DALNET DATABASE CHANGE AND CORRECTION PROCEDURES

10/30/97

As described in DALNET standards and policies, DALNET libraries are responsible for maintaining their own bibliographic records and for maintaining the accuracy of the shared authority file. However, there may be instances when conflicts, errors, and changes affect more than one libraries' records, or when member libraries are not able to resolve the conflicts or make changes on their own. In these instances, Wayne State University Libraries' Database Management serves as DALNET's Authority Central and acts as a "clearinghouse" for DALNET's database changes and correction requests. The procedures to follow in these cases are given in this document.

Note: When overlaying authority records, always remember to re-input all local information which may have been added to the record by DALNET member libraries.

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1. LC has changed the authority record, but not the heading in the record.
If the authority record on the DALNET system has been revised in the OCLC/LC
authority file, but the heading stays the same, perform either A and B, or C:

- A. If cataloger has CLAR* capability or the authority record is already "claimed"
  under the cataloger's institution, overlay the record.

- B. Re-input any local information which may have been added to the record.

- C. If cataloger does not have CLAR* capability and the record is not "claimed" under
  the cataloger's institution, cataloger should make a printout of the OCLC record, write
  "Update [NOTIS Authority Record Number]," and send it to Authority Central.

  Authority Central will verify the change and overlay.

2. LC has changed the heading in its authority record.
If it is determined, in the process of current cataloging, that LC has updated a heading in
an LC authority record and the existing authority record in the DALNET system needs
revision to reflect this change, all catalogers should perform A, and then either B and C,
or D:

- A. Catalog the new title, using the new form of the heading.

- B. If cataloger has CLAR* capability or the authority record is already "claimed"
  under the cataloger's institution, overlay the record.

- C. Re-input any local information which may have been added to the record.

- D. If cataloger does not have CLAR* capability and the record is not "claimed" under
  the cataloger's institution, cataloger should make a printout of the OCLC record, write
  "Update [NOTIS Authority Record Number]," and send it to Authority Central.

  Authority Central will overlay the record and initiate updating of any applicable
  bibliographic records. It will: fix the conflicts globally when possible; change each
  record manually; or advise the institutions involved about the needed revisions.

3. **Different** headings are in the database for the same entity, uniform title or series, and **no** authority record exists in the database to resolve the conflict. If more than one form of entry has been used for the same entity, uniform title or series, and no authority record exists in the DALNET database, perform either A or B:

- A. If the conflict includes one or more of the cataloger's institution's own records, then an authority record must be input by first searching for a national-level authority record and transferring this into the system, or by creating an original authority record according to DALNET standards and policies. Catalogers should then correct their own bibliographic records to conform to the established heading; and should make a printout of any bibliographic records affected that they cannot fix. The printout is sent to Authority Central. Authority Central will: fix the records globally when possible; change each record manually; or advise the libraries involved about the needed revisions.

- B. If the conflict does *not* involve the cataloger's own institution's records, then the cataloger should make a printout of the records involved and send it to Authority Central. Authority Central will resolve the conflict and initiate corrections.

4. **Different** headings are used in the database for the same entity, uniform title or series, and an authority record for one of the headings exists in the database. If more than one form of entry has been used for the same entity, uniform title or series, and an authority record in the database establishes a correct form to use, catalogers should:

- A. Correct any bibliographic records from their own institutions, if any, to make them conform to the correct form of entry.

- B. Make a printout of other institutions' incorrect bibliographic records and send it to Authority Central.

  Authority Central will initiate corrections. It will: fix the conflicts globally when possible; change each record manually; or advise the institutions involved about the needed revisions.

5. **Duplicate authority records exist in the database.**
Duplicate authority records with identical OCLC numbers will be included on system-generated Conflict and Error Reports and will be corrected by Authority Central during

the normal processing of these reports. However, there are instances when it is still necessary to report duplicate authority records to Authority Central or otherwise act on them. (If the "duplication" is actually a *conflict* where different entities are using identical forms of name in different authority records, see Item #6.) If the duplication involves a Blackwell-created record, or involves DALNET original records, perform either A and B or B and C:

- A. If duplicate record and cataloger are from the same processing unit, and/or the cataloger has CLAR* capability, then the cataloger should: select record to be retained; edit if required (i.e. altering 040, fixed fields, etc.), and then delete the record not being retained.

- B. If any bibliographical records are affected other than the cataloger's institution's records, make a printout showing the errors and send it to Authority Central.

- C. If duplicate record and cataloger are from different processing units and cataloger does not have CLAR* capability, cataloger should: select record to be retained, make printout of record; annotate printout with fields to be changed, if any, and the NOTIS record number to be deleted. Send printout to Authority Central. Authority Central will approve and order deletion.

