

AXE LIBRARY EDITING GUIDE

For the Consortium

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Axe Library Catalog Consortium Bibliographic Record Editing Guide

While item (or holdings) records are unique to each institution in the consortium, bibliographic records are shared by all. In editing, it is essential that the cataloger keep this in mind. This document will provide guidance on when, and what you should, and should not edit. In case of doubt, please consult PSU staff. In all cases, when in doubt with no help in sight, do not make edits to records you have not loaded into the system (“you” means “your institution”). Please do not venture to make edits without training (in other words, please do not guess).

Field-By-Field Editing Guidelines

Leader: Please do not edit existing leaders without PSU permission.

007: You may add an 007 if one does not exist. Please do not add an 007 with information that conflicts with the body of the bibliographic record. For example, do not add an 007 that reflects a videocassette when the body of the record represents a DVD. If you believe an existing 007 is incorrect, please report it to PSU staff. If coding in the 007 is necessary for a display in the ipac (such as a format icon), you will be notified and may be asked to go back into your records to code them as required.

Fixed Fields (008):

You may edit any part of the 008 if it requires a code and it is not currently coded. In other words, you are ADDING a code that did not exist before. You may clean up errors from your own institution at any time. If you load records from a vendor and do not have the time to edit the 008 (especially for those codes that will be required for specific ipac displays), you may be assigned “clean-up” duties from time to time as PSU discovers the need. Please feel free to report any existing errors not caused by your institution to PSU.

LCCN (010):

The Library of Congress control number (LCCN) is assigned at LC and each number applies to only one edition (paper/cloth share the same record and usually have the same LCCN printed in them).

However, publishers don’t necessarily follow this procedure and may print the LCCN for the previous edition in the CIP information on the t.p. verso of the book. Also, vendors often attach the LCCN, or some qualified version of it, to subsequent reprints or editions of that item in the records that they sell to you. You may see this happen as well in the KLC. These situations can create confusion in our catalog. Do not be surprised if your vendor records contain an LCCN in your load and you later see that LCCN moved to a subfield \$z (invalid) as we will do this at PSU in order to properly differentiate different editions in the catalog (we often get pairs of duplicate LCCNs on reports that actually pertain to different editions of the same title.)

Please delete the LCCN (001 and 010 in KLC records) if you are creating a new record from a “dup” command for a different edition or version of your book. The most common situation will occur in duping a record for large print editions. Since the LCCN does not apply to the new version, please do not let it remain in the new record.

ISBN (020):

You may add a paper or cloth isbn to a record if your book matches the record (paper/cloth/library binding, etc. share the same record if they have the same content).

E-book versions of a book do not share the same record with paper versions in our catalog. If the record represents a paper version of the book (has no 245\$h [electronic resource] and has no 856 providing access to the book), it is ok to remove the e-isbn-qualified 020. Example:

020 1234567890 (e-book)

Please do not delete existing ISBNs other than electronic isbns in the previous situation. In the case that you believe an existing ISBN does not belong in a record, please report it to PSU.

Institutional Holdings (aka Local Holdings or Holdings Libraries) (049):

Each institution in the consortium is asked to flag holdings by inserting their institutional code into the 049 tag (do not confuse with your agency code). Codes can be found on the Web (<http://library.pittstate.edu/staff/susan/dynixhelp.html>). USD 250 is the only member with multiple codes as they have one code for the district (DB3) and separate codes for each school. The order that the codes appear in does not matter. The computer will read codes in any order. You are not responsible for adding the codes of other institutions. However, if you notice holdings and have time, you may code an 049 for someone else as a courtesy.

For example, if you notice that the 049 contains DB3 and has Pittsburg Middle School holdings, you may enter “PMS” in the 049 while you are entering your own holdings. Again, that is not required.

The 049 codes facilitate searching and record maintenance, including exporting records from the database if that is ever necessary.

