gregory G. Allen.
Changed by RDACS to:	245	10	\$a Well with my soul / \$c a novel by Gregory G. Allen

However, the following title does not change because there is no *by* in the \$c.

Incoming bib record:	245	10	\$a Well with my soul : \$b a novel / \$c Gregory G. Allen.
Retained by RDACS:	245	10	\$a Well with my soul : \$b a novel / \$c Gregory G. Allen.

Replace [*et al.*] in subfield \$c with [*and others*].

Incoming bib record:	245	10	\$a Coastal topography—northeast Atlantic Coast, post-Hurricane Sandy, 2012 / \$c by Hilary F. Stockdon [et 4 al.]
Changed by RDACS to:	245	10	\$a Coastal topography—northeast Atlantic Coast, post-Hurricane Sandy, 2012 / \$c by Hilary F. Stockdon [and 4 others]

Remove the bracketed phrases [*sic*] and [*i.e. ...*] where appropriate.

Incoming bib record:	245	10	\$a Analitical [<i>sic</i>] report on the 1999 national labour
Changed by RDACS to:	245	10	\$a Analitical report on the 1999 national labour

However, the following title does not change because [*Sic*] begins the \$a.

Incoming bib record:	245	10	\$a [<i>Sic</i>] : \$b a memoir / \$c Joshua Cody.
Retained by RDACS:	245	10	\$a [<i>Sic</i>] : \$b a memoir / \$c Joshua Cody.

Change *posth.* to *posthumous* and *pseudo.* to *pseudonym* in 245 \$c.

Incoming bib record:	245	00	\$a Princess Nourmahal \$c By Mme. George Sand. A <i>posth.</i> novel, never before published.
Changed by RDACS to:	245	00	\$a Princess Nourmahal \$c By Mme. George Sand. A posthumous novel, never before published.
Incoming bib record:	245	10	\$a Billy the kid, \$c by Will [<i>pseud.</i>] and Nicolas [<i>pseud.</i>]
Changed by RDACS to:	245	10	\$a Billy the kid, \$c by Will [pseudonym] and Nicolas [pseudonym]

Edition statement

All the following tasks will be performed in RDACS.

Expand abbreviations in the edition statement.

Abbreviations in the edition statement will be spelled out as instructed by RDA, that is, not abbreviating the words in AACR2 Appendix B.9. Even though the rule is to take the edition statement as it appears on the piece, the assumption is to spell it out.

Therefore, 1st becomes *First*. Similarly, 2nd, 3rd, 4th through 35th are spelled out. Numbers followed by a period are not spelled out.

Incoming bib record:	250	—	\$a 3 rd ed.
Changed by RDACS to:	250	—	\$a Third edition.

Abbreviations for *corrected*, *edition*, *introduction*, and *revised* are expanded. The language of the material as found in MARC 008 Fixed Field Data Elements, bytes 35-37 is examined in conjunction with this expansion. If the language of material is not recognized as having the abbreviation, it will be expanded using the English term.

Catalan	cat	Indonesian	ind	Portuguese	por
English	eng	Italian	ita	Romanian	rum
French	fre	Latin	lat	Spanish	spa
Galician	glg	Maltese	mlt	and more	

Incoming bib record:	008		35-37 = spa
	250	—	\$a 1. ed.
Changed by RDACS to:	250	—	\$a 1. edición

Incoming bib record:	008		35-37 = eng
	250	—	\$a Photographic facsimile of the 3rd ed. corr.
Changed by RDACS to:	250	—	\$a Photographic facsimile of the third edition corrected.

Publication, distribution, etc. (Imprint)

All listed tasks will be applied if you choose this option.

Change MARC field 260 to 264. Create multiple 264 fields where appropriate and identifiable.

Incoming bib record:	260	—	\$a Santiago de Chile : \$b El Museo, \$c 1996.
Changed by RDACS to:	264	_1	\$a Santiago de Chile : \$b El Museo, \$c 1996.

Change

r	to registered trademark	®
c	to standard copyright	©
p	to production	©

Incoming bib record:	008	—	06-14 = p19921990
	260	—	\$a France : \$b Erato, \$c 1992.
Changed by RDACS to:	264	_1	\$a France : \$b Erato, \$c 1992.
	264	_4	\$a ©1990

Supply separate brackets for each subfield when multiple subfields are bracketed.

Incoming bib record:	260	—	\$a [Chicago : \$b University of Chicago Press, \$c 1950]
Changed by RDACS to:	264	_1	\$a [Chicago] : \$b [University of Chicago Press], \$c [1950]

Remove [sic].

Incoming bib record:	260	—	\$a Allhaabad [sic] : \$b Central Law Agency \$c [1968]
Changed by RDACS to:	264	_1	\$a Allhaabad : \$b Central Law Agency \$c [1968]

Copy publishing information found in a 260 \$a [*i.e.*,] to a 500 Notes field. Remove the bracketed information from the 260.

Incoming bib record:	260	—	\$a Hammersmith [<i>i.e.</i> , London] : \$b Dove Press, \$c 1913.
Changed by RDACS to:	264	_1	\$a Hammersmith : \$b Dove Press, \$c 1913.
	500	—	\$a Published in London.

Change 260 \$a [S.l.] to [Place of publication not identified].

Incoming bib record:	260	—	\$a [S.l.] \$b Macromedia, \$c 1996.
Changed by RDACS to:	264	_1	\$a [Place of publication not identified] \$b Macromedia, \$c 1996.

Change 260 \$b [s. n.] to [publisher not identified].

