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| SWAN CATALogers Committee |
| Authorities Manual |
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| **Created October 2010**  **Revised January 2012**  **Revised August 2013**  **Revised November 2014**  **Revised September 2015**  **Revised February 2016** |

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**General Information**

**Authority records**

Authority records are used to keep conformity among authorized access points. Authority records are created for names (all types), subjects, uniform titles, and series titles. There will not always be an authority record for each of these, but if there is one, it should be used. Authority records are part of the authority file. The authority file can either be accessed through Connexion or at authorities.loc.gov. Check bibliographic fields 1XX, 240, 6XX, 700-730, 700$t, 800, 830 against the authority file.

Authority records also use MARC coding, including field tags that are used in bibliographic records. However, they mean something different in authority records.

1XX- This is the authorized form of the heading. This is what should be used in the bibliographic record, in the fields listed above.

4XX- These are unauthorized forms and should never be used in a bibliographic record. These are known as “see references.”

5XX-These are authorized forms of related headings. They can be used in bibliographic records, but are rarely used in the same record as the heading in the 1XX. These headings can be earlier/later forms of names, related topics, narrower terms, or additional bibliographic identities. These are known as “see also references.”

**Deleting authority Records**

In the following instructions, reference will be made to either “deleting authority records outright” or “coding authority records for deletion.” Please note that all authority records should be coded for deletion, unless there is a specific instruction to delete outright. If you are unsure which you should do, contact the SWAN Catalogers Chair.

Coding for deletion: Code ASUPPRESS d and ACODE2 a (author), d (subject), or t (title) as appropriate. Type DELETED at the end of the 1XX field so others will know the record has already been marked for deletion.

Deleting outright: Go to the File menu and choose Delete Authority Record.

Macros for marking authority records as deleted: In Sierra, go to Admin 🡪Settings 🡪 Macros Tab. Pick a box for each macro. Note that you can choose the plain function (F1-F12) keys or these keys in combination with shift, ctrl, or alt. Remember what you choose. Place the cursor anywhere in the 1XX field of the authority record before running the macro.

Author:

%END% DELETED%CTRL+HOME%%TAB%%a%%TAB%%d%%TAB%%TAB%%END%

Subject:

%END% DELETED%CTRL+HOME%%TAB%%d%%TAB%%d%%TAB%%TAB%%END%

Title:

%END% DELETED%CTRL+HOME%%TAB%%t%%TAB%%d%%TAB%%TAB%%END%

**Downloading authority records**

It is not necessary to download authority records for new headings in the catalog. This will be done as part of the quarterly authorities processing. However, there are times when it becomes needful to download an authority record. Authority records are downloaded from Connexion the same way bibliographic records are.

In Sierra:

If you download a **new** authority record, mark ACODE2 a (author), d (subject), t (title), or v (genre), as appropriate.

If you download a replacement authority record (i.e. same ARN/LCCN as already in the system), simply delete the old version. Check fields 001 and 010$a$z. Unlike bibliographic records, authority records do not overlay, so you will need to manually delete the old authority record before downloading the new version. Do not code the old record for deletion, but delete it outright. The new record also needs to have the ACODE2 marked appropriately.

X00, X10, X11- These records automatically download as author authority records. To make them subject heading authority records: Go to Edit menu (not button) 🡪 Change authority type 🡪 Subject. Code ACODE2 d (subject).

X30- These records automatically download as title authority records. To make them subject heading authority records: Go to Edit menu (not button) 🡪 Change authority type 🡪 Subject. Code ACODE2 d (subject).

If you need both a name (or title) authority record and a subject record: Go to Edit menu (not button)🡪 Copy record🡪 Copy as Subject authority. Code ACODE2 for both records.

**Errors found while doing something else**

Often in the course of cataloging or working on authority reports, errors are found that were not being specifically looked for. In general, you should correct errors as you find them, or at least make a note of it so that you can come back later. Do not assume that someone else will find it and fix it later. If you are not sure if something is an error or not, contact the holding institution and/or the SWAN Catalogers Chair. If the error requires running lists, a global update, or other activity that you do not know how to do or are uncomfortable with doing, contact the Chair. If there is a feature or function that you would like to receive training on, but training is unavailable from MCO, contact the Chair.

If you come across an error/problem that involves a large number of records that seem to mostly involve one institution, contact that institution.

Records cataloged under pre-AACR2 or AACR2 rules- these records are not technically in error, so they do not have to fixed/cleaned-up, although you may if you want to.

**Death Date List**

Currently this list is handled by MSU.

A list of changed headings is generated weekly and posted on OCLC’s website. Because SWAN has their authorities processed quarterly, lists for one quarter cannot be worked until after the processing for the next quarter (e.g. the lists from Jan.-Mar. cannot be worked until after the April processing) because that is when the new authority records will be downloaded into SWAN.

If you come across a heading that has an updated authority record, but the bibliographic records have not been updated, feel free to update the bibliographic headings. If there are a large number of headings, you can just ignore and they will be changed when the appropriate list is worked on.

If you are working on an item that includes a heading that has been updated, but SWAN does not yet have the new authority record, leave the current heading as is (i.e. no need to remove death date). You do not need to change the authority record or download the new version.

Please note that headings on suppressed and short (all cap) records will be updated. This is mainly so that when working in Sierra, people don’t keep thinking that a heading is in error.

**MARS Reports**

**General Information**

Reports are run four times a year- January, April, July, and October. Exact dates are unknown, but are usually near the beginning of the month. Processing generally takes about a week. MCO will send out emails when the processing has been started and when the processing has been completed.

Any record with an OCLC number that has been added or changed since the last authorities run will be included. Records that have been pulled for processing are marked with an “a” in DIS/SUP (previously BCODE3). Please note that any changes to one of these records will be overwritten when the records are brought back in after processing, so do not make any changes to these records.

\*IMPORTANT\*- When overlaying existing records in Sierra during the processing times, check records for presence of DIS/SUP (previously BCODE3) “a” **before** exporting from OCLC. The export process will cause the DIS/SUP (previously BCODE3) to be overlaid with “blank.” If you suspect that you may have incorrectly overlaid a record out for processing, simply keep a list and check once the processing is complete.

In SWAN, the reports have been divided up between all institutions, except AGTS. Each institution is responsible for the same reports each quarter. Institutions may temporarily not receive reports if there has been a change in catalogers.

Reports are only generated if you have a (possible) error in that category, so not all reports may be received each quarter.

Some large reports will be broken down into multiple files.

Reports will be emailed to all institutions by the designated person (currently the Chair). Large reports of multiple files will not be emailed, but the institution will be notified they are available.

Reports will open in your web browser. If you want to print out a list, do a print preview to double check the number of pages. Even seemingly short reports can print on a large number of pages.

There is no set time table to work on reports, although you are encouraged to complete them before the next quarter’s run. If you need help in completing a report, contact the Chair.

**Change Reports**

**Authority** records that have been changed or updated in some way. This includes substantial changes to headings as well as coding, fixed field, and punctuation updates. Current SWAN settings should keep non-substantial changes to a minimum.

Fields that include a change are in bold.

SWAN receives four change reports- Name, Series, Subject, and [Uniform] Title

**Name Change Reports**

The majority of items on this report are personal names, although corporate names do also appear. It is very rare to have a corporate name that requires a change in Sierra.

What to look for:

Addition or subtraction of entire $d

Change of dates in $d without adding death date

Change in form (not including addition of death date)

What to skip:

No changes to 1XX field

Only changes to 1XX field involve:

Deletion of 2nd indicator

Change to punctuation/diacritics

Addition of death date

Old heading exactly matches a 4XX field on the new record

\*IMPORTANT\*- Death Dates

Currently the Death Date list is worked separately from the MARS reports. Because the Death Date list is a master list, all the headings have to be looked up in Sierra to see if the heading is used in the SWAN catalog. Headings that appear on this list have had a Death Date added and may or may not have other changes. Headings on the MARS report that include the addition of a death date (with or without other changes) can be skipped. They will changed by the person(s) working on the Death Date list. The above also applies to name headings on the Changed Subject Report.