When adding data to an existing 049 string:

- 1) do not add an additional subfield a, but append your information to the existing string
- 2) enter a space before your data, but not a space after your data
- 3) enter all codes in uppercase
- 4) enter only one code, even if you have two copies of the item; holdings records will reflect multiple holdings, not the 049 code

5) proofread what you enter and make sure the code is entered properly and the characters are not out of sequence. If the characters are transposed, B9Z rather than BZ9, the data is lost

6) bib record should have one 049 tag. If you encounter a record with two or more, move all codes to one 049 as you add your own

7) if you load a record with “foreign” codes in the 049 from a vendor or other catalog source (KLC) remove the “foreign” code as you add your own

Call Numbers (050-099)

Call numbers for the consortium are recorded in the item (holdings) record. They may or may not be retained in the bibliographic record. Since we have many institutions with different call number practices, we cannot currently promise to maintain everyone’s call number in the bib record. Dynix indexes the holdings call number and not the bibliographic record call number, so this should not present a problem for consortium members. However, if you do experience a problem, please contact PSU. Please do not make changes to any existing call number in the database unless you are the only holding library.

Main Entry/Added Entry (1xx/7xx):

The words “cataloger’s judgment” used often in cataloging rules imply that different catalogers will make different judgments on main entries (among other things). Our record matching criteria ask that you do not add new records simply because you do not agree with the main entry choice of the existing record. The rule for editing will be “first in the catalog decides the main entry.” In other words, you may change the main entry in a cataloging record if you are the only holding library attached to that record (in other words, if your institution has added that record), but in no other cases should you change the main entry. If a main entry you deem incorrect is causing a problem for you of some kind, please notify PSU.

FYI, although cataloging rules ask that call number cutters match main entries, if in any situation your cutter does not match the main entry, no cataloging police will come from PSU to give you any trouble about it.

Headings themselves should, as often as possible, match the Library of Congress Authorities (accessible at: <http://authorities.loc.gov/>) There may be a very few cases where Axe Library maintains a fuller heading than LC (maintains birth and/or death dates that LC does not). Please do not at any time strip dates from any headings, unless you are entering the record yourself and you are stripping a date to bring the heading in line with the LC authority record.

It is important that the headings are formatted correctly, with the proper spacing, capitalization, indicators, spelling, etc. or they will generate duplicate authorities in Dynix that must be manually merged. For example:

100 1 Melville, Herman, \$d 1819-1891.

100 1 Melville, Herman, \$d 1819-1891.

The extra space in the second heading will generate a separate authority with an extra space.

100 1 Carter, M. L.

100 1 Carter, M.L.

In this example, the second heading has incorrectly formatted initials without a space between them. It will also generate an additional authority that PSU will manually merge.

Uniform titles (240):

Uniform titles are optional and library specific. You may add your own uniform titles but please do not edit uniform titles unless the record is yours. If you think there is a typo in a uniform title, notify PSU. At some point, uniform titles may be more important (for example, if we apply FRBR, or Functional Requirements for Bibliographic Records to our catalog).

Title (245):

Please do not edit 245 tag lines (including subfields a, b, and c) unless you are adding a subfield h (GMD) or the record is your own. Please **DO** edit 245 information in incoming CIP records (see CIP Upgrade instructions in this document for further details).

Feel free to add a GMD (245, subfield “h”) from the approved list of GMDs, whether or not the record is your own. If the record is not your own and you are in any doubt of the appropriateness of a GMD, do not edit the record. If the record is your own and you are in doubt of the appropriate GMD, contact PSU.

Publication information (260):

Please do not edit 260 field information on any record except your own. If you do edit your record’s 260 extensively, please be aware that you are probably changing the record beyond what should be changed (especially if you are changing a date) and you probably need a new record rather than do an edit on an existing record. If you proceed to do an edit like this, please at least remove the LCCN and other identifying numbers so that they do not create confusion or problems in the future.

In other words, if your vendor gives you a record that is not an exact match for your book and you change the record to match the book rather than delete it and load the proper record, please remove all identifying numbers from that record that do not actually match your book. We do not want two records with different publication dates that are both claiming the same ISBN/LCCN/KSUC identifier, etc.