Incoming bib record:	260	—	\$a New York : \$b [s.n.] \$c 2000.
Changed by RDACS to:	264	_1	\$a New York : \$b [publisher not identified] \$c 2000.

Change 260 \$c [*n.d.*] to [*date of publication not identified*] or to date supplied in 008/07-14.

Incoming bib record:	008		07-14 = _____
	260	—	\$a [Detroit : \$b J. Smith, \$c n.d.]

Changed by RDACS to:	264	_1	\$a [Detroit] : \$b [J. Smith], \$c [date of publication not identified] .
Incoming bib record:	008		07-14 = 1985____
	260	__	\$a [Detroit : \$b J. Smith, \$c n.d.]
Changed by RDACS to:	264	_1	\$a [Detroit] : \$b [J. Smith], \$c [1985] .

Spell out abbreviated months in 260 \$c.

Incoming bib record:	260	__	\$a Boston : \$b Printed by Manning & Loring, \$c Sept. 1799.
Changed by RDACS to:	264	_1	\$a Boston : \$b Printed by Manning & Loring, \$c September 1799.

Change bracketed dates in 260 \$c to conform to RDA practice.

Incoming bib record:	260	__	\$a New York : \$b Bourne, \$c [ca. 1830].
Changed by RDACS to:	264	_1	\$a New York : \$b Bourne, \$c [1830?] .
Incoming bib record:	260	__	\$a Boston, \$b C. Bradlee, \$c [18--]
Changed by RDACS to:	264	_1	\$a Boston, \$b C. Bradlee, \$c [between 1800-1899]

Physical description

All listed tasks will be applied if you choose this option.

Spell out in MARC 300 field any recognized AACR2 and some other common abbreviations not defined in RDA.

Incoming bib record:	300	__	\$a v. : \$b ill., diags., facsim., maps, ports. ; \$c 25 cm.
Changed by RDACS to:	300	__	\$a volume : \$b illustrations, diagrams, facsimiles, maps, portraits ; \$c 25 cm.
Incoming bib record:	300	__	\$a 3 v. ; \$c 18 cm. (8vo)
Changed by RDACS to:	300	__	\$a 3 volumes ; \$c 18 cm. (octavo)
Incoming bib record:	300	__	\$a 1 videocassette of 1 (VHS) (ca. 85 min.) : \$b sd., b&w ; \$c ½ in.
Changed by RDACS to:	300	__	\$a 1 videocassette of 1 (VHS) approximately 85 min.) : \$b sound, black and white ; \$c ½ in.

Change <#> [i.e., <##>] pp. to <#>, [that is <##>] pages.

Incoming bib record:	300	__	\$a viii, 496 [i.e., 512] p. ; \$c 23 cm.
Changed by RDACS to:	300	__	\$a viii, 496 [that is, 512] pages ; \$c 23 cm.

Change [<#>] *p.* to <#> unnumbered pages.

Incoming bib record:	300	—	\$a xxii, 255 p., [9] p. of plates : \$b ill., map, ports. ; \$c 22 cm
Changed by RDACS to:	300	—	\$a xxii, 255 pages, 9 unnumbered pages of plates : \$b illustrations , map, portraits ; \$c 22 cm

RDA removes the AACR2 distinction between *p. of music* and *score*. Notated music will be described as *scores* in RDA records. Terms will be updated to RDA usage: use *study score* instead of *miniature score*; use *audio disc* instead of *sound disc*; and use *condensed score* instead of *close score* for physical description terms.

Change *p. of music*, *v. of music*, and *leaves of music* to *score*.

Incoming bib record:	300	—	\$a 33 p. of music ; \$c 31 cm.
Changed by RDACS to:	300	—	\$a 1 score (33 pages) ; \$c 31 cm.

Change *close score* to *condensed score*.

Incoming bib record:	300	—	\$a 1 close score (256 p.) ; \$c 28 cm.
Changed by RDACS to:	300	—	\$a 1 condensed score (256 pages) ; \$c 28 cm.

Change *miniature score* to *study score*.

Incoming bib record:	300	—	\$a 2 sound discs : \$b digital, stereo. ; \$c 4 ¾ in. + \$e miniature score (56 p. ; 12 cm x 12 cm.)
Changed by RDACS to:	300	—	\$a 2 audio discs : \$b digital, stereophonic ; \$c 4 ¾ in. + \$e study score (56 pages ; 12 cm x 12 cm.)

Change *sound disc* to *audio disc*.

Incoming bib record:	300	—	\$a 1 sound disc : \$b digital, stereo. ; \$c 4 ¾ in.
Changed by RDACS to:	300	—	\$a 1 audio disc : \$b digital, stereophonic ; \$c 4 ¾ in.

NOTE: RDA does not expand *in.*, *ft.*, *mm*, *cm*, *rpm*, *VHS*, or *min*. Period at end of 300 is retained if followed by 490.

Content, Media, and Carrier (CMC)

CMC creation: Standard

Create Content, Media, and Carrier (CMC) terms where possible.

NOTE: The fields for Content, Media, and Carrier are referred to collectively as CMC.

