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Database Cleanup Options from MARCIVE

No matter how much money you invest in an automated system, it will only function well if you load good data into it. Your patrons and your staff will not have full access to your collection if your online catalog contains a muddle of old and new subject headings, confusing name entries, and records which lack basic information.

Whether you are trying to get the most benefit from the library system you have or you are migrating to a new system, this is the time to examine your bibliographic database and critically evaluate how it is serving your patrons.

Is the cataloging complete and accurate? If not, MARCIVE can perform a **Brief Record Upgrade**. We load the library's incomplete records and build a key from the control numbers (Library of Congress Control Number, ISBN) plus title, publisher, and date. The keys are then matched against our extensive database of MARC records from authoritative sources to locate the best possible record. Protected fields (for example, local call number and detailed holdings) from the brief record are inserted into the matching full MARC records. Authority control is then applied to resulting database to achieve the highest degree of improvement.

Some databases only require **Authorities Processing** to become more functional. In these instances, the library's MARC records are complete, but the name and subject headings have not kept up with changes from the Library of Congress. This results in confusing indexes that keep patrons and staff from finding needed resources. MARCIVE database processing is economical and accurate and provides a coherent, consistent database that is a pleasure to search.

To maintain the database at peak effectiveness, the library should arrange to have MARCIVE's **Overnight Authorities** and **Notification Service** immediately upon completion of the backfile authorities processing work. **Overnight Authorities** allows you to send cataloging records on your schedule (not necessarily every day) for examination and upgrade of the name and subject headings. **Notification Service** alert you automatically to changes from the Library of Congress and, depending on your system, allows you to make immediate, global changes to all obsolete headings.

Deduplication is another task that some libraries and consortia require. Loading OCLC archival files for the first time requires specialized processing to retain the correct record. Another type of deduplication is required when multiple libraries load their records into a shared catalog. MARCIVE offers both types of processing, to help the library or consortium obtain a database that is easy to search.

An important part of database cleanup is developing a strategy to keep the database clean. Obtaining high quality bibliographic records that conform to local practice is critical. **MarciveWeb SELECT** is a web service that permits even economy-minded librarians a means of obtaining good, customized MARC records and associated products. The records are retained archivally in case the library needs them re-output.

We know that every database has its own set of problems. That is why there is a host of database cleanup solutions from MARCIVE:

- ✓ Reclassification from Dewey Decimal to Library of Congress classification.
- ✓ Smart barcode labels
- ✓ Retrospective conversion of shelflist cards
- ✓ Upgrade and cleanup of brief records
- ✓ Authorities processing of Library of Congress or MeSH headings
- ✓ Conversion of Sears subject headings to Library of Congress headings

Authorities and Other Bibliographic Database Processing

at MARCIVE includes the following:

- 1. AUTHORITY CONTROL INCLUDED**
All names, series, and subject headings are examined and brought up to current practice. Removal of invalid general subdivisions.
- 2. NONFILING CHARACTER INDICATOR FIX INCLUDED**
Examine and correct the non-filing character indicator in the MARC tags associated with titles (e.g., 245) in conjunction with the language code present in the fixed field so that titles file correctly in the library's catalog.
- 3. ENDING PUNCTUATION INCLUDED**
Examined for consistency to make indexing cleaner in systems which differentiate traceable fields by punctuation.
- 4. CORRECTION OF INVALID CODING**
Obsolete MARC tags (such as 305) may be retagged to the tag currently in use (e.g., 300).
- 5. GMD SUBFIELD..... INCLUDED**
The title \$h is examined for the presence of brackets, supplying if none exists or balancing if only one exists.
- 6. "THE" IN ADDED ENTRIES..... INCLUDED**
To conform to current practice, the initial article "The" in title subfields (\$t) is removed and subsequent word capitalized.
- 7. GLOBAL CHANGES USUALLY NO ADDITIONAL CHARGE**
Library-specific criteria such as removal of unwanted fields or subfields and retagging of certain fields. Examples: deletion of \$w, deletion of relator subfields.

