

Standards for Merging Bibliographic Records on BRIDGES

Whenever a cataloging center chooses to merge bibliographic records, it should do so without degrading bibliographic access. Because different libraries have different constituents and therefore different needs, care should be taken to retain all information which the cataloguers from our diverse institutions consider to be significant. If in doubt, don't merge records without first contacting the appropriate cataloging center. When merging bibliographic records, catalogers must take care to preserve all tags that are useful to all catalogers in the cluster (see separate document *Tags to be Preserved during Merge or Overlay in Bridges*)

***MATCHPOINTS FOR DUPLICATE RECORDS

Records which match in the following areas may be considered duplicates to be merged:

Author (Present in either the 1XX or 7XX fields)

Title (245 subfield a)

If subfield b differs between two records, do not merge without consulting the Cataloging Center

If one record has a subfield b and the other lacks a subfield b, they may be considered duplicates to be merged without consultation if all other matchpoints are a match

Publisher

Publication date (a date without a copyright symbol may be presumed to equal a date with copyright, e.g. c1965 = 1965) See section later in this document for guidelines on printing dates.

Pagination (a collation statement without introductory material may be presumed to equal a statement with such, e.g. xi, 193 p. : 23 cm. = 193 p. ; 23 cm.)

Series –

If one record has a series statement and the other record does not carry the series statement, do not consider as duplicates without consultation with the

cataloging center

If one record has a series statement and the other record has a different series statement (other than a difference due to form of entry), do not consider as duplicates

Acceptable Duplicates

- OCLC records having the same OCLC number (field 001) may be merged without consulting the other cataloging center.
- Multiple OCLC records for the same work with different OCLC numbers (field 001) may be merged without consulting the other cataloging center. However, any OCLC numbers which would be lost must be added (in an 019 field) to the bib record which is being retained.
- An OCLC record may be merged with a non-OCLC record without notifying the other cataloging center if and only if all of the following information, when present in the non-OCLC record, matches the corresponding fields in the OCLC record:
 - Standard numbers
 - Author
 - Title
 - Publisher
 - Publication date (a date without a copyright symbol may be presumed to equal a date with copyright; e.g. c1965 = 1965)
 - Pagination (a collation statement without introductory material may be presumed to equal a statement with such, e.g. xi, 193 p. ; 23 cm. = 193 p. ; 23 cm.)

Special Cases

Multiple Records with Different Treatments

- If duplicate records would be considered allowable duplicates in OCLC,

they will be considered allowable duplicates in the Bridges catalog.

- Example 1: a multipart item on one bib record vs. a separate bib record for each volume
- Example 2: a monograph record and a serial record for the same series title.

******Example 3: differing treatment of the same av material, i.e. a record for a book with accompanying cassette vs. a record for a cassette with an accompanying book**

Paperback vs. Hardback Editions

- Merge the records for the paperback and hardback editions of a work if the paperback 'edition' differs from the hardcover only in one or more of the following ways:
 - The paperback has a different ISBN.
 - The paperback contains an edition statement that does not suggest a difference in content, such as "Paperback edition."
- Do not merge the records if they differ in the following ways:
 - ****** There is a difference in pagination or date**
 - There are ****** 250, 4XX, 8XX or 5xx** notes, such as 'A Touchstone book' that refer only to the paperback edition.
 - The paperback contains a foreword, introduction, conclusion, afterword, or other material not appearing in the hardcover edition, even if this is not reflected by a difference in pagination or edition statement.
- If you decide to add ******an item record for a** paperback printing to the record for the hardcover publication, and if the paperback has a different ISBN, remember to add an 020 field with the paperback's ISBN (e.g. 020: |a 12345678 (pbk.))

Printing Date vs. Original Publication Date

Generally, do not merge records with different dates, even if you feel certain that one date is only a printing date. Some of the reasons are:

- Without having both books in hand, it is not always easy to determine whether or not a date is a printing date.
- Changing the date on a record may mean that the date in the call number does not match the date on the catalog record, which can be confusing for library staff and patrons.
- Verifying the information is more time-consuming than the benefits warrant.
- In some specialized areas (Bible versions for example), different printings may be significant.
- You always have the option of contacting the cataloging center to request permission to merge records.

Choice of Record

- When comparing multiple monograph records that are ready to be merged, choose as the record to be retained the one which exhibits the following characteristics in this order of preference:
 - The national level record (e.g., DLC, NLM, NSD)
 - The record with DLC|cDLC, DLC/XXX|cDLC, or DXXX/DLC|cDLC in the 040
 - The record with DLC|cXXX in the 040
 - The AACR2 record (Desc: a) The record which can most easily be modified to result in the most complete and accurate record.