300 (Physical description):

We currently have a lot of unfinished 300 fields in the catalog. “Unfinished” usually means there is no subfield “c.” The preferred method of avoiding this is to make sure all of your records have a complete

300 field while you are adding your 049 code. All you have to do is glance down to make sure the 300 field is complete. Please complete them if they are unfinished as it will facilitate merging at a future time.

If existing records (that are not your own) are incomplete, match to the best of your ability. Do not consider the 300 field in your matching criteria (since it is incomplete) and do not edit it yourself.

4XX, 8XX (Series):

Series in the PSU catalog have been largely uncontrolled for some time. They will eventually be controlled to be in line with the authority records in the National Authority File (and when there is no existing authority, they will be controlled according to current cataloging rules--AACR2 and other national standards).

Your series practice should match the Authority File, and if it does not, you should have a reason and let PSU know, as we will be controlling series to match such. If you need an unconventional practice, we are happy to consider it, but will automatically control according to standards if we are not notified of your needs.

One of the most common mismatches in our database has to do with two different ways to enter a series, under the title, or under the author.

440 0 Fun books for kids

800 1 Seymour, Larry. \$t Fun books for kids.

Cataloging rules govern this tracing as they do all other series tracings. These series will be conformed to the authority file, as all other series, so that they will file correctly in the database. Again, if you have special needs, please notify PSU.

Notes (5XX):

You may add notes, but please do not delete notes unless the record belongs to you (and, even if it does, consider whether or not the consortium could use the note, even if you don't need it). If notes do not pertain to your piece, consider whether or not they indicate that the record is not a match. In other words, if the note says "538 DVD" and your piece is a videocassette then you do not want to use that record.

When you add notes that are applicable to the entire consortium, you may simply add them, with no denotation of your institution code in the note. For example, a 520 "summary", a 505 "contents", or a 538 "system requirements" note will be helpful to all, not just your institution, so simply add them.

A 541 acquisition note pertains only to the institution that enters the note. Perhaps for this reason, the 541 field requires subfield \$5 for the institution code. For any other institution-specific notes that you enter, please identify them with your institution code before the note. This may facilitate record

movement/merging in the future. Axe library uses 590 for local notes, and we reserve that for Axe Library use. Please do not enter a 590 field.

Examples:

500 \$a BZ9 Autographed copy.

500 \$a CU8 Library copy lacks plates.

541 \$c Purchase; \$d1951-1968 \$5 PPL

6XX (Subject headings)

If the record belongs to you: If you normally delete any subject headings, please consider whether or not they might be useful to the consortium before you go to the trouble to delete them. If you do not know what they are, please leave them in. When in doubt, please leave them in.

If the record already exists in the database, please do not delete or alter any subject headings unless you are bringing an LCSH heading (second indicator "0") in line with the National Authority File.