**Examples:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Old version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83022606  DLC  20060222125936.0  830616n| acannaab |n aaa  $an 83022606  $aDLC$cDLC$dDLC  **$aHahn, Lewis Edwin,$d1908-**  $aHis A contextual theory of perception ... 1942.  $aThe philosophy of P.F. Strawson, 1998:$bCIP t.p. (Lewis Edwin Hahn) data sheet (b. 1908)  $aThe philosophy of Jaakko Hintikka, c2006:$bECIP t.p. (Lewis Edwin Hahn) data view (d. 2004) | | 003 |  | | 005 |  | | 008 |  | | 010 |  | | 040 |  | | **100** | **1** | | 670 |  | | 670 |  | | 670 |  | | New version of Record:   |  | | --- | | 001 n 83022606  003 DLC  005 20091203104553.0  008 830616n| acannaab |n aaa  010 $an 83022606  040 $aDLC$cDLC$dDLC  **1001 $aHahn, Lewis Edwin,$d1908-2004**  670 $aHis A contextual theory of perception ...  1942.  670 $aThe philosophy of P.F. Strawson, 1998:  $bCIP t.p. (Lewis Edwin Hahn) data sheet  (b. 1908)  670 $aThe philosophy of Jaakko Hintikka,  c2006: $bECIP t.p. (Lewis Edwin Hahn)  data view (d. 2004) | |
| Old version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83021825 | | 003 |  | DLC | | 005 |  | 19840322000000.0 | | **008** |  | **830513n| acannaab| |n aaa |||** | | 010 |  | $an 83021825 | | **040** |  | **$aDLC$cDLC** | | **100** | **10** | **$aKern, Stephen.** | | 670 |  | $aHis Anatomy and destiny, c1975. | | 670 |  | $aHis The culture of time and space 1880-1918, 1983:$bCIP t.p. (Stephen Kern) data sheet (b. 1-28-43) | | New version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83021825 | | 003 |  | DLC | | 005 |  | 20081210072205.0 | | **008** |  | **830513n| acannaabn |n aaa** | | 010 |  | $an 83021825 | | **035** |  | **$a(OCoLC)oca00914511** | | **040** |  | **$aDLC$beng$cDLC$dOCoLC** | | **100** | **1** | **$aKern, Stephen** | | 670 |  | $aHis Anatomy and destiny, c1975. | | 670 |  | $aHis The culture of time and space 1880-1918, 1983:$bCIP t.p. (Stephen Kern) data sheet (b. 1-28-43) | |
| Old version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83056574 | | 003 |  | DLC | | 005 |  | 20030607071412.0 | | **008** |  | **830727n| acannaabn |n aaa** | | 010 |  | $an 83056574 | | 035 |  | $a(OCoLC)oca00941694 | | **040** |  | **$aDLC$cDLC$dOClW** | | 100 | 1 | $aWelland, Colin | | 670 |  | $aHis A roomful of holes, 1971 | | 670 |  | $aInternet movie database, June 6, 2003$b(Colin Welland; actor, writer; b. July 4, 1934, Leigh, Lancashire, England) | | New version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83056574 | | 003 |  | DLC | | 005 |  | 20091124105941.0 | | **008** |  | **830727n| acannaabn |a aaa** | | 010 |  | $an 83056574 | | 035 |  | $a(OCoLC)oca00941694 | | **040** |  | **$aDLC$cDLC$dOClW$dDLC** | | 100 | 1 | $aWelland, Colin | | **400** | **1** | **$aWilliams, Colin,$d1934-** | | 670 |  | $aHis A roomful of holes, 1971 | | 670 |  | $aInternet movie database, June 6, 2003$b(Colin Welland; actor, writer; b. July 4, 1934, Leigh, Lancashire, England) | | **670** |  | **$aBiog. resource center (Contemp. authors), Nov. 24, 2009$b(Colin Williams; b. July 1934, Liverpool, England; actor and writer; writings (All under pseudonym Colin Welland))** | |
| |  | | --- | | 001 n 83043935  003 DLC  005 20080826053203.0  **008 821207n| acannaabn |b aaa**  010 $an 83043935  035 $a(OCoLC)oca00931859  **040 $aDLC$beng$cDLC$dDLC$dOCoLC**  **1001 $aLangley, Andrew**  4001 $aLangley, A.$q(Andrew)  670 $aHis Explorers on the Nile, 1982,  c1981:$bt.p. (Andrew Langley)  670 $aHis People, 1989:$bCIP t.p.  (Andrew Langley) data sheet (b. 1950)  bk. t.p. (A. Langley)  670 $aHis Sports and politics, 1989:$bCIP  t.p. (Andrew Langley) data sheet (b.  10/26/49)  670 $aMedieval life, 1996:$bCIP t.p.  (Andrew E. Langley) | | |  | | --- | | 001 n 83043935  003 DLC  005 20100507051016.0  **008 821207n| acannaabn |a aaa**  010 $an 83043935  035 $a(OCoLC)oca00931859  **035 $a(Uk)001018617**  **040 $aDLC$beng$cDLC$dDLC**  **1001 $aLangley, Andrew,$d1949-**  4001 $aLangley, A.$q(Andrew)  670 $aHis Explorers on the Nile, 1982,  c1981:$bt.p. (Andrew Langley)  670 $aHis People, 1989:$bCIP t.p.  (Andrew Langley) data sheet (b.  1950) bk. t.p. (A. Langley)  670 $aHis Sports and politics, 1989:  $bCIP t.p. (Andrew Langley) data  sheet (b. 10/26/49)  670 $aMedieval life, 1996:$bCIP t.p.  (Andrew E. Langley) | |

**Title & Series Change Reports**

What to look for:

Changes in the form of the 130, including 130 changed to 100$t or 100$t to 130

What to skip:

No changes to 130 field

Only changes to 130 are changes to punctuation/diacritics

Old heading matches exactly a 4XX field on the new record

**Examples:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Old version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 42033167 | | 003 |  | DLC | | 005 |  | 20040429052154.0 | | 008 |  | 830603n| acabaaaan |a ana | | 010 |  | $an 42033167 | | 035 |  | $a(OCoLC)oca00031077 | | **040** |  | **$aDLC$cDLC$dCU$dInU** | | **130** | **0** | **$aMonograph (Archaeological Exploration of Sardis (1958- ))** | | **410** | **2** | **$wnnaa$aArchaeological Exploration of Sardis.$tMonograph** | | **411** | **2** | **$aArchaeological Exploration of Sardis (1958- ).$tMonograph** | | 642 |  | $a7$5DLC | | 643 |  | $aCambridge, Mass.$bHarvard University Press | | 644 |  | $af$5DLC | | 645 |  | $at$5DLC | | 646 |  | $as$5DLC | | 670 |  | $aGreek, Roman, and Islamic coins from Sardis, 1981. | | New version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 42033167 | | 003 |  | DLC | | 005 |  | 20090420091307.0 | | 008 |  | 830603n| acabaaaan |a ana | | 010 |  | $an 42033167 | | 035 |  | $a(OCoLC)oca00031077 | | **040** |  | **$aDLC$cDLC$dCU$dInU$dDLC** | | **130** | **0** | **$aMonograph (Archaeological Exploration of Sardis (Program))** | | **410** | **2** | **$aArchaeological Exploration of Sardis (Program).$tMonograph** | | 642 |  | $a7$5DLC | | 643 |  | $aCambridge, Mass.$bHarvard University Press | | 644 |  | $af$5DLC | | 645 |  | $at$5DLC | | 646 |  | $as$5DLC | | 670 |  | $aGreek, Roman, and Islamic coins from Sardis, 1981 | |
| Old version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 95050185 | | 003 |  | DLC | | 005 |  | 19950519171347.2 | | **008** |  | **950519n| acannaab| |n ana |||** | | 010 |  | $an 95050185 | | **040** |  | **$aDLC$cDLC** | | **130** | **0** | **$aFame (Motion picture)** | | 670 |  | $aFame, p1980. | | New version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 95050185 | | 003 |  | DLC | | 005 |  | 20090918052932.0 | | **008** |  | **950519n| acannaabn |n ana** | | 010 |  | $an 95050185 | | **035** |  | **$a(OCoLC)oca03841507** | | **040** |  | **$aDLC$beng$cDLC$dIAhCCS** | | **130** | **0** | **$aFame (Motion picture : 1980)** | | 670 |  | $aFame, p1980. | |

**Subject Change Reports**

For names, follow instructions for Name Change Report.

For topical headings (650):

Look for:

Changes in form of the 150

Skip:

No changes to 150 field

Only changes to 150 field are changes in punctuation/diacritics

Old heading matches exactly a 4XX field on the new record

**Examples:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Old version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | sh 85017177 | | 003 |  | DLC | | 005 |  | 19910213143912.4 | | **008** |  | **860211i| anannbab| |a ana |||** | | 010 |  | $ash 85017177 | | 040 |  | $aDLC$cDLC$dDLC | | **150** | **0** | **$aBronzes, Hindu** | | **450** | **0** | **$aHindu bronzes** | | New version of Record:   |  |  |  | | --- | --- | --- | | 001 |  | sh 85017177 | | 003 |  | DLC | | 005 |  | 20090917111536.0 | | **008** |  | **860211i| anannbabn |a ana** | | 010 |  | $ash 85017177 | | 040 |  | $aDLC$cDLC$dDLC | | **150** |  | **$aHindu bronzes** | | **450** |  | **$wnne$aBronzes, Hindu** | | **550** |  | **$wg$aBronzes** | |
| |  | | --- | | Old version of Record: | | |  |  |  | | --- | --- | --- | | 001 |  | sh 00008611 | | 003 |  | DLC | | 005 |  | 20001004084538.0 | | 008 |  | 000817|| anannbabn |n ana | | 010 |  | $ash 00008611 | | **040** |  | **$aDLC$beng$cDLC** | | **150** |  | **$aDomestics$zUnited States** | |  |  | | --- | |  | |  | | |  | | --- | | New version of Record: | | 001 sh 00008611  003 DLC  005 20091016090438.0  008 000817|| anannbabn |n ana  010 $ash 00008611  **040 $aDLC$beng$cDLC$dDLC**  **150 $aHousehold employees$zUnited States** | |

**Delete Reports**

**Authority** records that need to be deleted from our system. The records have been deleted from the master file of our authority records that MARS uses to determine if we already hold a particular authority record or if an authority record needs to be downloaded.

