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# AUTHORITIES REPORTS FAQ

## MARCIVE Authorities Reports

### STANDARD SUITE OF REPORTS INCLUDED IN BACKFILE & OVERNIGHT AUTHORITIES PROCESSING

- ✓ **Statistical Summary**
- ✓ **Unrecognized or Invalid Terms Report**
- ✓ **Multiple Matches or High Probability Matches Report**
- ✓ **Changed Authorized Terms Report**
- ✓ **Preprocessing Changes Report**

With the **standard suite** you will automatically receive extensive reports on a wide variety of details that will assist the library in reviewing the automated changes to their catalog data. Processing choices as reflected on your profile form will impact what is on the reports. With multiple details (changes, multi-matches, and failure to match) on fewer reports the librarian is not required to check the record and access point multiple times or look at several reports at the same time. This assists the librarians involved in a more streamlined workflow. The details reported are listed below. They are not associated with any one particular report since they may appear on more than one report.

#### Descriptive Fields

- Changes of 260 fields to 264
- Additions of CMC (336, 337, 338) fields
- Modifications to title fields
- Changes to descriptive subfield punctuation
- GMD terms edited
- GMD added
- GMD brackets added
- GMD moved to a different location in 245 title
- GMD moved to a new field
- GMD deleted

#### Fixed Fields

- Leader fixed field values updated
- Obsolete 008 Fixed Field values updated

#### Numeric Fields

- LCCN format corrected
- ISBN format corrected
- ISSN format corrected
- 040 fields modified or created

### **Leading articles**

- Leading article deleted
- "The" removed from 505\$t

### **Indicators**

- Undefined indicators changed to blank
- Obsolete indicators updated
- Invalid filing indicators changed
- Filing indicators changed
- Type of name entry element indicator changed
- Missing source code in 655\$2 [If a source code is missing MARCIVE changes the indicator to "4" (source not specified)]
- Changed source codes in \$2 with a unique indicator [changed to the current coding practice (650\_7 \$2mesh becomes 650\_2)]

### **Tags**

- Obsolete tags flipped
- Obsolete tags removed
- Deletion of specified tags
- Possible Invalid Tags
- Incorrect Tags flipped
- Series (4XX) with leading pronoun changed to 490(1)/8XX
- 69X local terms retagged or deleted

### **Terms**

- Unrecognized or invalid primary access points
- Usage of term not authorized
- Obsolete subfields removed
- Qualifying data [\$c \$q \$d not found -Unable to validate or update]
- Minor changes to access points
- Updated Access Points
- Data moved to a new field
- Changed O and I (lower case ei) to 0 and 1 in dates
- Changes to dates in authorized access points
- Changes to abbreviations in authorized access points
- Split Terms changed
- Parsed 655 terms that generated new fields
- Form subdivisions that generated new 655 fields
- Changes to punctuation in authorized access points
- Split Terms left unchanged
- Access points matches multiple authority records
- High probability matches (Near Match)

- Number of authorized access points examined, verified, modified, unrecognized/resolved by field
- Number of 650 fields resolved to LCSH/MeSH/TGM/FAST
- Number of 651 fields resolved to LCSH/MeSH/TGM/FAST
- Number of 655 fields resolved to LCSH/MeSH/TGM/FAST

### **Subdivisions**

- Obsolete subfield codes moved or changed
- Obsolete subfields removed
- Subdivisions flipped
- Subdivision terms updated or corrected
- Subfield code changed from \$x to \$v
- Reordered geographic subdivisions
- Updated geographic subdivisions
- Flipping relator codes to relator terms or vice a versa
- Deletion of relator subfields
- Added Juvenile to Existing 6XX\$v
- Added \$v Juvenile Literature to 6xx
- Conference subfields rearranged in AACR2 order
- Free-floating subdivision updates
- Addition of subfield \$0 for control number or URI
- Number of Free-floating subdivisions verified, changed, unrecognized

### **OPTIONAL REPORTS**

These reports are not included in the suite, but are available upon request. Ask your MARCIVE representative about costs.

#### **1. Partial Matches Report**

Any authorized access point with subfields not supplied in the supporting authority report will be listed here, along with the matching authorized term.

#### **2. Unspecified CMC Fields Report**

The Content, Medium, and Carrier (MARC 336, 337, and 338) fields are created according to various elements in the bib record. When that data is not present or is conflicting, the fields are coded as "undefined." You may have other criteria to create customized CMC fields. Ask a Marketing Representative for a quote.

#### **3. Unrecognized Geographic Subdivision \$z Report**

Many geographic terms have not been defined. Therefore, the unrecognized geographic subdivision report is generally not helpful, but it is available.

### ***Does MARCIVE report on suspicious or invalid tags?***

MARCIVE response: Suspicious or invalid tags are reported on one of three standard reports. When the access point is recognized as unambiguous, the invalid tagging will be corrected and reported on the Changed Authorized Terms Report. If the access point is

ambiguous, it may appear on the Multiple Matches or High Probability Matches Report. This report includes authorized terms along with their valid tags which will assist the library in recognizing suspicious or invalid tags in their records. If the term is not recognized (which may be because of the tagging), then the term will appear on the Unrecognized or Invalid Terms Report.

***Does MARCIVE delete and report empty fields?***

MARCIVE response: Empty fields are removed as part of the standard processing that is provided to all libraries. We do not report these deletions because it has not proven to be useful information for our customers.

***Does MARCIVE supply a report of the access points that were matched using a 4xx tag?***

MARCIVE response: The Statistical Summary shows the number of fields (by field number) that required modification. In many cases this modification involves the use of a 4xx tag. On the Changed Authorized Terms Report the original term is followed immediately by the modified term, so it will usually be apparent when a 4xx tag was involved.

***Do we have to get all the reports in the Standard Suite?***

MARCIVE Response: No. You can opt out of any report, for either backfile or ongoing processing.

***Can we see examples of the reports?***

MARCIVE Response: Yes! Just ask us. We'll be happy to supply a current sample of any type of report.