The three fields:

1. Content type (MARC field 336)
2. Media type (MARC field 337)
3. Carrier type (MARC field 338)

Phonograph record changes

Incoming bib record:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 sound disc : \$b analog, 78 rpm ; \$c 12 in.
Changed by RDACS to:	245	00	\$a Action in North Africa.
	300	—	\$a 1 audio disc : \$b analog, 78 rpm ; \$c 12 in.
	336	—	\$a spoken word \$b spw \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier

Two CDs record changes

Incoming bib record:	245	04	\$a The #1 guitar album \$h [sound recording].
	300	—	\$a 2 sound discs (ca. 129 min.) : \$b digital ; \$c 4 3/4 in.
Changed by RDACS to:	245	04	\$a The #1 guitar album.
	300	—	\$a 2 audio discs (approximately 129 min.) : \$b digital ; \$c 4 3/4 in.
	336	—	\$a performed music \$b prm \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier

CMC creation: Custom

Our standard criteria for generating the CMC fields (337, 338, and 339) include examination of fixed and variable fields. There is no additional cost for this option.

Alternatively, you may choose to have us create CMC fields based on other coding or data. Supply a file in Excel to show the appropriate mapping, so that we can provide you with a quote.

General Material Designation (GMD)

While the GMD is not part of RDA, decisions about the creation of the CMC and the GMD often arise at the same time. As part of authorities, you can retain the GMD, move it to a 500 Note field, delete it without retaining it anywhere, or create one if one does not exist. MARCIVE will retain the GMD unless you request that it be moved to another field, such as a note.

Retain GMD

Some libraries wish to retain the GMD in the 245 Title field.

Retain GMD			
Incoming bib record:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 sound disc : \$b analog, 78 rpm ; \$c 12 in.
Changed by MARCIVE to:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 audio disc : \$b analog, 78 rpm ; \$c 12 in.
	336	—	\$a spoken word \$b spw \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier

Move GMD

You may wish to move it to a note.

Move GMD to a 500 field			
Incoming bib record:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 sound disc : \$b analog, 78 rpm ; \$c 12 in.
Changed by MARCIVE to:	245	00	\$a Action in North Africa.
	300	—	\$a 1 audio disc : \$b analog, 78 rpm ; \$c 12 in.
	336	—	\$a spoken word \$b spw \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier
	500		\$a GMD: sound recording

We recommend moving the GMD to a 500 field, particularly if you have used terms that were useful to your users, but were not standard.

Local GMD			Recommended
Incoming bib record:	245	04	\$a The best exotic Marigold Hotel \$h [movie].
Changed by MARCIVE to:	245	00	\$a The best exotic Marigold Hotel.
	500		\$a GMD: movie

Delete GMD

Dependence on the GMD is waning. You can request that we simply delete the GMD.

Create GMD

A few libraries still depend on the GMD, and have noticed that new cataloging lacks one. If you want us to create a GMD for any title which lacks one, this is an option. There is a one-time setup fee.

Create GMD			
Incoming bib record:	245	00	\$a Forever strong / \$c Picture Rock ...
	336	—	\$a two-dimensional moving image \$2 rdacontent
	337	—	\$a video \$a computer \$2 rdamedia
	338	—	\$a videodisc \$2 rdacarrier
Changed by MARCIVE to:	245	00	\$a Forever strong \$h [videorecording] / \$c Picture Rock ...
	336	—	\$a two-dimensional moving image \$2 rdacontent
	337	—	\$a video \$a computer \$2 rdamedia
	338	—	\$a videodisc \$2 rdacarrier

Special RDACS requests

Please ask us if you have any special requests concerning RDACS. Customization may be possible for libraries that need Leader encoding changes other than the standard or have used a language of cataloging other than English.

Other examples: Change Leader byte 18 from *a* to *i*. Add a *\$e rda* to 040 fields.

Sample bibliographic record and matching authority records

All examples have been edited for space.

Output bibliographic record			Authority record
010		\$a 2011500452	Personal name
040		\$a DLC \$c DLC	
100	1_	\$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973.	
245	10	\$a Beowulf and the critics / \$c J.R.R. Tolkien ; edited by Michael D.C. Drout.	
250		\$a Rev. 2nd ed.	
260	—	\$a Tempe, AZ :\$b ACMRS, \$c 2011.	
300	—	\$a xxv, 479 p. ; \$c 23 cm.	
490	1_	\$a Medieval and Renaissance texts and studies \$v v. 402	
630	00	\$a Beowulf.	Uniform title
600	10	\$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973. \$x Knowledge \$x Literature.	Personal name (subject)
650	_0	\$a Epic poetry, English (Old) \$x History and criticism \$x Theory, etc.	Topical subject
651	_0	\$a Scandinavia \$x In literature.	Geographic subject
650	_0	\$a Monsters in literature.	Topical subject
700	1_	\$a Drout, Michael D. C., \$d 1968-	Personal name
710	2_	\$a Arizona Center for Medieval and Renaissance Studies.	Corporate name
830	_0	\$a Medieval and Renaissance texts and studies \$v v. 402	Series
Output matching authority record			Matches
001		\$a n 79005673	Personal name
100	1_	\$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973.	
400	1_	\$a Tolkien, John Ronald Reuel, \$d 1892-1973.	

Output matching authority record			Matches
001		\$a n 79018834	Uniform title
130	_0	\$a Beowulf.	
430	_0	\$a Bjowulf	
Output matching authority record			Matches
001		\$a sh 2008106492	Topical subject
150	__	\$a Epic poetry, English (Old) \$x History and criticism	
Output matching authority record			Matches
001		\$a sh2010111978	Geographic subject
151	__	\$a Scandinavia \$x In literature.	
Output matching authority record			Matches
001		\$a sh 85086997	Topical subject
150	__	\$a Monsters in literature.	
Output matching authority record			Matches
001		\$a n 2002037704	Personal name
100	1_	\$a Drout, Michael D. C., \$d 1968-.	
Output matching authority record			Matches
001		\$a no 93029482	Corporate name
110	_0	\$a Arizona Center for Medieval and Renaissance Studies	
Output matching authority record			Matches
001		\$a n 42016233	Uniform title
130	_0	\$a Medieval & Renaissance text & studies (Series)	
430	_0	\$a Medieval and Renaissance text and studies	

If a library chooses to get name and subject authority records output separately, the authority record with the control number "n 79005673" will appear in both files. This is because the access point "\$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973" appears in both the 100 (Personal Name) and 600 (Subject Added Entry-Personal Name) fields.