\*IMPORTANT\*- The records need to be deleted outright. Coding them for deletion causes problems.

SWAN receives four delete reports-Names, Series, Subject, [Uniform] Title. All reports are handled the same way.

Check bibliographic records to make sure they have been changed to the correct form.

Deleted record with no replacement record:

Delete the record

Do NOT code for deletion

Check that there truly is no replacement record

Deleted record with replacement record:

Delete the old version of the record

Make sure you are not deleting the replacement record

Make sure the number of the old record appears in the 010$z of the new record

Do NOT code for deletion

Check that the replacement record is the correct record. Check to see if more than one replacement record was downloaded. Check to see if there was a replacement record that was not downloaded. This is particularly the case when the old record was for an undifferentiated name.

**Examples:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83175601 | | 003 |  | DLC | | 005 |  | 20090803151531.0 | | 008 |  | 830912i| acannaab |a ana | | 010 |  | $an 83175601 $zn 98083021 | | 040 |  | $aDLC$cDLC$dDLC | | **110** | **2** | **$aHutterite Brethren** | | 410 | 2 | $aHutterites | | 410 | 2 | $aBrudergemeinschaft der Hutterer | | 410 | 2 | $aHutterische Bruderschaft | | 410 | 2 | $aHutterische Brüder | | 667 |  | $aDo not confuse with "Hutterian Brethren" | | 670 |  | $aConkin, P.K. Two paths to utopia, 1983, c1964:$bCIP t.p. (in subtitle: the Hutterites) CIP galley (in text, etc.: the Hutterite communities; the brethren known as Hutterites) | | 670 |  | $aLC data base, 9/6/83$b(hdg.: Hutterite Brethren) | | 670 |  | $aLängin, B. G. Die Hutterer, c1986:$bpref., etc. (Brudergemeinschaft der Hutterer; Hutterische Bruderschaft; establ. in the 16th cent.) | | 670 |  | $aDie Hutterischen Epistel, 1527 bis 1767, 1986-1988:$bv. 1, t.p. (Hutterischen Brüdern) | | Replacement Record:   |  |  |  | | --- | --- | --- | | 001 |  | sh2009005985 | | 003 |  | DLC | | 005 |  | 20090630141228.0 | | 008 |  | 090604i| anannbabn |a ana | | 010 |  | $ash2009005985$zn 83175601 | | 040 |  | $aDLC$beng$cDLC | | **150** |  | **$aHutterite Brethren** | | 450 |  | $aHutterische Brüder | | 450 |  | $aHutterites | | 550 |  | $wg$aAnabaptists | | 550 |  | $wg$aChristian sects | | 670 |  | $aAnabaptist church WWW site, June 4, 2009:$bHutterian Brethren Church (Hutterian Brethren; commonly called the Hutterites, originated in 16th century Europe) | | 670 |  | $aColumbia encyclopedia, 2008, via Credo reference WWW site, June 4, 2009$b(Hutterian Brethren: A body of Christians practicing strict communism based on religious principles. The Brethren are descendants of those Moravian Anabaptists who were followers of Jacob Hutter, a minister from the Tyrol who was burned at the stake in 1536 ... also known as Hutterische Brethren or Hutterites) | | 680 |  | $iHere are entered works on the Hutterite communities originating in the Anabaptist movement of the 16th century. Works on the communal movement founded by Eberhard Arnold in the early 20th century, known as the Bruderhof, Society of Brothers, or Hutterian Brethren are entered under$aBruderhof Communities. | | 681 |  | $iNote under$aBruderhof Communities | |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 50008528 | | 003 |  | DLC | | 005 |  | 20090806171034.0 | | 008 |  | 800331n| acannaabn |n aaa | | 010 |  | $an 50008528 | | 035 |  | $a(OCoLC)oca00044054 | | 040 |  | $aDLC$beng$cDLC$dOCoLC | | **100** | **1** | **$aBlake, Neil Ffrench** | | 670 |  | $aHis Handbook of adventure, 1965. | | Replacement Record:   |  |  |  | | --- | --- | --- | | 001 |  | nr 99020734 | | 003 |  | DLC | | 005 |  | 20090806171037.0 | | 008 |  | 990701n| acannaabn |a aaa c | | 010 |  | $anr 99020734 $zn 50008528 | | 035 |  | $a(OCoLC)oca05020545 | | 040 |  | $aNIC$beng$cNIC$dOCoLC$dDLC | | **100** | **1** | **$aFfrench-Blake, Neil** | | 400 | 1 | $aBlake, Neil ffrench- | | 670 |  | $aSouth East Asia golf guide, 1996:$bt.p. (Neil ffrench-Blake) | |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | no 99029502 | | 003 |  | DLC | | 005 |  | 20081009105956.0 | | 008 |  | 990427n| acabaaaa| |a ana c | | 010 |  | $ano 99029502 | | 035 |  | $a(OCoLC)oca04973496 | | 040 |  | $aTNJ$cTNJ$dPU$dDLC | | **130** | **0** | **$aFeminist companion to the Bible.$nSecond series** | | 430 | 0 | $aFCB 2 | | 642 |  | $a2$5DPCC$5TNJ | | 643 |  | $aSheffield, England$bSheffield Academic Press | | 644 |  | $af$5TNJ | | 645 |  | $at$5DPCC$5TNJ | | 646 |  | $as$5TNJ | | 670 |  | $aWisdom and psalms, c1998:$bser. t.p. (The feminist companion to the Bible. Second series) | | 670 |  | $aJudges, c1999:$bspine (FCB 2) | | Replacement Record:   |  |  |  | | --- | --- | --- | | 001 |  | no 95026707 | | 003 |  | DLC | | 005 |  | 20081009111007.0 | | 008 |  | 950531n| acabaaaa |n ana c | | 010 |  | $ano 95026707 $zno 99029502 | | 035 |  | $a(OCoLC)oca03847077 | | 040 |  | $aMdU$cMdU$dDLC | | **130** | **0** | **$aFeminist companion to the Bible** | | 642 |  | $a3$5DLC$5MdU | | 642 |  | $a2nd ser., 2$5DLC | | 643 |  | $aSheffield, Eng.$bSheffield Academic Press | | 644 |  | $af$5DLC$5MdU | | 645 |  | $at$5DLC$5MdU | | 646 |  | $as$5DLC$5MdU | | 670 |  | $aA feminist companion to Ruth, c1993:$bser. t.p. (The feminist companion to the Bible) | | 670 |  | $aWisdom and Psalms, c1998:$bser. t.p. (The feminist companion to the Bible, second series, 2) | |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 83213040 | | 003 |  | DLC | | 005 |  | 20081104111401.0 | | 008 |  | 831027n| acannaab |a ana | | 010 |  | $an 83213040 | | 040 |  | $aDLC$cDLC$dDLC-R | | **110** | **10** | **$aGreat Britain.$bArmy.$bInfantry** | | 410 | 10 | $aGreat Britain.$bArmy.$bḤel ha-raglim | | 670 |  | $aBarthorp, M. British Infantry uniforms since 1660, 1982 (subj.)$bt.p. (British Infantry) | | 670 |  | $aLC data base, 8-15-83$b(hdg.: Great Britain. Army. Infantry) | | 670 |  | $aMeśimah, 1991 or 1992:$bt.p. (Ḥel ha-raglim) | | No replacement record found |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | sh2008112864 | | 003 |  | DLC | | 005 |  | 20081031140741.0 | | 008 |  | 080311|| anannbabn |n ana | | 010 |  | $ash2008112864 | | 040 |  | $aDLC$beng$cDLC | |  |  |  | | **150** |  | **$aTheater$zSoviet Union$xHistory$y20th century** | | 667 |  | $aRecord generated for validation purposes. | | 670 |  | $aWork cat.: Pro to, pro ėto, 1999 | | 682 |  | $iThis authority record has been deleted because the subdivision --20th century is not valid when used after soviet Union. | |  |  |  | | No replacement record found |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | sh 85133612 | | 003 |  | DLC | | 005 |  | 20081217130648.0 | | 008 |  | 860211i| anannbabn |n ana | | 010 |  | $ash 85133612 | | 040 |  | $aDLC$cDLC$dDLC | | **150** |  | **$aTelevision programs, Public service$xLaw and legislation** | | 682 |  | $iThis heading has been deleted because the heading is covered by the subject headings$aPublic affairs television programs--Law and legislation$i(sh2008008488) and$aPublic service television programs--Law and legislation$i(sh2008008489). | | Replacement Record:   |  |  |  | | --- | --- | --- | | 001 |  | sh2008008488 | | 003 |  | DLC | | 005 |  | 20081217130713.0 | | 008 |  | 081029i| anannbabn |n ana | | 010 |  | $ash2008008488$zsh 85133612 | | 040 |  | $aDLC$beng$cDLC | | **150** |  | **$aPublic affairs television programs$xLaw and legislation** | |
| Deleted Record:   |  |  |  | | --- | --- | --- | | 001 |  | n 2006076396 | | 003 |  | DLC | | 005 |  | 20080520152257.0 | | 008 |  | 061003n| acannaabn |n ana | | 010 |  | $an 2006076396 | | 040 |  | $aDLC$beng$cDLC | | **130** | **0** | **$aNancy Drew--murder in the Hollywood Hills (Motion picture)** | | 670 |  | $aAlexander, Fern. Hello, Hollywood!, 2007:$bcopyright p. (based on the movie Nancy Drew: Murder in the Hollywood Hills by Warner Bros. Entertainment Inc.) | | Replacement Record:   |  |  |  | | --- | --- | --- | | 001 |  | no2007118185 | | 003 |  | DLC | | 005 |  | 20080520152230.0 | | 008 |  | 071003n| acannaabn |a ana c | | 010 |  | $ano2007118185$zn 2006076396 | | 035 |  | $a(OCoLC)oca07542882 | | 040 |  | $aIAhCCS$beng$cIAhCCS$dDLC | | **130** | **0** | **$aNancy Drew (Motion picture)** | | 430 | 0 | $aNancy Drew: Murder in the Hollywood Hills | | 670 |  | $aNancy Drew, p2007:$bcontainer (directed by Andrew Fleming) | | 670 |  | $aHello, Hollywood!, 2007:$bcopyright p. (based on the movie Nancy Drew: Murder in the Hollywood Hills by Warner Bros. Entertainment Inc.) | |

