

<http://www.oclc.org/bibformats/en/quality/>

Chapter 5 Quality Assurance

Use the following guidelines:

- Do **not** alter a record to represent a different bibliographic entity. If you are in doubt about whether your item matches the record, do not upgrade the record. Edit it for local use, or, if appropriate, input a new record. [Comments: I think will agree that "edit for local use" here means an individual catalog. Since our catalog is shared, we will follow the instruction "do not upgrade the record."]
- Do **not** assume that your information is correct and the existing record incorrect if your cataloging differs from the record. If in doubt, report errors. [Comments: Here's where "report errors" logically means call or email cluster-mates who have holdings (items) on the record. We agree that the OCLC master bib is the "real" bib and will be overlaid on any incorrectly edited bib in Arthur.]
- Verify that appropriate data elements specified for I-level records are present. Check tagging and subfield coding, filing indicators (where present in title fields) and forms of headings. [Comments: Millennium helps us do this with the "red" font in bib records.]
- Verify headings in the OCLC Authority File. Name headings must be in AACR2 form. Current cataloging requires current subject terminology whether the record is original cataloging or an upgrade. Use the OCLC Authority File to review subject headings for currency and form. [Comments: Authority Control processing does this if we do not "control" headings before adding new bibs to catalog.]
- Do not replace a record solely to change elements that are a result of judgment (e.g., a choice of entry in problematic areas or call numbers that change the emphasis of the class number).
- Do not delete data entered by another library unless it is incorrect in substance. For example, you may delete a subject heading that does not apply. Do not delete a call number for a "bound with" item. Do not delete call numbers and subject headings not used in your library.

- Do not add local information to a master record. [Comments: When adding a local bib note (590), libraries will clearly identify themselves. Local information will be added to item or check-in records when possible.]
- You are not required to verify call numbers or subject headings in a scheme that your library does not use, (e.g., Dewey class numbers or MeSH).

[Comments: Here's a list from the Quality Assurance guidelines of MARC fields for local information. Interestingly, it does not have 092 which is locally added Dewey.

We all also add 229 fields (an Innovative field only) so that Millennium can index for journal/periodical titles.

Add 246 field(s) as needed for patron accessibility.]

You can add local information (defined in the table below) as part of the editing that you do before replacing the record. The local information is not added to the master record as part of the replace transaction, but it is retained in your working copy of the record.

| Tag | Name |
|-----|---|
| 049 | Location and holdings |
| 059 | Local processing information |
| 090 | Locally assigned LC call number Special condition: For all except serials, 090 is retained if record contains no 050. For serials, 090 is retained if record contains no 050, or if 050 contains a word or phrase instead of a call number. |
| 096 | Locally assigned NLM call number Special condition: 096 is retained if record contains no 060. |
| 099 | Other classification schemes |
| 590 | Local note |
| 599 | Differentiated local note |
| 690 | Local subject added entry, topical |

691 Local subject added entry, geographic

790 Local Added Entry

791 Local Added Entry

792 Local Added Entry

793 Local Added Entry

84x- Locally defined

87x

9xx Locally defined

 Special condition: All 9xx fields, except 901, 911, 936, 938 may
 be used.

945- Local processing information

949