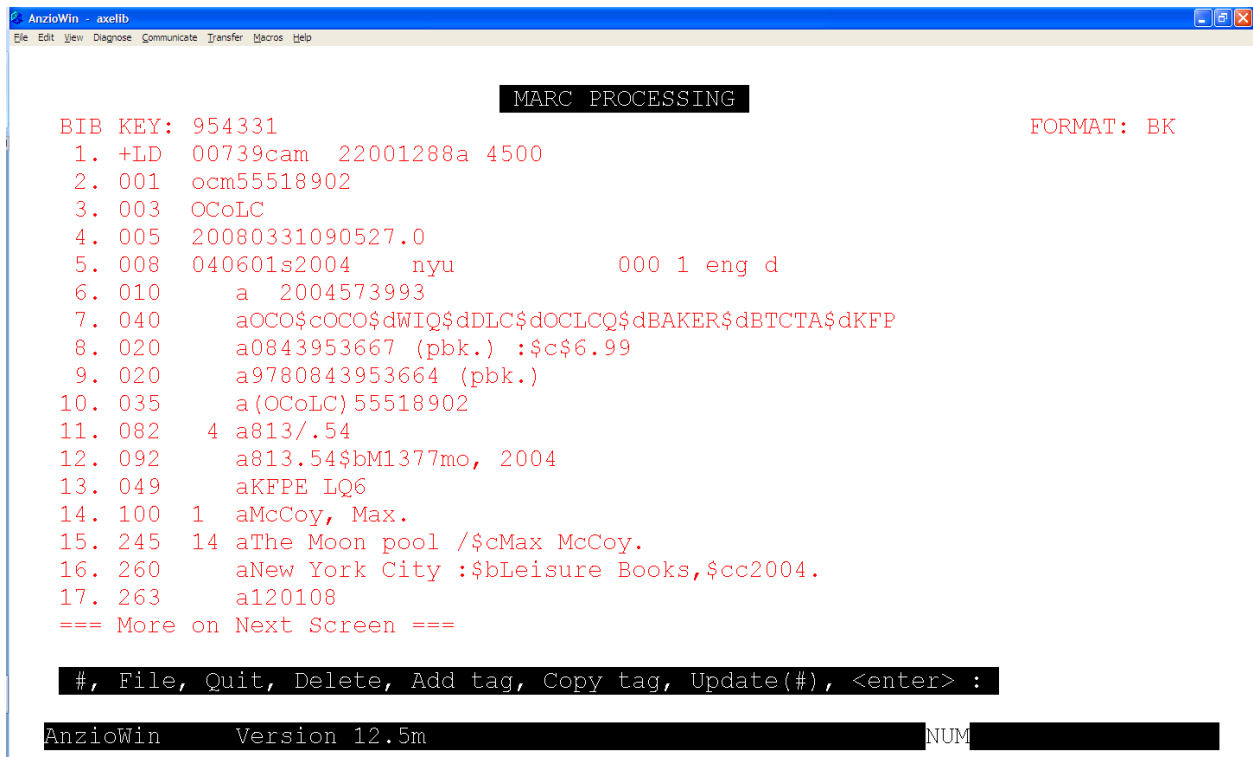
Anyone in the consortium may add new subject headings to an existing record as long as they are formatted and coded correctly according to their type (LCSH, Sears, MeSH, etc.). If you have any questions about formatting, etc. as well as local subject heading fields, please contact PSU.

Appendix A—CIP Records

When the record's encoding level is 8, this indicates a CIP record, which means it was created before the piece was published (usually, a 263 (projected publication date) is also present). **The inputting library should edit at least the 245, 260 \$c, 263 (remove) and 300 fields of a CIP record to avoid confusion in the future).**

Example:

CIP record:



```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

MARC PROCESSING
BIB KEY: 954331
FORMAT: BK
1. +LD 00739cam 22001288a 4500
2. 001 ocm55518902
3. 003 OCoLC
4. 005 20080331090527.0
5. 008 040601s2004 nyu 000 1 eng d
6. 010 a 2004573993
7. 040 aOCO$cOCO$dWlQ$dDLC$dOCLCQ$dBAKER$dBTCTA$dKFP
8. 020 a0843953667 (pbk.) :$c$6.99
9. 020 a9780843953664 (pbk.)
10. 035 a(OCoLC)55518902
11. 082 4 a813/.54
12. 092 a813.54$bM1377mo, 2004
13. 049 aKFPE LQ6
14. 100 1 aMcCoy, Max.
15. 245 14 aThe Moon pool /$cMax McCoy.
16. 260 aNew York City :$bLeisure Books,$cc2004.
17. 263 a120108
=== More on Next Screen ===

#, File, Quit, Delete, Add tag, Copy tag, Update(#), <enter> :
AnzioWin Version 12.5m NUM
```

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

MARC PROCESSING

BIB KEY: 954331                                FORMAT: BK
18. 300      ap.$ccm.
19. 650      0 aCriminal investigation$vFiction.
20. 650      0 aDivers$vFiction.
21. 650      0 aSerial murderers$vFiction.
22. 650      0 aAbduction$vFiction.
23. 655      7 aMystery fiction.$2gsafd
24. 655      7 aSuspense fiction.$2gsafd
25. 938      aBaker & Taylor$bBKTY$c6.99$d5.59$i0843953667$n0004422042$sactive
26. 994      aC0$bKFP
### END OF RECORD ###