The following reports deal with the **Bibliographic** records.

\*IMPORTANT\*- Because some SWAN institutions download full bibs from OCLC at the time of order, the records have the potential to be sent for authorities processing before a cataloger has had a chance to look at the record. This means that it is also possible for an item to be cataloged (and the errors fixed) before the error report can be worked on. If you have made an attempt to locate the error, but cannot find it, assume that the error has already been corrected by someone else and move on to the next item on the list.

Some errors also appear on multiple reports and may have already been changed by the person handling the other report.

**Possible Invalid Tags**

Heading does not match an authority record with the same tag, but does match one with a different tag. Many of these will not be errors. For instance, some names could also be legitimate series title.

SWAN receives three different reports-LCSH, Names, and Series. All reports are handled the same way.

Check to see if the heading should be under a different tag.

Example: Fictitious character tagged as a 600 rather than 650

Check to see if the heading is valid for the usage. Some headings may have slightly different forms for subject vs. main/added entry usage.

Example: Buffalo River (Ark.) is the subject heading, Buffalo National River (Ark.) is the corporate body that oversees the river and should be used for 1XX/7XX.

If the tag should be changed, find the bib record with the error. The authority report now gives record numbers. For generic headings or headings appearing on a large number of bib records, you may need to run a create list to find the incorrect heading. If you do not know how to run a list, or are unsure about how to phrase the search parameters, contact the Chair.

**Examples (LCSH) :**

650 0 $a Aristotle.

650 0 $a Behavior $v Juvenile fiction.

650 0 $a Confucius.

650 0 $a Crips (Gang) $v Biography.

650 0 $a Equipment and supplies $x Maintenance and repair $x Evaluation.

650 0 $a Flammability $x Standards $z United States.

650 0 $a Franciscans $z New Mexico $v Fiction.

650 0 $a Human Genome Project $x Study and teaching (Higher)

650 0 $a Human Genome Project.

650 0 $a Jesus Christ $x Baptism.

650 0 $a Jesus Christ $x Person and offices.

650 0 $a Khusraw va Shīrīn.

650 0 $a Mexican Mafia.

650 0 $a MS-13 (Gang) $z Washington Region.

650 0 $a Parthenon (Athens, Greece) $v Juvenile films.

650 0 $a Personal narratives.

650 0 $a Reconstruction $z South Carolina.

650 0 $a Reconstruction.

650 0 $a Survival $v Juvenile fiction.

650 0 $a Teen Challenge (Organization)

**Examples (Names):**

710 2 $a American Cancer Society.

710 2 $a American justice (Television program)

710 2 $a Arnold Air Force Base (Tenn.)

710 2 $a Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin.

710 2 $a Big Branch Refuse Impoundment (Ky.)

710 2 $a Bly Ranger District (Or.)

710 2 $a Boca Raton (Fla.)

710 2 $a Caribou-Targhee National Forest.

710 2 $a Carson Water Subconservancy District (Nev.)

710 2 $a Center of Colorado Water Conservancy District (Colo.)

710 2 $a Coachella Valley Water District (Calif.)

710 2 $a Columbia Basin Ground Water Management Area (Wash.)

710 2 $a Confederated Tribes of the Colville Reservation, Washington.

710 2 $a Dauphin County Conservation District (Pa.)

710 2 $a Doublehead Ranger District (Calif.)

710 2 $a Dover Air Force Base (Del.)

710 2 $a Eagle River Water and Sanitation District (Colo.)

710 2 $a Eastern Municipal Water District (Riverside County, Calif.)

710 2 $a Fort McDowell Yavapai Nation, Arizona.

710 2 $a Grand County (Colo.)

110 2 $a Grand Staircase-Escalante National Monument (Utah)

710 2 $a Harris-Galveston Coastal Subsidence District.

710 2 $a Hi-Desert Water District (Calif.)

710 2 $a Hillsborough County (Fla.)

710 2 $a Hixson Utility District (Tenn.)

710 2 $a Inservice Video Network.

710 2 $a Jacksonville (Fla.)

710 2 $a Jefferson County Soil and Water Conservation District (Mo.)

710 2 $a Kootenai Tribe of Idaho.

710 2 $a Lake De Smet Conservation District (Wyo.)

710 2 $a Lake Kampeska Water Project District (S.D.)

710 2 $a Laramie County Conservation District (Wyo.)

710 2 $a Las Vegas Valley Water District (Nev.)

110 2 $a Mark Twain National Forest (Mo.)

240 10 $a Annual report (Mark Twain National Forest (Mo.) : Online)

710 2 $a Tulalip Tribes of the Tulalip Reservation, Washington.

710 2 $a Union County (N.C.)

710 2 $a Virgin Valley Water District (Nev.)

710 2 $a Willamette National Forest (Or.)

710 2 $a Winema National Forest (Or.)

710 2 $a Winter Park (Fla.)

130 0 $a Earned income credit. $l Spanish (Online)

130 0 $a Earned income credit. $l Spanish.

130 0 $a Financial audit. $p American Battle Monuments Commission's financial statements for fiscal year ... (Online)

130 0 $a Financial audit. $p District of Columbia Highway Trust Fund's ... financial statements (Online)

130 0 $a Financial audit. $p Senate restaurants revolving fund for fiscal years ... (Online)

730 0 $a Healthy people 2000. $p Midcourse review and 1995 revisions.

130 0 $a Household workers. $l French (Online)

130 0 $a Household workers. $l Haitian-Creole (Online)

130 0 $a Medicare. $l Spanish.

730 0 $a MEDLINE.

130 0 $a News. $p Consumer price index (Online)

130 0 $a News. $p Consumer price index.

130 0 $a News. $p Employment and unemployment among youth (Washington, D.C. : 1995)

130 0 $a News. $p Employment situation.

730 0 $a News. $p Occupational employment and wages.

130 0 $a News. $p State and metropolitan area employment and unemployment (Washington, D.C. : 1994)

130 0 $a News. $p Work experience of the population in ... (1997)

730 0 $a Nylon.

730 0 $a SASS.

730 0 $a Vegetables. $p Summary.

**Examples (Series) :**

440 0 $a Go

490 0 $a A Bobbie Kalman book

490 0 $a A Candy Apple book

490 0 $a A condor book

490 0 $a A Spectrum book

490 0 $a DOT HS ; $v 810 761

490 0 $a DOT HS ; $v 810 762

490 0 $a DOT HS ; $v 810 863

490 0 $a Historic structure report

490 0 $a Living stereo

490 1 $a M

490 0 $a Masterworks

490 0 $a Oxford University Press paperback

490 1 $a PB

490 0 $a Romantic

490 0 $a United Nations. Document ; $v ST/LIB/SER. B/5/Rev. 2

**Heading Usage Not Authorized**

All 1XX, 4XX, 6XX, 7XX, 8XX fields

Headings are valid, but usage code indicates that the heading has been applied inappropriately

Example: Heading can be used as a main or added entry, but not as a subject heading

Example: Series tagged as a 440 or 830 but should be given as a quoted note

Look the heading up in the authority file to see how it should be used.

Change the heading or the coding on the bib record, as appropriate. You may have to run a create list to find the incorrect heading. A few headings may be correct, but most will need some type of correction.

**Examples:**

490 0 $a Bill Moyers journal

710 1 $a Rocky Mountain National Park (Colo.)

830 0 $a Sesame Street (Television program)

830 0 $a Star wars, episode I, the phantom menace (Motion picture)

610 10 $a Missouri. $b Governor (2005- : Blunt)

800 1 $a Braudel, Fernand. $t Civilization and Capitalism, 15th-18th century ; $v v.2.

800 1 $a Maḥfūẓ, Najīb, $d 1911-2006. $t Cairo trilogy ; $v 2.

