

Step 1 – Data Information

1.1 – Records uploaded to Backstage via **(Answered by the MOBIUS Office)**

- Website (default option)

1.2 – Records delivered by Backstage **(Answered by the MOBIUS Office; cluster dependent)**

- MARC-8
- UTF-8

1.3 – Records to Process

- Enrich AACR2 records with RDA elements
- Validate & upgrade existing RDA records

1.4 – Records to Deliver

- Changed bibliographic records returned

1.5 – Backstage Change Stamp

- 040 \$d “UtOrBLW”
- 005 – update or add when missing

1.6 – Additional Information

- No option selected

Step 2 – Validation Options

2.1 – 010, 020, 022, 034 Fields

- Yes

2.2 – Leader & fixed field updates

- Yes

2.3 – Field updates & deletes

- Yes

2.4 – Subfield updates & deletes

- Yes

2.5 – Indicator values

- Yes

2.6 – Field conversions and additions

- Yes

- With these modifications: Do not add 007 fields

2.7 – Initial articles

- No option selected

2.8 – Additional information

- No option selected

Step 3 – GMD to CMC

3.1 – GMD Standardization

- Use AACR2 standard terms table (Level 1)
- Add square brackets -\$h [GMD term]

3.2 – GMD Processing

- Retain 245 \$h GMD term
- Add 245 \$h GMD term when missing (Clusters may wish to examine more closely)

3.3 – CMC Processing

- Add 336 (Content)
- Add 337 (Media)
- Add 338 (Carrier)

3.4 – Additional information

- No option selected

Step 4 – Descriptive Fields

4.1 – Title – 245 Field

- Only the following title field updates in 245 field
 - 245 \$c ... [et al] > 245 \$c [and others]

4.2 – Edition, etc. – 25X fields

- No option selected

4.3 – Imprint – 260 field

- Expand Latin abbreviations in 260 (s.l., s.n., n.d.)
- Only the following should be updated in \$c, \$g
 - ca. 1999 > 1999?
 - [197-] or [197-?] > [between 1970 and 1979]

4.4 – Convert 260 to 264

- No option selected

4.5 – Physical Description – 300 field (Cluster may wish to examine more closely)

- All physical description updates in 300 \$a: (p. > pages, remove brackets, etc.)
- All physical detail abbreviations in 300 \$b: (ill. > illustrations, etc.)
- All dimension abbreviations in 300 \$c: (fol. > folio, etc.)

4.6 – Other Field Additions

- No options selected

4.7 – Note Fields – 5XX

- No options selected

4.8 – Additional information

- No options selected

Step 5 – Access Fields

5.1 – Conference Place Names – X11 fields \$c

- No options selected

5.2 – Date - \$f & \$d

- All date changes should be made for fields listed below
- Abbreviation change options
 - b. 1945 > 1945-
 - d. 1945 > -1945
 - fl. 1945 > active 1945

5.3 – Dept. > Department

- No options selected

5.4 – Uniform Titles

- All changes in fields listed below

5.5 – Relator Terms

- All relator term abbreviations should be expanded for fields listed below
- Convert \$4 relator codes to \$e relator terms

5.6 – Sacred Works

- All changes to sacred works for fields listed below

5.7 – Update X00 \$c

- No options selected

5.8 – Additional information

- No options selected

Step 6 – Reports

6.1 – Reports Display

- List Bib ID as reference in report
 - #1: 001
 - #2: 907 \$a
- List number of records associated with each heading

6.2 – RDA Enrichment Standard Reports (clusters may wish to examine more closely)

- All standard RDA reports will be delivered

6.3 – RDA Enrichment Optional Reports (clusters may wish to examine more closely)

- No options selected

6.4 – Additional information

- No options selected