#, File, Quit, Delete, Add tag, Copy tag, Update(#) : _
AnzioWin Version 12.5m NUM
```

1. Remove the 263 field to flag the fact that you are “upgrading” this record.
2. Check the 245 string and change it, if necessary, to match the book. Often the title information, including main title, subtitle, and statement of responsibility change between the time the CIP record is made and the time the book is published. Please make them match. If you do not, someone will not believe this record is a match and they will add an additional record to the database for the same thing.
3. Check at least the date field of the 260 (publication information) and change if necessary to match your piece.
4. Please complete the 300 field as much as possible.

Proper completion of CIP records, whether gleaned from KLC or delivered by a vendor, will prevent confusion in the future which could result in duplicate records, incorrect merges, etc.

If you see a CIP record that someone else has loaded, match to the best of your ability but do not upgrade yourself.

Appendix B—Duping Records/Large Print

The “dup” command is usually used when a large print record is not available but a record for the regular print book is in the database.

1. Use the commands “select” “bib” as you would when editing a record.
2. Type “dup”-Enter. The dynix number will change. You are now in a new record.
3. Change the appropriate fields to make the record match your large print book.
 - a. Add gmd [large print] to 245 \$h
 - b. Edit your 020 field (ISBN) Qualify the ISBN with (large print). Please make sure the regular print ISBN does not remain in record.
 - c. Remove the LCCN (010), OCLC no. (001) and any other information in the record that pertains only to the original regular print version.
 - d. Qualify the paging. Example: 347 p. (large print). Please make sure paging matches your large print book.

Appendix C—Serial Records

SERIALS IN THE CONSORTIUM CATALOG/ADDING HOLDINGS

To set up serials: Provide a list of your serials to PSU and a record will be created or modified for your use. We will send you a list of record numbers so you can identify your serial records easily. As you add new titles, notify PSU, and we will repeat the process for the new titles. (An e-mail with titles and ISSNs will usually suffice, but mailed surrogates (copy of cover and masthead) are desirable if possible).

Currently, in the consortium catalog, we are maintaining two records for the same serial title, one for Axe Library (KFPN in the 049) and another duplicate bibliographic record for all other members. For example:

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
18 APR 2007          PSU / Pittsburg State University          10:49am
Cataloging

Your Search: WICHITA EAGLE

# Selected (May be truncated)  Titles
1. Wichita city directory      1
2. Wichita County.            1
> 3. The Wichita eagle.        3
4. Wichita eagle-beacon        5
5. The Wichita eagle [electronic resource]. 1
6. The Wichita eagle EURE      1
7. Wichita eagle (Wichita, Kan. : 1989) 3

- - - More on Next Screen - - -
Enter a line number for more detail : _
S0=Start Over, B=Back, P=Previous Screen, <enter>=Next Screen

AnzioWin          Version 12.5m          NUM
```

In this view, the record for Axe library exists under number 3 and the record for Eureka is under number 6 (an edit to the 245 makes the member serials display AFTER Axe titles so be sure to look past the initial title). (A “periodicals keyword” search may help; you could enter “wichita eagle eure”) This is how the bib record looks:

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
18 APR 2007          PSU / Pittsburg State University          10:51am
Cataloging
DYNIX #: 1084044

LEADER 00703nas 22001207a 4500
005 20070418102334.0
008 890925c19899999ksudrln 0uuua0eng d
010 sn 89008452
012 $m1
022 1 1046-3127
032 625400$bUSPS
040 NSD$cNSD$dKFP
042 nsdp$amsc
049 BZ9
092 Periodical
130 00 Wichita eagle (Wichita, Kan. : 1989)
222 04 The Wichita eagle$b(1989)
245 04 The Wichita eagle$hEURE
260 00 Wichita, Kan. :$bWichita Eagle & Beacon Pub. Co.,
265 The Wichita Eagle, 825 E. Douglas, Wichita, KS 67202
- - - - More on Next Screen - - - -