800 1 $a Maḥfūẓ, Najīb, $d 1911-2006. $t Cairo trilogy ; $v 3.

440 0 $a Consumer guide

610 10 $a Alaska. $b Governor (2006- : Palin)

830 0 $a Investigative reports (Television program)

710 2 $a Kodansha.

830 0 $a No depression ; $v 77.

830 0 $a Unexplained (Television program)

440 0 $a National geographic

440 0 $a Rough guides

610 10 $a United States. $b President (2009- : Obama)

610 20 $a Vatican.

710 1 $a Boston National Historical Park (Boston, Mass.)

710 2 $a Palazzo Strozzi (Florence, Italy)

800 1 $a Chopin, Frédéric, $d 1810-1849. $t Piano music. $k Selections.

800 1 $a Freud, Sigmund, $d 1856-1939. $t Selections. $l English. $f 1963 ; $v 3.

800 1 $a Taruskin, Richard. $t Oxford history of western music. $n 4, $p Early twentieth century.

800 1 $a Taruskin, Richard. $t Oxford history of western music. $n 5, $p Late twentieth century.

630 00 $a Sleeping Beauty.

**Possible Leading Articles**

Fields without a filing indicator, so initial articles should have been dropped. Fields checked are:

110, 111, 246, 247, 600$t, 610, 610$t, 611, 700$t, 710, 710$t, 711, 800$t

Many of the items on the list will be correct

Example: “A” being used as the letter rather than as an article

Example: Foreign language items that begin with a word that is an article in other language

If the field does start with an initial article, the article should be deleted. If the field does not start with an initial article, ignore.

AACR2 Appendix E (RDA Appendix C) contains initial articles for the most commonly encountered languages

**Examples:**

246 04 $a A mighty fortress is our God

246 04 $a A stronghold sure

700 1 $a Proust, Marcel, $d 1871-1922. $t À la recherche du temps perdu.

710 2 $a A & E Home Video (Firm)

246 0 $a A Mozart album: works by Mozart, Liszt, Friedman, Cramer and Hough.

246 31 $a A mi me gusta asi

246 1 $i Title on container: $a A night at Dixieland Hall

246 1 $i Issue for 2008 also has title: $a A road map for juvenile justice reform

700 12 $a Rösler, Johann Josef, $d 1771-1813. $t An die Entfernte.

**Suspicious Filing Indicator**

Fields that have a filing indicator, but the value of the indicator does not match with the first word of the field. The fields checked are:

130, 240, 245, 440, 730, 740, 830

Note: These fields are run against a list of initial articles for the language indicated in the 008 (OCLC: Lang). If the heading is from a different language or the 008 is coded incorrectly, the heading will appear on this report.

Some of the headings on this report will be correct

Example: “A” being used as the letter rather than as an article

Example: Foreign language uniform title on a record for the English version of a book

If the field has been coded incorrectly, change the filing indicator. If the filing indicator is correct, ignore.

**Examples:**

222 2 $a Clavier companion.

240 12 $a A Kékszakállu herceg vára. $l German

240 13 $a Traviata. $l English & Italian. $s Vocal score

740 2 $a G roundSpark.

240 14 $a Die Hymelstrasz

740 42 $a Best things in life are free.

740 42 $a Earl.

740 42 $a Feeling of jazz.

740 42 $a Girl from Ipanema (Garota de Ipanema).

740 42 $a Girl from Ipanema.

740 42 $a Kingdom of swing.

740 32 $a La puesta del sol.

740 42 $a Second time around.

740 42 $a Shadow of your smile.

740 22 $a Smo-o-o-th one.

740 42 $a Sound of music.

740 22 $a Taste of honey.

240 14 $a The student Bible time-line. $l français

740 12 $a Holy Spirit in the New Testament : John and Paul

740 12 $a Holy Spirit in the New Testament : Luke and Acts

740 12 $a Holy Spirit in the Old Testament

740 2 $a Pastor's guide to The lord of the rings.

740 42 $a Die Meistersinger von Nürnberg.

740 32 $a Le nozze di Figaro.

**Unrecognized $z**

Subfield z in 6XX fields does not match any authority records.

Many of these will be correct. Remember that most “regions” and the majority of creeks, streams, brooks, etc. do not have authority records

Look for places that seem like they should have an authority record (possible typos/misspellings) or for obviously incorrect headings.

Example: 650 \_0 $a Water $z Illinois $z ***Thebes (Extinct city)*** $x Analysis.

**Examples:**

650 0 $a Fires $z California $z Giant Sequoia National Monument $v Maps.

650 0 $a Flood forecasting $z Missouri $z Kansas City Metropolitan Area.

650 0 $a Floods $z Mississippi $z Tchoutacabouffa River $x Mathematical models.

650 0 $a Folklore $z Japan $z Tōno-shi Region.

650 0 $a Forest ecology $z Oregon $z Cascade Range Region.

650 0 $a Forest landscape management $z Washington (State) $z Tenalquot Prairie.

650 0 $a Freshwater ecology $z Illinois River Watershed.

650 0 $a Fuelwood $z Alaska $z Interior Alaska.

650 0 $a Geochemistry $z Colorado $z Elk Creek Watershed (Gunnison County)

650 0 $a Geochemistry $z Idaho $z Stanley Region.

650 0 $a Geochemistry $z Nevada $z Fallon Region.

650 0 $a Geochemistry $z Oklahoma $z Central Oklahoma Aquifer Region.

650 0 $a Geochronometry $z Montana $z Craig Region.

650 0 $a Geographic information systems $z Death Valley Region (Calif. and Nev.)

650 0 $a Geographical perception$z978.004/97492.

650 0 $a Geology $z Alaska $z Anchorage Region.

650 0 $a Geology $z Alaska $z Beaufort Sea Region $v Congresses.

650 0 $a Geology $z Alaska $z Bethel Region $v Maps.

650 0 $a Geology $z Alaska $z Circle Region.

650 0 $a Geology $z Alaska $z Prince William Sound Region.

650 0 $a Grain $x Prices $z Africa, West $v Periodicals.

650 0 $a Water $z Illinois $z Thebes (Extinct city) $x Analysis.

650 0 $a Bear cubs $z Alaska $z Alaska Zoo $v Juvenile literature.

650 0 $a Bears $z Alaska $z Alaska Zoo $v Juvenile literature.

650 0 $a Theatrical producers and directors $z Russia $v Biography.

651 0 $a South Coast (Sicily) $z Maps.

**Split Headings**

One subject heading split into multiple headings

Example: 650 \_0 $a Nurses and Nursing split into separate headings- 650 \_0 $a Nurses, 650 \_0 $a Nursing

Change may be to the main heading or to a subdivision.

For most bib records, both of the new headings will still apply. However, each bib record should be checked to ensure that the new headings are appropriate.

**Examples:**

Old 650 0 $a Cleanliness $v Juvenile fiction.

New 650 0 $a Baths $v Juvenile fiction.

New 650 0 $a Hygiene $v Juvenile fiction.

New 650 0 $a Sanitation $v Juvenile fiction.

Old 650 0 $a Humor $x Philosophy.

New 650 0 $a Anecdotes $x Philosophy.

New 650 0 $a Wit and humor $x Philosophy.

Old 650 0 $a Insane, Criminal and dangerous $v Fiction.

New 650 0 $a Dangerously mentally ill $v Fiction.

New 650 0 $a Violent offenders $v Fiction.

New 650 0 $a Mentally ill offenders $v Fiction.

Old 651 0 $a Cambodia $x Politics and government $y 1975-

New 651 0 $a Cambodia $x Politics and government $y 1975-1979.

New 651 0 $a Cambodia $x Politics and government $y 1979-

Old 651 0 $a Iraq $x Politics and government $y 1991-

New 651 0 $a Iraq $x Politics and government $y 1991-2003.

New 651 0 $a Iraq $x Politics and government $y 2003-

Old 651 0 $a United States $x Foreign relations $y 1945-

New 651 0 $a United States $x Foreign relations $y 1945-1953.

New 651 0 $a United States $x Foreign relations $y 1945-1989.

New 651 0 $a United States $x Foreign relations $y 1989-

Old 650 0 $a Musical revues, comedies, etc. $v Excerpts.

New 650 0 $a Musicals $v Excerpts.

New 650 0 $a Revues $v Excerpts.

Old 650 0 $a Harbors $z Florida $z Port Everglades (Fort Lauderdale) $v Maps.

New 650 0 $a Harbors $z Florida $z Fort Lauderdale $v Maps.

New 651 0 $a Port Everglades (Fort Lauderdale, Fla.)

Old 650 0 $a Reformed Church $x Catechisms and creeds $x English.

New 650 0 $a Reformed Church $x Catechisms $x English.

New 650 0 $a Reformed Church $x Creeds $x English.

Old 650 0 $a Crime and criminals $z Missouri.

New 650 0 $a Crime $z Missouri.

New 650 0 $a Criminals $z Missouri.

Old 650 0 $a Buddha and Buddhism $z Japan.

New 650 0 $a Buddha (The concept) $z Japan.

New 650 0 $a Buddhism $z Japan.