Output options for authority control

Processing of unmatched access points

MARCIVE authority control makes thousands of corrections automatically. Some access points will not be matched to the Library of Congress file simply because LC has not yet created an authority record for them. *Standard Notification Service* customers can sign up for *NewMatch*, at no additional charge, to search for new LC headings that match previously unmatched access points. These authority records are provided to the library as part of the regular monthly distribution, or when the *NewMatch* processing is run (monthly). With *Comprehensive Notification*, these access points will be re-processed as part of the processing of all bib records.

Bibliographic file output

At the conclusion of the project, the library's MARC file of cataloging records is sent back to the library, ready for loading into the local system. There is an option to get all records back, or only those that reflect a change, although with the initial backfile nearly all records will reflect a change if *RDA Conversion Service* is elected. The library's data files in either MARC-8 or UTF-8 are made available via secure website, with a backup copy on CD or DVD.

MARCIVE has provided records for nearly every local system including Innovative Interfaces Inc. (III), SirsiDynix, Ex Libris, Koha, Evergreen, Follett, CyberTools, The Library Corporation, and others.

Mvl

MARCIVE's organizational code is Mvl. If you wish to have our code-or any other word or phrase-including the date processed, this is available at no additional cost.

Authority file output

Only the authority records required by your library are output, in the division required by your local system. Duplicate authority records are removed.

Reports of bibliographic processing

Another part of MARCIVE authority control is the creation of reports summarizing various types of activity and specifying problems or exceptions. The reports are divided into various categories so that each type of exception can be treated more easily. All reports except the Unrecognized Invalid Terms report are printed in the same sequence as the bibliographic records. As a part of both backfile and *Overnight Authorities Service*, **a suite of five reports** is automatically supplied at no additional cost. When your bib file is received for backfile processing, this suite of reports will be provided as a part of the testing process. You can then notify the Director of Production if you do

not want to receive certain reports as a part of the final project and/or for ongoing work.

It is best to choose the reports that will be used by someone who has time to review them. More optional report reports are available and are charged as listed on the quotation provided by your Consultative Sales Representative. You can also request examples of available reports.

Statistical report

A statistical report is always supplied showing such activity as the number of bib records processed, the number of headings examined, the number of headings changed, etc.

Bibliographic authority control statistics

- 142 Bibliographic records were changed
- 142 Total bibliographic records were output
- 905 Total headings selected for processing
- 818 Authorized headings verified without change
- 27 Authorized headings required modification
- 23 Recognized unauthorized headings replaced
- 2 Headings matched multiple authorized forms
- 4 Undifferentiated personal names
- 31 Unrecognized headings left unchanged
- 97 Subject geographic subdivisions processed
- 245 Subject general subdivisions processed
- 261 Subject form subdivisions processed
- 6 Non-filing indicators corrected
- 1 \$h subfields corrected in a 245 field

Unrecognized or Invalid Terms Report

Report showing all main access points which did not appear in any form on the supplementary or master LC authority control files. Sometimes referred to as a “No-Match”, “Not Found” reports. The access points that are unmatched will be separated by tag (e.g., X00, X10, etc.) to enable easier reviewing.

The MeSH report is created separately.

Multi-matches or High Probability Matches Report

This report lists the headings which matched multiple authorized forms, along with the recognized possible choices for the authorized form. You may find this report helpful if you have chosen the profile option to suppress the automatic replacement of each recognized obsolete heading by all currently authorized forms. This is sometimes referred to as a “Split Headings” or “Divided Headings” report, however it also lists name headings that match multiple subfield \$a name records when there is no exact match.

Changed Authorized Terms Report.

Reports showing every field (before and after) that was changed by matching to an associated authority record. The report is further divided by types of changes made. The access points that are changed will be separated by tag type (e.g., X00, X10, etc.).

Preprocessing Changes Report.

Report of database cleanup type changes including (but not limited to) changes made through RDA Conversion. Changes made are not the result of matching to an associated authority record.

Optional reports available at an additional cost:

Unspecified CMC Fields Report.

This report records the records for which the 336, 337, and 338 fields are undefined due to the lack of data in the record to properly create them. You may have other criteria for creating custom CMC fields which we can use an additional cost. Please discuss this with your Marketing Representative.

Authority Control Partial Match.

Electronic report showing terms, which were matched to an authority record but had additional subfield(s), which did not match. This report is output differently than the other reports in this section. Depending on your data, this may be an extensive report, so you should discuss this with your Representative before requesting this option.

More information on authorities processing reports can be found at [FAQ-AUTREPORT](#)

Maintaining the high quality of your database

To obtain the most benefit from authority control, your database needs to stay current!

Current cataloging

Once a library's authority control profile has been established and used to process its existing database of standard bibliographic records, it can also be used on an ongoing basis to process new cataloging.

Overnight Authorities

You send MARC bibliographic records to MARCIVE via secure website whenever you want and in whatever quantity you want. We examine the records, just as we did for backfile, and provide the results via secure website at the latest, the next business day. Billing is performed monthly based on the number of records processed.