Press <enter> to see next screen :
S0=Start Over, B=Back, M=nonMarc, S=Select, C=Copy status, ?=Help
<enter>=Next Screen
AnzioWin Version 12.5m NUM
```

The subfield “h” in the 245 differentiates the member records from Axe records as well as the codes in the 049. The 245 edit affects the searching.

TO ADD FIRST HOLDING:

The serials records are currently set up with one EURE holding with a negative barcode. You will replace this negative barcode with a true barcode for the first item you add. To replace the barcode for the first item (from bib record):

“s” (select)

“h” (holdings)

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
18 APR 2007 Eureka Public Library 10:56am
Cataloging

=== HOLDINGS UPDATE ===
Author : DYNIX #: 1084044
Title : The Wichita eagle # copies: 1
# holds : 0
# BARCODE CALL # TYPE STATUS USE LIB
-----
1. -1418837 EAP Periodical EPER1 IN 0/ EURE

#, New, Back, Up, Delete(#-#), Replace Barcode, SStatus(#),
SPine label, Status Reserve(#), Collapse Holdings(#-#) _
AnzioWin Version 12.5m NUM
```

When you select holdings, the system will display your one negative barcode. From here, “rb” will allow you to replace the barcode. Scan. You should not have to do a “file” command after that.

TO ADD NEW HOLDINGS:

From the holdings screen above (after “select” and “holdings”), type “n” for “new.” The system will ask you for the new barcode, which you will scan, and it will then display the holdings record for that particular item.

```

AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

                                HOLDINGS RECORD

Enter BARCODE : -1418838
* TITLE                          The Wichita eagle
2 LOCATION                        Eureka Adult Cur Periodicals
3 CALL #                          1/ Periodical
4 COPY/VOL                        Eureka 1D Periodical
5 ITYPE                           Eureka 1D Periodical
* ISTATS                          1/
* AGENCY-MAIN                      SEKLS
8 AGENCY-SECONDARY
9 PRICE
* USE COUNT                        1/ 0
* LAST USED
* ADD/MOD/CD/INV                  1/ 18 APR 07
                                   2/ 18 APR 07

13 CAT NOTES
14 CHECKIN NOTES
### END OF RECORD ###

#, File, Quit, Delete, Update(#):

AnzioWin Version 12.5m NUM
```

You can make any changes to this record that are required and then “f” file it away. (I have used a negative barcode here as example; you will have a true barcode in this situation; your version should also have AGENCY-SECONDARY filled in correctly already). If you quit from this screen, the new item will not be added (in case you make a mistake). To enter the information to identify your serial issue, edit line 4 “COPY/VOL.”

You may want to adopt a “duplicate” display to ensure that the holdings both file in the correct order **and** display in a way that is easily identifiable (especially for dailies and weeklies). We have found that the following dating system is useful:

1975 08 11 : AUG 11 1975

The beginning dates will cause the holdings to display in order; the secondary display will be most immediately recognizable to many people. Single digit dates must be converted to two digits: 8=08.

TO DELETE HOLDINGS:

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
18 APR 2007 Eureka Public Library 11:05am
Cataloging

=== HOLDINGS UPDATE ===
Author : DYNIX #: 1084044
Title : The Wichita eagle # copies: 2
# holds : 0
# BARCODE CALL # TYPE STATUS USE LIB
-----
1. -1418839 EAP Periodical EPER1 IN 0/ EURE
2. -1418837 EAP Periodical EPER1 IN 0/ EURE