Old 650 0 $a Frankenstein (Fictitious character)

New 650 0 $a Frankenstein, Victor (Fictitious character)

New 650 0 $a Frankenstein's monster (Fictitious character)

**Tags Flipped**

Headings that had their tags flipped automatically during authorities processing. The fields checked are: 1XX, 6XX, 7XX, 8XX

This is mostly just an informational report, but should be looked through for any anomalies

Examples:

830 flipped to 800$t

Topical subject heading flipped from 651 to 650

Geographic subject heading flipped from 650 to 651

**Examples:**

Old 610 10 $a Canada $v Commercial treaties.

New 651 10 $a Canada $v Commercial treaties.

Old 610 20 $a Lewis and Clark Expedition $d (1804-1806)

New 611 20 $a Lewis and Clark Expedition $d (1804-1806)

Old 610 10 $a Mexico $v Commercial treaties.

New 651 10 $a Mexico $v Commercial treaties.

Old 650 0 $a Berlin (Germany) $x In literature.

New 651 0 $a Berlin (Germany) $x In literature.

Old 650 0 $a Bible $v Commentaries $v Periodicals.

New 630 00 $a Bible $v Commentaries $v Periodicals.

Old 650 0 $a Bible $x Study and teaching $v Periodicals.

New 630 00 $a Bible $x Study and teaching $v Periodicals.

Old 650 0 $a Bible.

New 630 00 $a Bible.

Old 650 0 $a Canada $v Juvenile fiction.

New 651 0 $a Canada $v Juvenile fiction.

Old 650 0 $a Coasts $z Atlantic States $v Maps.

New 651 0 $a Atlantic Coast (U.S.) $v Maps.

Old 650 0 $a Columbia (Mo.) $x Church history.

New 651 0 $a Columbia (Mo.) $x Church history.

Old 650 0 $a Louisiana $x In literature.

New 651 0 $a Louisiana $x In literature.

Old 650 0 $a Poland $x History $y 1918-1945.

New 651 0 $a Poland $x History $y 1918-1945.

Old 650 0 $a Poland $x History $y 1945-1980.

New 651 0 $a Poland $x History $y 1945-1980.

Old 651 0 $a Art, Senegalese.

New 650 0 $a Art, Senegalese.

Old 651 0 $a Excavations (Archaeology) $z Jamaica.

New 650 0 $a Excavations (Archaeology) $z Jamaica.

Old 651 0 $a Schools $v Juvenile fiction.

New 650 0 $a Schools $v Juvenile fiction.

Old 651 0 $a Western stories

New 650 0 $a Western stories.

Old 710 2 $a Jesus Seminar.

New 711 2 $a Jesus Seminar.

Old 830 0 $a I like space!

New 800 1 $a Bredeson, Carmen. $t I like space!

Old 830 0 $a Ivy + Bean ; $v bk. 3.

New 800 1 $a Barrows, Annie. $t Ivy + Bean ; $v bk. 3.

Old 830 0 $a Pebble plus. Exploring the galaxy.

New 800 10 $a Adamson, Thomas K., $d 1970- $t Pebble plus. $p Exploring the galaxy.

Old 650 0 $a Italy $z Sicily $v Maps.

New 651 0 $a Italy $z Italy $z Sicily $v Maps.

Old 651 0 $a Fossil Butte National Monument (Wyo.)

New 610 20 $a Fossil Butte National Monument (Agency : U.S.)

**Unmatched Headings**

Headings that do not have a matching authority record.

SWAN receives four reports: LCSH, Names, Series, Titles

Names, Series, and [Uniform]Titles reports are handled the same way. Most of these headings will be legitimate, but the list should be looked through for anomalies (possible typos/misspellings).

LCSH- Report divided by field tag

600, 610, 611, 630, 651- Most likely these are correct, look through for anomalies (possible typos/misspellings).

650- The majority of these will be incorrect

Incorrectly tagged, but could not be automatically flipped

Wrong 2nd indicator

Typo/misspelling

Juvenile headings (2nd indicator-1) changed to LCSH (2nd indicator-2) without verifying the form

**Examples (LCSH) :**

650 0 $a Aliments $x Prix $v Romans, nouvelles, etc. pour la jeunesse.

650 0 $a Archaeological sites $x Management.

650 0 $a Arsonists $v Fiction.

650 0 $a Assemblies of God $x History.

650 0 $a Bronzes, Sardinian.

650 0 $a C# (Computer program language)

650 0 $a Characters in literature $v Juvenile fiction.

650 0 $a Cheating $v Juvenile fiction.

650 0 $a Christians in China $v Congresses.

650 0 $a Cities and town, Ancient $v Pictorial works.

650 0 $a Closed captioned for the hearing impaired.

650 0 $a Copper scroll $v Fiction.

650 0 $a Davenport, Lucas (Fictional character)$v Fiction.

650 0 $a Digital communication $x Handbooks, manuals, etc.

650 0 $a DVD $x Comedy films.

650 0 $a DVD $x Horror films.

650 0 $a Economics--Religious aspects--Catholic Church.

650 0 $a Elim Foursquare Gospel Alliance (Great Britain) $x History.

650 0 $a Emotional problems $v Juvenile fiction.

650 0 $a Experience (Religious) $v Congresses.

650 0 $a Guerra y niños $z El Salvador $v Teatro. $2 bidex

650 0 $a High school $x Alumni and alumnae $v Directories.

650 00 $a Juguetes $v Teatro. $2 bidex

650 0 $a Little League Baseball, inc $v Fiction.

650 0 $a Madre e hijo $z El Salvador $v Teatro. $2 bidex

650 0 $a Men and woman relationships $v Fiction.

650 0 $a Missouri Southern State University $z Joplin $x Accreditation.

650 0 $a Missouri Southern State University $z Joplin $x Evaluation.

650 0 $a North American Rockwell Corporation $b Rocketdyne Division $x History.

650 0 $a Old Dutch Cleanser.

650 0 $a Oxidization $x Environmental aspects.

650 0 $a Perceptual-motor process.

650 0 $a Physical Examination $v Terms and phrases $x English.

650 0 $a Physical Examination $v Terms and phrases $x Spanish.

650 0 $a Placebo (Medicine)

650 0 $a Qin shi huang, $c Emperor of China, $d 259-210 B.C. $x Tomb $v Juvenile literature.

650 0 $a Quality of Health Care $z United States $v Statistics.

650 0 $a Quartets (Organ, piano, violin, violoncello), Arranged $v Scores and parts.

650 0 $a Reconstruction (U.S. history, 1965-1877) $z Florida $v Juvenile fiction.

650 0 $a Reformed Church in America $x Liturgy.

650 0 $a Robinson, Dan.

650 0 $a Sculpture, Sardinian.

650 0 $a Secrets $v Juvenile fiction.

650 0 $a Spanish language materials $x Bilingual $vJuvenile fiction.

650 0 $a Spanish language materials $x Bilingual.

650 0 $a Steam measurements $z Arkansas $z Buffalo River.

650 0 $a Storytelliing.

650 0 $a Submarine geology (U.S.)

650 0 $a Subsidences $x Computer programs.

650 0 $a Suspense.

650 0 $a Women, East Indian $z England $v Drama.

600 10 $a Allen, Regina.

600 10 $a Anderson, Grace $v Correspondence.

600 10 $a Blackburn, Charlie, $d 1873-1924 $v Fiction.

600 10 $a Brady, Mathew, $d 1823 (ca.)-1896.

600 10 $a Crumbo, Woody.

600 10 $a Darby, Joe.

600 10 $a Deal, Elmer Lee, $d 1925-

600 10 $a Deal, Mary Ruth, $d 1926-2008.

600 10 $a Finkenbinder Linda.

600 10 $a Francis, Jasper Jacob, $d 1870-1915 $v Fiction.

600 00 $a Hermano Pablo.

600 00 $a Horacee $x Translations into English.

600 10 $a Keller, L. D.

600 00 $a Louis, $c King of France $b XIV, $d 1638-1715 $v Drama.

600 10 $a Mörike, Eduard Friedrich, $d 1809-1875 $v Musical settings.

600 10 $a Toirac, Florent D.

600 10 $a White, Jonah.

651 0 $a Cagliari Metropolitan Area (Italy) $v Maps.

651 0 $a China Antiquities $v Fiction.

651 0 $a Cook Inlet Region (Alaska) $v Maps.

651 0 $a Dahlgren Region (Va.) $v Maps.

651 0 $a Illabot Creek (Wash.)

610 20 $a Harvest Evangelical Free Church (Beaver Dam, Wis.)

610 20 $a Heathrow Airport.

610 20 $a Highlandville (Mo.) $x History.

610 20 $a Hillsdale Baptist Church (Regina, Sask.)

610 20 $a Ho-Chunk Nation.

610 20 $a Holy Family Parish Church (Peoria, Ill.)

**Examples (Names):**

100 1 $a Manchiraju, Srikanth, $d 1982-

100 1 $a Manski, Richard J.

100 1 $a Marcano, Daniela, $d 1979-

700 1 $a Mardones, Patricio.

100 1 $a Martin, Luther.

700 1 $a Marx, Groucho, $d 1891-1977.