Our Overnight Authorities Service:

- checks access points in every batch
- finds a MARC authority record, if one exists
- updates the bibliographic record, if necessary
- returns a file of MARC authority records for this batch via secure website (if immediate delivery option is elected)
- suppresses duplicates
- suppresses authorities previously sent
- supplies requested reports
- returns the updated bibliographic file via secure website

You load the updated bib file and the new file of authority records into your local system. Some libraries opt to get new authority records with their next monthly *Standard Notification* processing.

Overnight Authorities maintains current authority control with a minimum of staff involvement. This frees staff for more productive work and reduces the cost of catalog maintenance.

Options for customers of MARCIVE GPO records

MARCIVE Enhanced GPO Service and *Documents Without Shelves* subscribers have an especially easy way to keep these files up-to-date since the data originate with us. Every month we will process that file according to your authority control profile for *Overnight Authorities Service* (OA). If you have *Standard Notification* and have elected to get delivery of authority records produced through OA output along with upgraded bib records, the GPO records will be processed the same way. If your profile dictates that new and changed authority records are distributed with the next month's *Standard Notification* file, that is when you will get the authority records associated with the GPO file.

GPO customers that subscribe to *Comprehensive Notification Service* (CNS) will have their bib records processed the same way as we do for non-GPO records through their OA profile. Only new authority records will be output with the monthly GPO bib records. Any changed or deleted authority records will appear with the next CNS processing.

Along with providing a seamless and efficient service, this saves the library time and money, as OA charges are not applied for the GPO records that originate from MARCIVE. This processing also eliminates duplicate authority records and saves the library the extra step of sending the records back to us for authority work.

Notification Services : Standard or Comprehensive

Each week, LC distributes a file to MARCIVE and other subscribers containing new subject headings and revisions to previously distributed headings. These changes are summarized monthly in the [Library of Congress Subject Headings \(LCSH\) Approved Lists](#). At libraries not using automated services, catalogers scrutinize the lists for changes and make changes manually in the local catalog.

In *Notification Service* however, MARCIVE compares the control numbers of the dated and new records from LC, and compares with the control numbers of all authority records previously distributed to your library.

Previously distributed LC authority record		
sh 85040427		
LCCN		
permalink:	http://lccn.loc.gov/sh85040427	
HEADING:	Earth	
010 —	\$a sh 85040427	
035 —	\$a (DLC)sh 85040427	
035 —	\$a (DLC)39082	
040 —	\$a DLC \$c DLC \$d DLC	
053 —	\$a QB630 \$b QB638.8 \$c Earth as a planet	
151 —	\$a Earth	Old
Revised LC authority record		
sh 85040427		
LCCN		
permalink:	http://lccn.loc.gov/sh85040427	
HEADING:	Earth (Planet)	
010 —	\$a sh 85040427	
035 —	\$a (DLC)sh 85040427	
035 —	\$a (DLC)39082	
040 —	\$a DLC \$c DLC \$d DLC	
053 —	\$a QB630 \$b QB638.8 \$c Earth as a planet	
151 —	\$a Earth (Planet)	New
451 —	\$w nne \$a Earth	Former

In the above example, the library has previously received and loaded the authority record for the subject heading of "Earth." In 2013, the Library of Congress changed the heading of "Earth" to "Earth (Planet)." MARCIVE sent out this change to all its *Notification Service* customers who have ever received an authority record "sh 85040427."

The library loads this revised record into its local system, which typically overlays the old record on the basis of the control number, in this case number sh 85040427. Depending on the capabilities of the local system, all the bibliographic records linked to this authority record may be changed automatically, or the library may have to initiate a global replacement command. In very little time, all the library's bibliographic records with the subject heading "Earth" show "Earth (Planet)" instead.

In either case, the amount of work expended in changing this major heading is very small. Library staff do not even have to monitor update sources to learn of the change; MARCIVE provides the revised records proactively.

Please note that *Notification Service* tracks changes to all types of thesauri access points, however GSAFD is static.

As mentioned earlier, one option for *Notification Service* customers is to receive electronic reports of new, deleted, and changed authority records. Every attempt is made to develop reports that are as useful as possible. When selecting options for the Notification report, two factors should be considered to determine what will appear on the report:

1. Should the report include all authority records output in the Notification process (new, changed, and deleted) or only the changed and deleted authority records?
2. Should the report show changes to all authority record fields or only changes to the authorized terms (1XXs field in authority record)?

The library's decision about how it wants the report to appear does *not* affect which MARC authority records it receives.

Standard Notification option: Missing link

When the Library of Congress changes an authorized form, the old term is not always included as a tracing. The addition of death dates in personal names is one instance in which the earlier form of name is not provided in the update record. However, as an option, MARCIVE can add a 4XX with the previous form. For some local systems, this makes automatic updating of the obsolete heading possible, thus saving the librarian from manual intervention.

This option is indicated on the profile as "Add extra 4XX in replacing record" because the new authority record will contain an extra 4XX identified by a leading \$w subfield of "nea" and a trailing \$5 subfield of "Mvl". The missing link option will help with any situation in which the LC authority record lacks the old entry.

In the following example, the new LC authority record for Tom Clancy does not include a 400 to link it to the library's old name heading.