#, New, Back, Up, Delete(#-#), Replace Barcode, SStatus(#),
SPine label, Status Reserve(#), Collapse Holdings(#-#) d2
AnzioWin Version 12.5m NUM
```

From the holdings screen (“select”, “holdings” from the bib record), type “d” and the line number of the holding you want to delete. Here, I want to delete the second holding, so I typed “d2.” The system will ask you if you’re sure. “Y” will delete the holding. If it’s the last holding you own, the system will ask you again if you’re sure you want to delete it (say you’re weeding your serials collection and getting rid of all holdings on a bib).

TO “CONVERT” CURRENT PERIODICAL HOLDINGS TO “BACK ISSUES”

There are two ways to do this. One is to “select” “holdings” from the bib record, choose each holding record you want to convert, and manually change both the location and item type in the holdings record itself. This will be the easiest way if you only have one or two items to convert. If you have a large number, you may use the CIV method.

CIV (changing large numbers of holdings in batch):

At the main menu (MCIRC), type “**civ**”

At the next menu, choose “i” for individual.

Enter type of update : Group, Individual, Saved list, Quit i



SELECT FIELD TO BE CHANGED

1. Collection
2. Item Loan Type
3. Secondary Agency
4. Quit

Enter Selection _



Here select what you will change for this group of holdings. You may only change one thing at a time on this menu. To change groups of periodicals from current periodicals to back issues, you will need to go through the process **twice**, as you will need to change both the **collection** and the **item loan type**.

When you choose something from this list, the system will ask you if you would like this to be a permanent change. Your changes will almost always be permanent, as you won't foresee changing the collection or item type **BACK** to where it was before.



changed = 0

Permanent change, Save present collection code or Reset? p

Changing COLLECTION to :



After entering “p” for permanent change the system wants to know what you’re changing your collection to. At this point, you can do your “ee” command to get a list of collection codes if you’re not sure what you want.

```

AnzioWin - axolib
File Edit View Diagnose Communicate Transfer Macros Help
18 APR 2007 Eureka Public Library 12:23pm
Cataloging

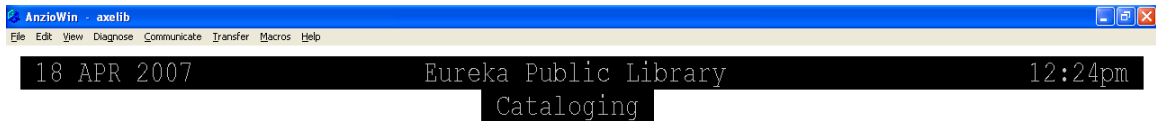
Choose one of the following valid codes for this field Total = 489

CODES DESCRIPTIONS
-----
226. EAF Eureka Adult Fiction
227. EAFLP Eureka Adult Fic LP
228. EAM Eureka Adult Mystery
229. EAMCD Eureka Adult Music CD
230. EANF Eureka Adult Non-Fiction
231. EANFLP Eureka Adult Non-Fic LP
232. EAP Eureka Adult Cur Periodicals
233. EAPO Eureka Adult Per Backissues
234. EAR Eureka Adult Reference
235. EAVE Eureka AV Equipment
236. EAW Eureka Adult Westerns
237. ECO Eureka Computers
238. EDP Eureka Discovery Packs
239. EDV Eureka DVD Collection
240. EEB Eureka Electronic Book (E-Book)
#, Quit, Up, <enter> : _