700 1 $a Mason, James O., $d 1948-

700 1 $a Mastino, Maria. $4 voc

700 1 $a Mathes, John B.

700 1 $a Matthews, Junius.

700 1 $a Mausbach, Stefan.

700 1 $a McAvoy, John.

700 1 $a McCarthy, Phil.

100 1 $a McCormick, Lynn E.

700 1 $a Partnership for Patient Safety.

110 1 $a United States. $b President (2001- : Bush)

710 1 $a United States. $b President (2001- : Bush)

**Examples (Series) :**

800 1 $a Blasco Ibáñez, Vicente, $d 1867-1928. $t Obras completas ilustradas.

800 1 $a Harms, Daryl K. $t Quick Python book.

800 1 $a McDonald, Kenneth M. $t Quick Python book.

800 1 $a McKenzie, Nancy. $t Chrysalis Queen quartet ; $v bk.1.

800 1 $a Mozart, Wolfgang Amadeus, $d 1756-1791. $t Piano music (Gieseking) ; $v v. 6.

800 1 $a Southwick, Teresa. $t Men of Mercy Medical.

800 1 $a Winerip, Michael, $d 1951- $t Adam Canfield ; $v 03.

810 2 $a Fuller Theological Seminary. $t theses . $f 2008.

810 1 $a United States. $b Congress $n (97th, 1st :$d1981). $b House. $t Report ; $v no. 97-419/pt. 1.

810 1 $a United States. $b Congress $n (97th, 2nd :$d1982). $b House. $t Report ; $v no. 97-419/pt. 2.

810 1 $a United States. $b Congress $n (98th, 2nd :$d1984). $b Senate. $t S. prt. ; $v 98-256.

810 1 $a United States. $b Federal Accounting Standards Advisory Board. $t Statement of federal financial accounting standards ; $v no. 18.

810 1 $a United States. $b Federal Accounting Standards Advisory Board. $t Statement of federal financial accounting standards ; $v no. 19.

810 1 $a United States. $b Federal Accounting Standards Advisory Board. $t Statement of federal financial accounting standards ; $v no. 20.

810 1 $a United States. $b Federal Accounting Standards Advisory Board. $t Statement of federal financial accounting standards ; $v no. 21.

810 1 $a United States. $b Federal Accounting Standards Advisory Board. $t Statement of federal financial accounting standards ; $v no. 22.

810 1 $a United States. $b Federal Accounting Standards Advisory Board. $t Statement of federal financial accounting standards ; $v no. 23.1.

830 0 $a 0LSE monographs in international studies.

830 0 $a 101 questions & answers series (Paulist Press)

830 0 $a AIAA papers ; $v 86-0450.

830 0 $a Amazing adventures of Charlie Small ; $v notebook 1.

830 0 $a American music festival series ; $v 3.

830 0 $a Anthology of Middle Age and Renaissance music ; $v v. 6.

830 0 $a APA psychotherapy series. $n I, $p Psychotherapy in six sessions.

830 0 $a Architecture compact.

830 0 $a Archiv Produktion. $n 7. Forschungsbereich. $n Ser. G.

830 0 $a Archive production, 10th research period, Ser. A.

830 0 $a Archive production, 11th research period ; $v ser. A.

830 0 $a Archive production, 12th research period, ser. A.

830 0 $a Archive production, 1st research period ser. B.

830 0 $a Archive production, 6th research period, ser.B.

830 0 $a ARL-TR (Aberdeen Proving Ground ) ;$v4073.

830 0 $a ARL-TR (Aberdeen Proving Ground) ;$v4041.

830 0 $a ARL-TR (Aberdeen Proving Ground) ;$v4047.

830 0 $a ARL-TR (Aberdeen Proving Ground) ;$v4051.

830 0 $a ARL-TR (Aberdeen Proving Ground) ;$v4066.

830 0 $a ARL-TR (Aberdeen Proving Ground) ;$v4088.

830 0 $a ARL-TR (Aberdeen Proving Ground) ;$v4095.

I could not find any Unmatched Headings (Titles) reports, so I don’t have any examples. However, the report would be in the category of “most of these are correct and can be ignored.”

**Heading Matches Multiple Authority Records**

Full heading matches 1XX or 4XX in more than one authority record. Or if there is not a match for the full heading, just $a matches one or more 1XX or 4XX fields.

Most of these will be correct, but they should all be checked.

650 0 $aBeneficial insects$xBiological control.

490 0 $aFamilies

830 0 $aFamilies.

830 0 $aPercy Jackson & the Olympians ;$vbk. 1.

700 1 $aGalbraith, Ben.

650 1 $aFrankenstein, Victor (Fictitious character)$vFiction.

650 1 $aOccultism$vFiction.

700 1 $aAldrich, James O.

490 0 $aUnited States Armed Forces

650 0 $aCuriosities and wonders.

830 0 $aDork diaries ;$v2.

650 0 $aCaricatures and cartoons$vJuvenile fiction.

**Partially Matched Reports**

There is no authority record for the entire string. Many will be correct. There are four different

Reports (Name, LCSH, Genre/Form, Local) and they will all be handled the same way.

Scroll through the list looking for entries in red. Entries in green can be ignored. First check for

coding errors and typos. Then check an authority file or ClassWeb for how the subdivisions can

be used, whether they can be subdivided geographically, what order the subdivisions should be in, etc. Change to the correct form. This may mean deleting part of the heading or adding an additional heading to bring out a certain aspect. Many will be correct as is. For the Names list, most of the entries appear because of the addition of $e relator terms or because of subfields $k, $l, etc. appearing in the title portion of an author/title entry. For the Genre/Form list, the presence of $y, $z, $2, etc. may cause it to appear on the list.

650 0 $a Abused women $x Care $z El Salvador.

650 0 $a Abused women $x Psychology.

650 0 $a Abused women $x Substance use.

650 0 $a Abusive men $x Family relationships.

650 0 $a Abusive men $x Psychology.

650 0 $a Abusive men $x Substance use.

650 0 $a Abusive men $z United States.

650 0 $a Abusive women $x Family relationships.

651 0 $a United States $x History $y Civil War, 1861-1865 $x Occupied territories.

650 0 $a Soldiers $x History $y 20th century $x Case studies.

650 0 $a Teenage boys $z Thailand $v Videorecordings.

**CMC Lists**

These lists all deal with the 336-338 fields (**C**ontent Type, **M**edia Type, **C**arrier Type).

**CMC Added**

This lists all the records where 336-338 were added by the computer during the quarterly processing. It can be a long list, but little needs to be worked on. The list gives all of the 336s in alphabetical order, then all of the 337s in alphabetical order, and then all of the 338s in alphabetical order. For each number, look for entries of "other" or "unspecified." Look the records up in Sierra and change to the appropriate term (336- RDA 6.9, 337- RDA 3.2, 338- RDA 3.3).

b3762572x 338 $a unspecified $b zu $2 rdacarrier

**CMC Not Added**

For some reason the computer was unable to add the 336-388 at all. This may be because the record is a short-bib, done to foreign standards, or just has really messed up coding. Look up the record in Sierra. If it is an order level record or reserve record, ignore. If it needs to be fixed, contact the holding institution. In unsure or in doubt, contact the holding institution.

.b3585439x 245 00 $a Who I am: What Can You Do?, Discussion guide for the Campaign for Disability Employment's, 2015, (DVD).

**GMD Converted to CMC**

The record has a GMD (245$h) that was converted to the CMC fields. It is worked on the same way as the CMC added report, however the list gives all three entries for one record, rather than having the lists sorted in alphabetical order. Use your browser's find feature (usually CTRL + F) to search for "other" and "unspecified."

**CMC Optional**

Not sure why the CMC is sometimes considered optional, but basically the record needs to be checked to make sure that the 336-338 are correct. At least one of the fields will be "other" or "unspecified," but all of the fields should be checked to make sure that are correct.

**Title field updates**

This is a report that shows changes the computer made to title fields. Basically these means changing [et al.] to [and others] and changing Selections to Works. Selections. To work on this report, just glance through to make sure everything looks okay. For uniform titles, you may need to add or change subfield coding for further subdivisions.

Old 245 00 $a Contemporary issues in bioethics / $c edited by Tom L. Beauchamp ... [et al.].

New 245 00 $a Contemporary issues in bioethics / $c edited by Tom L. Beauchamp [and others].

Old 600 10 $a De Chirico, Giorgio, $d 1888-1978. $t Selections. $l English.

New 600 10 $a De Chirico, Giorgio, $d 1888-1978. $t Works. $k Selections. $l English.

Old 240 00 $a Vermont historical gazetteer. Selections

New 240 00 $a Works. $k Vermont historical gazetteer. Selections

Old 700 12 $a Blok, Aleksandr Aleksandrovich, $d1880-1921. $t Selections. English & Russian. 1973.

New 700 12 $a Blok, Aleksandr Aleksandrovich, $d1880-1921. $t Works. $k Selections. English & Russian. 1973.

**Access field updates**

This report shows automatic changes to X11 fields to reflect RDA changes. Generally this means dividing out multiple places in $c. Check to see that the change really should have been made and if coding needs to be added.