LC name authority record lacks previous heading	
n 84030721 LCCN permalink: http://lcn.loc.gov/n84030721 HEADING: Clancy, Tom, \$d 1947-2013 010 — \$a n 84030721 035 — \$a (OCoLC)oca01147479 040 — \$a DLC \$b eng \$e rda \$c DLC \$d DLC \$d OCI \$d NJQ 053 — \$a PS3553.L245 100 1_ \$a Clancy, Tom, \$d 1947-2013	New

The local system may not be able to update the access point in the bib record in your database, because there is not a perfect match between the authority record and the bib record.

New authority record:	100	1_	\$a Clancy, Tom, \$d 1947-2013
Bib record in your database:	100	1_	\$a Clancy, Tom, \$d 1947-

To create a match, MARCIVE supplies the missing link. With the missing link option, the new authority record will contain an extra 400.

LC name authority record with MARCIVE Missing Link		
n 84030721		
LCCN		
permalink:	http://lcn.loc.gov/n84030721	
HEADING:	Clancy, Tom, \$d 1947-2013	
010 —	\$a n 84030721	
035 —	\$a (OCoLC)oca01147479	
040 —	\$a DLC \$b eng \$e rda \$c DLC \$d DLC \$d OCl \$d NJQ	
053 —	\$a PS3553.L245	
100 1_	\$a Clancy, Tom, \$d 1947-2013	
400 1_	\$w nnea \$a Clancy, Tom, \$d 1947- \$5 Mvl	Missing Link

The 400 makes a match possible in your local system.

This option helps with headings that are not personal names as well.

LC subject authority record lacks previous heading		
sh2004003192		
LCCN		
permalink:	http://lcn.loc.gov/sh2004003192	
HEADING:	Sri Lanka History Civil War, 1983-2009	
010 —	\$a sh2004003192	
035 —	\$a (DLC)6146124	
040 —	\$a DLC \$b eng \$c DLC \$d DLC	
151 —	\$a Sri Lanka \$x History \$y Civil War, 1983-2009	New

In this example, the new LC authority contains the updated dates for the war, but does not include a 451 that would link it to the library's old headings. If the library selects the missing link option, the authority record will contain an extra 451.

LC subject authority record with MARCIVE Missing Link		
sh2004003192		
LCCN		
permalink:	http://lcn.loc.gov/sh2004003192	
HEADING:	Sri Lanka History Civil War, 1983-2009	
010 —	\$a sh2004003192	
035 —	\$a (DLC)6146124	
040 —	\$a DLC \$b eng \$c DLC \$d DLC	
151 —	\$a Sri Lanka \$x History \$y Civil War, 1983-2009	
451 —	\$w nnea \$a Sri Lanka \$x History \$y Civil War, 1983- \$5 Mvl	Missing Link

Missing Link helps your local system make the match to update the record.

Old bib record in your database:	151	_0	\$a Sri Lanka \$x History \$y Civil War 1983-
New authority record with	151	—	\$a Sri Lanka \$x History \$y Civil War 1983-2009
MARCIVE Missing Link:	451	—	\$w nnea \$a Sri Lanka \$x History \$y Civil War, 1983-\$5 Mvl
Updated bib record in your database:	151	_0	\$a Sri Lanka \$x History \$y Civil War 1983-2009

These examples show how much can be done automatically with the help of this profile option.

Standard Notification option: NewMatch

Standard Notification Service customers can instruct MARCIVE to re-search any ongoing unmatched bibliographic headings against subsequently received authority records from Library of Congress. If so profiled, MARCIVE will also search for new name and subject authority records from Library and Archives Canada and National Library of Medicine. Any new matches will be sent to the library on a monthly basis.

NewMatch is an excellent way for the library to reduce the amount of time spent re-searching unmatched access points and loading needed authority records as they are released by LC, LAC, and NLM.

NewMatch reduces the need to keep looking up unmatched access points from any previous processing.

Standard Notification option: New authorities sent monthly or with bib records

If you are using *Overnight Authorities* in conjunction with *Standard Notification Service*, you also need to decide if you want to receive the new matching authority records monthly with the changed authority records or at the same time as the processed bibliographic record.

Comprehensive Notification Service

Instead of *Standard Notification Service*, where your local system uses monthly revised authority records to change affected bibliographic records, we can instead retain your files of bibliographic records after the initial project is completed and periodically re-process them. Your files of matching authority records are also retained by MARCIVE to serve as a history file.

Once the backfile project has been completed, begin sending newly cataloged records to us for upgrade through *Overnight Authorities Service* (OA). These processed records will be returned to you with any new authority records. Additionally, both bib and authority records will be added to the files that MARCIVE has retained for future processing.

On a schedule of your choosing: quarterly, semi-annually, or yearly, we will re-process the entire bibliographic file, just as we did for the initial project using the same specifications. You have the option to add any new fields or options not previously selected. This is important in light of the many changes occurring with the implementation of RDA.

Additionally, you will have the benefit of any programmatic upgrades that we have instituted. Any access points that were previously unmatched and now match authority records will be upgraded. Only changed bibliographic records are returned, along with any new/changed/deleted authority records.

Because a library's bibliographic file is maintained by MARCIVE and does not rely on the ILS or LSP to fully upgrade access points, the "Missing Link" and "NewMatch" options are not needed with *Comprehensive Notification*.

Deletes

We alert you before the next processing is to be performed so that you can send us the bib records most recently added to your database if you have not already done so. Additionally, you will likely want to send us the control numbers of any bibliographic records deleted, as well as the control numbers of any authority records that are no longer needed. We'll supply instructions for sending these numbers. They will be removed from the library's history files at MARCIVE for a nominal cost.