AnzioWin Version 12.5m NUM

```

Let's say we're changing to 233 (EAPO).



changed = 0

Permanent change, Save present collection or Reset? P

Changing COLLECTION to : Eureka Adult Per Backissues

Enter BARCODE:



Enter the first barcode you want to change and any subsequent barcodes you want to change here.

When you're finished, quit out to the main menu again and enter "civ" to get back in and change the item types.

Appendix D—Merging Duplicates

Merge permissions will be assigned to you if you have been trained in performing merges and have need merge bib records frequently. If you have doubts, are not trained, etc. you may report duplicates to PSU or simply ignore them (and, hopefully, we will identify them here at Axe and take care of them).

1. Identify the proper record into which to merge, whether it exists already or needs to be cataloged.
2. If the proper record does not exist, load it from KLC, etc.
3. When the proper record exists in the catalog, write down Dynix bib numbers of both the record to be saved (this record will “survive”) and the record to be merged (this record will disappear). The Dynix number of a fast-add or short bib. is listed after the title. Try to get into the habit of writing the Dynix numbers in some **uniform** way each time to minimize mistakes. We suggest using “B.” to precede any Dynix bib. number to differentiate it from other numbers and writing the numbers of “keeps” and “merges” as fractions. You also might label your “keeps” in some special way, or perhaps putting them on **top** of the fraction every time will be enough. Example:

B. 1071234 (keep)

B. 1174566

The record to be saved is most often a lower bib number than the one to be merged. If you find in the last step of the merge that the bib number you’re keeping is higher than the one you’re merging, double-check the merge (you may have entered the wrong number first).

MERGING:

At the main cataloging menu (**MCAT**), type **BRM**.



MENU - CATALOGING (MCAT)

1. UBR Update Bibliographic Records
2. ABR Archive/index Bibliographic Records
3. BSE Bibliographic Short Entry
4. BRM Bibliographic Record Merge
5. MHM Menu - Holdings Maintenance
6. MAUTH Menu - AUTHorities maintenance
7. MMP Menu - Marc Processing
8. MOTHER Menu - OTHER options

ENTER SELECTION: brm_



The system will ask if you want to merge by barcode or Dynix number.

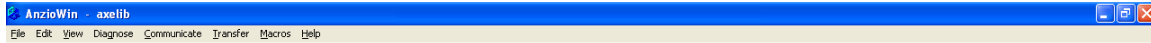


COMBINES SEPARATE TITLE RECORDS INTO ONE

Choose (1) Bib numbers or (2) Barcode numbers: 1

AnzioWin Version 12.5m NUM

When you make your choice (number 1 for bib numbers) the system asks you some important questions. The first is “Should all call numbers in Holdings be made uniform?” The answer is **NO**. We want everyone in the consortium to be able to maintain their own call numbers in holdings!



COMBINES SEPARATE TITLE RECORDS INTO ONE

Should all call numbers in Holdings be made uniform? (Y/N)n

AnzioWin Version 12.5m NUM

NO. All call numbers in holding should NOT be made uniform! Then, you are asked which record you want to be saved, and which record you want to be merged. When you enter the Dynix number, the system will provide the title on that number to help you check to see if you entered the correct number. **Please make sure you've got the correct numbers entered before you say "yes it's ok to combine them."**



COMBINES SEPARATE TITLE RECORDS INTO ONE

BIB # (to be saved): 802105
Night of the living dummy II /

BIB # (to be merged): 1083622
Night of the living dummy II /

OK to combine? (Y/N): y_

AnzioWin Version 12.5m NUM

(Reminder: The record to be saved is most often a lower bib number than the one to be merged. If you find in the last step of the merge that the bib number you're keeping is higher than the one you're merging, double-check the merge in the bib records themselves (you may have entered the wrong number first).

Once you're sure you have the right numbers, you can enter "Y" for **YES**. **If you made a mistake, you can enter "n" for NO, or "q" for QUIT.**

If you enter “q” for QUIT or “n” for NO, the system will take you back to the second number. **Use “q” again if you want to start all over.** When you are SURE you have the correct numbers, and you answer “Y” or YES it is OK to combine the records, the system will merge the records and take you back to a menu with the first bib number entered. This can be a little confusing at first. The system is prepared to merge ANOTHER bib record with the first one you’ve entered. Only in very rare cases will you be merging more than one bib record, so most of the time, you will enter “q” to QUIT here.



```
COMBINES SEPARATE TITLE RECORDS INTO ONE
```

```
BIB # (to be saved): 802105  
                    Night of the living dummy II /
```

```
BIB # (to be merged): q_
```



The system will then take you back to the main cataloging menu (MCAT), where you can enter BRM again to do another merge.

Please DON'T forget to go into the saved bibliographic record and record your holdings in the 049 if the code is not already there!

Appendix E—Original Records in the PSU Catalog

When to use which procedure