Old 111 2 $a Conference on Security and Cooperation in Europe $d (1973-1975 : $c Helsinki and Geneva)

New 111 2 $a Conference on Security and Cooperation in Europe $d (1973-1975 : $c Helsinki; Geneva)

Old 111 2 $a Consultation on Theology and Mission $n (2nd : $d 1979 : $c School of World Mission and Evangelism, Trinity Evangelical Divinity School)

New 111 2 $a Consultation on Theology and Mission $n (2nd : $d 1979 : $c School of World Mission; Evangelism, Trinity Evangelical Divinity School)

**Date abbreviations spelled out**

This is a report of automatic changes from b. or .d to a - (dash). Also, ca. to approximately, fl. to active, and spelling out of months. Glance through to make sure that everything looks okay.

**Multiple Languages Not Expanded**

RDA does not allow multiple languages in $l. Usually this means making sure that there are two, or more, 700$t/730, one for each language. Check the record to see what uniform titles there are and what needs to be expanded. Remember that $l is not added to the title in the original language. Polyglot is not a valid $l under RDA.

.b2878540x 240 10 $a Correspondence. $k Selections. $l Polyglot

700 12 Beckett, Samuel,|d1906-1989.|tCorrespondence.|kSelections.|lEnglish.

700 12 Beckett, Samuel,|d1906-1989.|tCorrespondence.|kSelections.|lFrench.

700 12 Beckett, Samuel,|d1906-1989.|tCorrespondence.|kSelections.|lGerman.

**Unrecognized $c**

This has four reports: LCSH, Local, Names, Series. They are all worked on the same way. Even though the report is called "unrecognized $c" is basically lists any name heading with a $c, even if there is a matching authority record.

Check the authority file to make sure that $c is valid. If you cannot find a matching authority record, check to see if there is a record for the same person with a different form. If no authority record can be found, leave the $c, unless it patently has an error. For the local report, just make sure nothing has a 2nd indicator of 0 (zero). If anything does, check to see if it needs to be changed. All other entries can be ignored.

600 00 $a Moses $c (Biblical leader) $v Drama.

600 10 $a Popova, L. V., $c k.ė.n.

600 00 $a Doctor $c (Fictitious character) $v Fiction.

**De-duping bibliographic records**

When the records for some institutions were loaded into SWAN, their records did not properly merge with records containing the same OCLC number. If you come across duplicate records, please feel free to merge them yourself. If you merge records, you do not need to contact the holding institution(s). You do not need to be one of the holding institutions in order to merge records. If you are unsure if the records should be merged or not, contact the holding institution(s).

To merge records:

Check the descriptive fields, especially 245, 250, 260, and 300.

Substantive differences include, but are not limited to:

different edition numbers

different publishers

different dates (watch for reprints/subsequent printings)

differences in pagination (other than lack of preliminary pages, or only a couple pages difference)

difference of more than one centimeter in height (in combination with other differences)

differences in format (DVD vs. VHS, microfiche vs. microfilm, etc.)

Non-substantive differences include, but are not limited to:

absence of, presence of, and differences in call number and subject heading fields

absence/presence of summary and/or contents note

1XX vs. 7XX (especially in older, pre-AACR2 records)

missing 245$c or lack of some names in 245$c (especially in older, pre-AACR2 records)

If there are substantial differences, do not merge and contact the holding institution(s).

Each holding institution will need check their item to see which description it matches. They will then need to check the master record in OCLC. If your item matches the master record in OCLC **and** the record in Sierra with your holdings, you do not need to do anything further.

If your item matches the master OCLC record, but not the record in Sierra that your item record attached to, transfer your item record to the correct record. If there are no other holdings on the record you transferred from, delete the bib record.

If your item does not match the master OCLC record, download the correct record (if you are the only holding institution on your copy of the bib record, you can overlay the existing record). Remember to remove your holdings from the old OCLC number and to add them to the new one.

If the descriptive fields match (or do not have substantial differences), you will need to merge the records. Keep both records open through the entire process, as this will make the process much easier.

Pick the bibliographic record you want to keep. It generally does not matter which record you keep, although it will usually be the one with the most holdings or most complete/up-to-date record.

Transfer any unique information from the bibliographic record you plan on deleting to the record you are keeping. All fields should be checked, but the most common fields to look for- 035 with pre-Sierra system numbers, call numbers, 5XX (including 590), 6XX.

Add the three letter location code for institutions from the bib record you are deleting to the one you are keeping.

Go to the Summary screen and select all items. Go to the Edit menu **(not button)**. Choose Transfer Attached and the record number of the bibliographic record you are transferring to. When the pop-up box appears, choose Delete source bib. Once the item records have transferred, the deleted record should disappear. Close the kept record (the transfer process automatically saves all changes).

If the pop-up box does not give the option to delete and only says “Retain source bib,” click the Cancel button.

Look for order and check-in records. If these records belong to your institution (or you have the permissions to transfer these records), you can transfer them to the new record, deleting the old record once everything has been transferred to the new.

If only one record has order/check-in records belong to another institution, keep that record, transferring all information and item records to it.

If both records have order/check-in records belonging to institutions other than yours (and you do not have the permissions to transfer these records), contact the holding institutions, asking them to take care of merging.

**Sierra Reports**

**General Information**

Sierra reports are run on a weekly basis, usually on Thursday. During the quarterly authorities processing, the reports may be run at a different time, or possibly multiple times. Holidays will also cause the reports run on a different day.

The Invalid Headings, Near Matches, and Busy Matches are sent to the holding institution on a Headings Report. The Blind Headings, Bibliographic Updates, and Non-Unique 4XXs are included on a rotational report. This report is sent to a different institution each week on a rotating basis.

**What is checked**

All headings when a record is downloaded from OCLC.

All headings when **any** title field is changed.

All headings when a bib record is suppressed or un-suppressed (DIS/SUP (previously BCODE3)).

If a heading is added or changed, that particular heading is checked.

**Reports**

**Invalid headings**

The heading in the bib record matches a 4XX of an authority record exactly.

Look for the heading as-is. This should bring up any records with the incorrect heading and an entry for the authority record. Since there are some instances, especially with names, in which the heading could be valid, double check the authority record to ensure that the bib record does need to be changed. Change the bib record to the correct form. If the heading is valid, just ignore.

**Bibliographic updates report** [This report is no longer received by SWAN]

Shows each change that was made to every bibliographic record.

This is really more of an FYI report. Glance through to make sure nothing stands out as odd or weird.

**Non-unique 4XX’s report** [This report is no longer received by SWAN]

Heading in the bib record was not changed because it matches a 4XX in more than one authority record.

Look up the heading as-is. This should bring up a list of all the bib records with the heading and entries for each authority record on which the heading appears as a 4XX. Open each bib record and decide which heading(s) is appropriate. Change bib record to reflect 1XX field in appropriate authority record.

**Blind headings report**

Authority record does not have any matching entries on a bib record.

Check to make sure that there really is not any matching bib records. You may need to use a truncated search in case of misspellings. If there are bib records that have the heading, with additional subdivisions, the authority record needs to be kept. According to Christopher Gould, it does **not** need to be coded “Blind” in the ACODE1.

Note: Never use ACODE1. There is really no need to use it. The cluster as a whole has decided to not use ACODE1. If you think you legitimately need to use ACODE1, contact the chair prior to doing so.

If there are bib records that match the authority record exactly- If the bib records have not been suppressed, just ignore the entry. If the bib records are suppressed, code the authority record for deletion. Add DELETED to the 1XX field of the authority record so others who may come across the heading know that you have already marked it for deletion.

If there are no matches or partial-matches, code the record for deletion. Add DELETED to the 1XX field.

**Near matches**

[Note: This report will no longer be sent to SWAN, but I am leaving the instructions in case we start receiving this report again.]

Heading in a bib record almost matches a 4XX in an authority record, but the capitalization, punctuation, MARC tag, indicators, or subfields are different.

Most headings on this report can be ignored, because they are false hits due to normalized punctuation. Normalized punctuation involves stripping all punctuation from the heading, including changing “&” to “and.” Because of this, most of the entries look like the following:

Field: d610 20|aGoldman, Sachs, & Co

Indexed as subject: goldman sachs and co

Correct heading may be: d110 20|aGoldman, Sachs, & Co

You still need to look at each heading on the report, as sometimes a different heading entry is in the middle of a huge list of identical headings. If the headings in “Field” and “Correct heading may be” match exactly, the entry can be ignored. If these lines are different, look up the heading and make any necessary corrections. In some cases, especially personal names, changes may not be necessary because the bib record and authority record are for different people who have similar names.

**Busy matches**

A heading needed to be changed, but the record was in use at the time. This is very rare. It is also assumed that it is part of the institutional reports, since there is no example to know which report set it is in.

Change the heading in the bib record to match the 1XX of the authority record. If the record is still considered to be “in use,” contact your systems person (which, in some cases, may be yourself) to have the record cleared. If you don’t know how to do this, or are still having problems, contact the SWAN Catalogers Chair or Chair of the Coordinators Committee.

**ZZZZZ Report**

This is a report of bib records that show a location of zzzzz. This list is always sent to MSU, since most of these items are from our government document loads.