Options for CNS Subscribers Only

It is expected that the library will maintain their catalog by sending us the control numbers of both deleted bib and authority records, as well as routinely sending us new cataloging for processing through *Overnight Authorities Service*. These importance tasks are crucial in keeping bibliographic and authority data in synchronization. However, if this is not happening there are a few options available:

Comprehensive Notification DB Reload. This is an on-demand service not included in the CNS subscription. The library may send their database to replace the one we have in-house, and it will be used for processing in the next CNS update. This may be useful for a library that deletes a great deal of bibliographic records per year.

Comprehensive Notification Authority & Bib File Replacement. It is also an on-demand service not included in the CNS subscription, and it can only be requested with the renewal of the CNS subscription. The library can send their database to replace the one we have in-house and it will be used for the CNS update. The difference between this option and the one above is that with the next update, we will return both bibliographic records and **ALL** matching authority records. The bib and authority files replace the base files that we have in-house for future processing. Only one Authority & Bib File Replacement is permitted within the subscription term. This may be a good option for libraries wishing to make major profile changes.

Please contact a Marketing Representative for pricing and more information on these options.

What's the difference between the two different Notification subscriptions?

With **Standard Notification**, your online system uses the updated authority records that we supply to update the associated **bibliographic** records. With **Comprehensive Notification (CNS)**, MARCIVE updates your bibliographic records **AND** provides updated authority records on a timeline of your choosing.

With CNS, your entire bibliographic file is refreshed on a periodic basis. This means you can take advantage of newly matched authority records, changes in RDA practice such as the addition of the [34X fields](#), and any updated programming that we may have implemented since the last re-processing.

Please discuss the two Authorities Notification Services with a MARCIVE representative to determine which one is the best option for your library.

Ongoing authority control without backfile processing

We recommend that you have authority control performed against all your current cataloging by using both *Overnight Authorities* and *Standard Notification Service*.

Even if you did not have MARCIVE clean up the initial file, you can still keep your current cataloging up-to-date. Send us your files of existing authority records to create a **history file** against which all future work will be compared from that point forward. We will begin tracking changes to it with the monthly *Standard Notification Service*. New cataloging is processed through our *Overnight Authorities Service*.

Value-added services

MARC Record Enrichment

Table of Contents (TOC), Fiction and Biography, Summaries

As part of your authority control project, you can have us perform MARC Record Enrichment. You will significantly improve access to your collection at minimal additional cost. Adding relevant keywords improves discoverability!

We make the table of contents (TOC), fiction/biography, and summary data an integral part of the bibliographic record, and a permanent resource (unlike a subscription). Your automated system indexes the data by keyword. Users can then find a poem in an anthology, a character in a book, or a detail from the summary that leads them to just what they want. It is ideal for locating books through the scientific, technological, and mathematical vocabulary in chapter headings.

For more detailed information, please see [MARC Record Enrichment Service](#)

Not sure how much you'd pay for this enrichment? Send us your bibliographic records and we can run the counts and provide you with a cost summary. Then you can decide if you want all, some, or none of the enrichment. There's no cost to get an estimate!

Accelerated Reader and Lexile

Reading notes such as Lexile® and Accelerated Reader can be added for a nominal one-time fee during processing, and are useful for school libraries and public libraries that serve schools using reading programs. The data are formatted so that your ILS can search and display the levels appropriately. We additionally can add **Reading Counts!** Data for titles enriched through 2013.

Please see [Reading Notes Data](#) for more information, including examples.

Commonly asked questions

What happens to locally defined fields?

Your bibliographic records are returned to you intact. Locally defined fields are retained, unless you request that they be deleted. Alternatively, you may want them to be recoded as a standard field and examined. For example, we can change 69X fields to 6XX fields and process them as LC.

How are non-LC subject access points handled?

Your MARCIVE processing profile offers the following standard options: Library of Congress, Library and Archives Canada, LC Children's, National Library of Medicine MeSH, Genre (LCGFT), Genre (GSAFD), Genre (MeSH), Sears, TGM, and FAST.

For other subject access point schemes, you have the option to retain, delete, or recode.

	650	_7	\$a FICTION / Historical \$2 bisacsh
	650	_4	\$a Memory management (Computer science)
	655	_7	\$a Juvenile literature \$y 1845. \$2 rbgenr
	655	_7	\$a Documentaries and factual films and video. \$2 mim

Retain, but do not examine.

This bibliographic record contains two subject access points. The first subject is LC and is examined and corrected. The second subject is not LC; it is not examined but is retained.

Incoming: LCSH examined	650	_0	\$a Sisters \$x Fiction.
Non-LCSH not examined	650	_7	\$a FICTION / Historical \$2 bisacsh
Outgoing: LCSH verified	650	_0	\$a Sisters \$v Fiction.
Non-LCSH retained	650	_7	\$a FICTION / Historical \$2 bisacsh

Delete.

This bibliographic record contains two subject access points. The first subject is LC and is examined and corrected. The second subject is not LC; it is deleted, according to the library's profile. Many times, the handling of non-LC subject headings is dependent on the indexing capabilities of the library's automated system. Typically, however, our recommendation is not to delete information that may prove to be useful later.

LCSH examined	650	_0	\$a Physics \$v Juvenile literature.
Non-LCSH deleted	655	_7	\$a Juvenile literature \$y 1845. \$2 rbgenr
LCSH verified	650	_0	\$a Physics \$v Juvenile literature.

Recode.

We can recode the tag so that it can be examined. This record contains two subject access points. The first subject is LC and is examined and corrected, if necessary. The second subject is changed from 650/_4 to 650/_0 and examined as an LC subject.