6. Identical forms of entry are used in the database for different entities, uniform titles or series. If identical headings are being used for different entities or titles in the DALNET database and authority records in the database do not resolve the conflict, perform either A or B:

- A. If the cataloger's institution has bibliographic records involved, cataloger should check to see if any national-level authority records have been updated or are available to resolve the conflict.

    1. If yes, then correct authority records are input, overlaid, or retained, as necessary to resolve the conflict. The bibliographic records are corrected to conform to the corrected headings. Printouts of any bibliographic records affected other than the cataloger's institution's are sent to Authority Central for corrections.

    2. If no, then cataloger should *qualify* one or more of the headings to resolve the conflict, creating authority records as necessary and according to DALNET

practice. The bibliographic records are corrected to conform to the corrected headings. Printouts of any bibliographic records affected other than the cataloger's institution's are sent to Authority Central for corrections.

- B. If the conflict does *not* involve the cataloger's own institution's records, then the cataloger should make a printout of the records involved and send it to Authority Central. Authority Central will resolve the conflict and initiate corrections.

7. References need to be added to an existing authority record. If an authority record is in the file and the heading is correct but a reference needs to be added, catalogers should perform either A or B:

- A. If the cataloger and the authority record are from the same processing unit or if the cataloger has CLAR* capability, the cataloger should add the reference according to DALNET practice, and add the appropriate 670 and 690 notes.

- B. If the cataloger and the authority record are not from the same processing unit and the cataloger does not have CLAR* capability, the cataloger should make a printout of the record; annotate it to show the reference, 670 and 690 notes; and send the printout to Authority Central. Authority Central will verify and make the changes.

8. Series decision or "use" information must be added to an existing authority record.

- A. If the cataloger and the authority record are from the same processing unit or if the cataloger has CLAR* capability, the cataloger should add the series decision or "use" information according to DALNET practice.

- B. If the cataloger and the authority record are not from the same processing unit and the cataloger does not have CLAR* capability, the cataloger should make a printout of the record; annotate it to show the series decision or "use" information; and send the printout to Authority Central. Authority Central will make the additions.

9. LC has updated its bibliographic record.
If it is determined, in the process of current cataloging, that LC has updated a bibliographic record, and existing bibliographic records in the DALNET database need revision to reflect changes in descriptive cataloging and access points, all catalogers should:

- A. Catalog the new title, using the updated LC bibliographic record.

- B. Send a printout of the existing DALNET bibliographic records affected by the change to Authority Central.

  Authority Central will advise the institutions involved about the revisions, whereupon each institution involved can decide whether or not to recatalog the piece. Institutions are urged to follow LC practice, however, because indexing and retrieval may be affected if records are not consistent. This may, in turn, affect users ability to locate materials.

10. Errors and conflicts discovered in LC subject headings and subdivisions.
Authority Central handles all authority work related to Library of Congress Subject Headings and subheadings, including updates, revisions, new and dropped headings, etc. If any records are found to be in conflict, or if bibliographic records contain incorrect subject headings or subheadings, all catalogers should:

- A. Correct their own institution's bibliographic records, if any, to conform to the established headings and subdivisions.

- B. Make a printout of any other institutions' records which conflict with established headings and subdivisions.

- C. Send printout to Authority Central.

  Authority Central will verify and initiate corrections.

11. Changes in LC Subject Heading Patterns.
Some LC subject headings are constructed according to *patterns* rather than individual authority records. An example is offered in the instance of "Art Themes," where it is acceptable to use an established geographic location in a topical subject heading such as:

"650:b0:"$a Paris (France) in art." When LC changes its practice, however, making this pattern unacceptable and instead uses, "651:b0: $a Paris (France) $x In art," it may be necessary to change all the forms of this pattern in the database that have been used for numerous geographic locations.

In these cases, make printouts of any affected records found and send to Authority Central, but Authority Central may wait for official updates from LC before widespread pattern changes are made throughout the database. The official updates are obtained via LCSH tapeloads.

12. Inconsistencies in the indexing of identical works, and typographical and coding errors. Inconsistencies in indexing may occur, especially when records have typographical or coding errors. In these cases, all catalogers should:

- A. Correct their own institution's typographical or coding errors.

- B.· Make a printout of any other institutions' records which contain errors affecting indexing.

- C. Send printout to Authority Central.

  Authority Central will either make the corrections or will forward the printout to institution(s) involved for correction. Note that Authority Central also routinely checks the database for some commonly misspelled words and incorrect title character-filing codes to aid in identifying errors of these types.

*For information about CLAR and obtaining CLAR capability, please contact the DALNET Office.

Send printouts of all database change/correction requests by mail to:

Wayne State University
Attn: Database Management
University Libraries, Technical Services
5048 Gullen Mall
Detroit, MI 48202
Phone: (313) 577-0367
Fax: (313) 577-3615
Email: ab7155@wayne.edu

Procedures approved by the
DALNET Database Standards
Committee
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