8. DEDUPLICATION

Removal of duplicate records, especially useful preprocessing for archival tapes or records from different sources. Can dedupe on control number, retaining last usage of the record. Optionally, holdings from deleted record(s) can be merged into the retained record. Alternatively, can dedupe on a textual key or keys if control numbers are not present or are inconsistent.

9. MERGING OF HOLDINGS

Duplicates are removed and the holdings of the deleted records are transferred to the surviving record. Essential in multi-library database projects.

10. CUSTOMIZED PROCESSING

Every database has its own idiosyncrasies and every library has its own requirements. We have an extensive array of tools which we can use to clean up your database, including global modifications, extraction of subsets, and creation of holdings fields.

Examples of common problems we identify and fix.

- ✓ Inconsistent subject headings. Students would retrieve more titles if catalog contained cross-references to correct terms.
- ✓ Obsolete subject headings such as "Afro-Americans" present in the data and may be keeping students from finding books
- ✓ Name headings are not consistent, and some do not have current birth and death dates
- ✓ MARC tags for topical, corporate, and personal name subjects not correct (all subjects erroneously in MARC tag 650)
- ✓ Ending punctuation is inconsistent, causing duplicate index entries
- ✓ Form subdivision subfields need to be changed from \$x to \$v in subjects
- ✓ Subjects not subfielded correctly (double dashes ["--"] before subdivisions)
- ✓ Some subjects have full form and some have abbreviated subdivisions of United States or U.S., which may cause duplicate entries and confusion in online catalog indexes.
- ✓ Empty fields and subfields
- ✓ Titles will not file on first significant word (incorrect filing indicators)
- ✓ Obsolete GMDs need to be updated (for example, "computer file" to "electronic resource")
- ✓ Subject headings contain subdivisions of "--Juvenile fiction", "--Juvenile poetry", etc.
- ✓ Obsolete content designation (MARC tags and subfields that are no longer valid) may cause problems in display in catalog

Brief Record Upgrade

at MARCIVE includes the following:

1. EXISTING MARC RECORDS.

We machine-search our databases for best possible match, and replace with upgraded record.

2. MAP NON-MARC RECORDS.

With instructions from the library, can map records to be loadable into MARC based systems.

3. HOLDINGS INFORMATION..... INCLUDED

Retained as is or reformatted for new system.

- 4. AUTHORITIES INCLUDED**
 All names, series, and subject headings are examined and brought up to current practice using authority control.
- 5. CLEANUP..... INCLUDED**
 A large number of content designation changes are applied to make your records load more efficiently and index better in MARC-based system.

Common problems we look for and fix:

- ✓ Some records are too brief to provide students with adequate access
- ✓ Non-MARC data, migrating to MARC system
- ✓ Some records have no subjects
- ✓ Missing or incomplete publication information
- ✓ Authorities processing results will be better if the records were upgraded first. (Authorities processing is included in BRU.)

Reclassification

1. CHANGE ONE CALL NUMBER SCHEME TO ANOTHER

Most common reclass is from DDC to LC. Next most common is from locally-developed system to Dewey. We can create new 852 fields and do other record manipulation for you.

2. PRINT NEW SPINE LABELS

Our acid-free spine, pocket, and book card labels are laser-printed with your new call numbers. Labels are supplied in old call number order for easier relabeling. *Tip: Do smart barcodes at the same time!*

MARC Record Enrichment

During the process of cleaning up your database, consider MARC Record Enrichment as a way to improve your patrons' ability to find desirable items in your newly cleaned-up catalog. We can add the following types of enrichment automatically as part of the project:

- 1. TABLE OF CONTENTS**
- 2. FICTION**
- 3. BIOGRAPHY ADDED ENTRIES**
- 4. ANNOTATIONS/SUMMARIES**
- 5. AUTHOR NOTES**
- 6. READING NOTES**

Free Database Evaluation!

Your library may be eligible for a free database evaluation.

Your patrons deserve it!

To obtain a database evaluation request form or discuss your project in more detail, please contact us at info@marcive.com

or 1-800-531-7678.