LCSH examined	650	_0	\$a Combinatorial enumeration problems.
Non-LCSH not examined	650	_4	\$a Memory management (Computer science)
LCSH verified	650	_0	\$a Combinatorial enumeration problems.
Non-LCSH recoded, examined, and verified	650	_0	\$a Memory management (Computer science)

Does the library have to send records every day?

No. Although the name of the MARCIVE ongoing service is *Overnight Authorities*, the name just reflects the speed with which we process and return your file of bibliographic records. Records received by MARCIVE by 3pm CST are typically processed that day, and posted at the latest the next business day. You send the records as frequently as you want. The size of the file may be small or large, since there is no minimum order. You can have MARCIVE process the records daily, weekly, or on whatever schedule suits your library. No need to tell us what internal schedule you choose!

Does RDACS processing skip bib records coded as RDA?

No. RDA practice has changed over time. Therefore, if you elect RDACS processing, all bibliographic records are examined and brought up to current standards, even those coded as RDA.

If I choose RDACS, will all my authority records be RDA?

No. You receive the most current authority record distributed by LC. There is only one authority record for each name or subject, so it is not a matter of choosing between two records, one in AACR2 and one in RDA. Approximately 95% of the LC file contains headings coded AACR2 but acceptable under RDA. A steadily increasing percentage of LCNA and LCSH authority files are coded RDA. As LC updates records in the future, you receive the updated record through Notification Service.

RDACS is primarily a way to make bibliographic records conform to RDA. It does not change authority records.

We received some matching authorities that have a statement that they cannot be used under RDA. Should we have received them?

Yes. All LC authorities are valid for use and distribution. Approximately 2.8% of the LC authority file will require a human decision the next time a NACO cataloger uses that record. They have been marked:

667 __ \$a This 1XX field cannot be used under RDA until this record has been reviewed and/or updated.

In this time of transition, the record is to be used as-is until a NACO cataloger reviews and updates it. At that time, LC will redistribute it and your library will receive the updated record through MARCIVE Notification Service.

Our LSP is ExLibris Alma. We don't have our own authority file. Do we have to receive matching authority records?

No, you don't. After backfile processing, we recommend a combination of *Comprehensive Notification Service* and *Overnight Authorities Service*. After backfile processing has been completed, we will output the changed bibliographic records only to the library. All records will be retained at MARCIVE. The library should send new cataloging records on a regular basis for processing through *Overnight Authorities Service*, and these will be added to the history file at MARCIVE. The control numbers of bibliographic records that the library has deleted should be sent to MARCIVE so that the the bibliographic history file will be kept current. On the frequency of the library's choosing, we will re-processing the entire bibliographic record file and output changed records to the library.

Our authorities vendor did our backfile authorities project last year, but is no longer in business. We need to keep our catalog current but another backfile project just isn't in our budget. How can you help?

If the backfile was performed more than a year ago or so, we strongly encourage the library to re-process the entire bibliographic file again, as many changes in RDA policy and in access points have been made. We can enrich the records with Reading Notes data as well as with URI identifiers, and bring the records up to RDA compliance. Then we can retain the bibliographic file, and frequently re-process it through *Comprehensive Notification Service*.

If this option is not feasible, we can accept the library's current authority file to perform "history file creation" for future use. For "history file creation" we will accept the library's LC authority file and extract a list of control numbers. Alternatively, the library may send a file of these control numbers. We will use this list of control numbers to establish the library's authority history file for future updates.

Another option is "history file replacement." Either the library can send a list of authority record control numbers, or send their authority records. We will extract the control numbers to build a list. Using this list of numbers, we will match them against the most current LC authority files and replace them. The most current authority records will be returned to the library for reload into the local system. The list will also be used by MARCIVE for future updates.

With either “history file creation” or “history file replacement,” the records must contain valid LC authority control numbers. Any records lacking them will be excluded from processing. With history file replacement, the LC control number will be placed in the 001 field of the authority records when they are delivered to the library. Any local edits made to authority records will not be retained.

Once the library’s authority history has been established, it will be maintained through monthly *Standard Notification Service*. The library can then send new bibliographic records for processing through *Overnight Authorities Service*. The control numbers for any new authority records provided through *Overnight Authorities Service* will automatically be added to the library’s history file.

Since only authority records will be received from the library to initiate service without doing a full backfile project, the creation of either of these types of authority files is only appropriate for *Standard Notification Service*.

We signed up for quarterly *Comprehensive Notification Service*, and our next update is next month. But we are scheduled for a server upgrade at that time. Can we adjust our reprocessing date?

Yes, we can be flexible with these dates and can adjust them accordingly although that may mean that some updates will be closer together before the end of your subscription term. Note that if you don’t do all the scheduled updates within the term, there is no refund.

The MARCIVE difference

For over 35 years MARCIVE has provided useful bibliographic services to libraries. Our specialization means that we are not in competition with vendors of automated systems; instead, we work with all of them.

- Sophisticated processing at an economical cost
- Extensive experience with providing data to all automated library systems
- **Free** RDA conversion
- Flexibility for library-specific requests, typically at no additional cost
- **Free** insertion of identifiers in bib \$0
- Seamless method to keep both bibliographic and authority files up-to-date
- Automatic update on previously unmatched access points
- **Free** authority control on records obtained through MARCIVE *Enhanced GPO Database* or *Documents Without Shelves* services
- Credit card payments accepted
- Excellent customer service and outstanding reputation