



How you can bring your catalog up to current standards and make it easier for everybody to find what they are looking for ...in about a month! It's all inside.

Authorities & Bibliographic Database Processing

A Detailed Description

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MARCIVE, Inc.

P.O. Box 47508 San Antonio TX 78265-7508

info@marcive.com

www.marcive.com

800-531-7678

210-646-6161

210-646-0167 FAX

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Welcome!

Imagine in just a few weeks, everybody will be able to find the treasures that are in your library's collection, but have been hidden by obsolete terms and inconsistent access.

By contacting MARCIVE, you just took the first step toward making your catalog better.

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Authority control fundamentals

Your library is in a state of transformation with an increasing number of electronic resources, innovative ways of connecting with users, advanced technology distance learning, new external standards, and new definitions of economy. Even so, library fundamentals have not changed. The library must connect users with needed resources and especially with its own collection.

What is it?

Authority control is the library fundamental that:

- Allows users to search effectively, especially important when users are not in the library.
- Aids discovery, with cross references and additional keywords.
- Presents consistent access to names, subjects, genre, uniform titles, and series.
- Keeps up with continually changing vocabulary and practices.

Authority control can be manually completed in-house using personnel resources...or automated, to a greater or lesser extent. The best automated authority control:

- Identifies obsolete practices and corrects them automatically.
- Flips previously established names to current form, even with subdivisions.
- Flips superseded to current vocabulary, even with subdivisions.
- Provides the latest authority record to the library for control and cross-references.
- Reduces the cost and time of tedious verification and update.
- Frees catalogers to attend to more significant cataloging responsibilities.
- Provides ongoing maintenance at reasonable cost.

Why do you need it?

With keyword searching and discovery tools, why do you need authority control? Catalogs are getting better but they can still hide resources if the underlying cataloging is inconsistent.

Library Catalog (no authorities)	Library Catalog (with authorities)
KEYWORD QUR'AN 2 results found. William S. Burroughs vs. the Qur'an The meaning of the Holy Qu'rn	KEYWORD QUR'AN 38 results found. William S. Burroughs vs. the Qur'an How to read the Koran The Koran The meaning of the Holy Qu'rn ...

The catalog on the left has not had authority control applied. The only results retrieved on a keyword search of “Qur’an” are one resource that has that word in the title and one which has been cataloged recently and has the current subject access point of “Qur’an.”

The catalog on the right has had authority control. All resources—old and new, with or without “Qur’an” in the title—are now retrieved. Why? Authority control changed the obsolete access point of “Koran” to the current form, consolidating resources under a single access point.

Additional benefits include the capacity of the discovery layer to use the authority file to provide additional keywords. Furthermore, a user who searches “Koran” in the browse search will be led to “Qur’an” through a cross reference.

Your ILS already has an authority module

When the library’s integrated library system (ILS) or automated system already has an authority module, why do you need MARCIVE to perform authority control?

MARCIVE has the expertise to recognize more problems and fix them correctly.

- Simplistic matching can lead to complicated problems. MARCIVE editors identify erroneous matches and prevent them from occurring in your data.
- Each cataloging record is examined in light of the most current practice and decades of prior practice to fix problems. MARCIVE software developers draw upon a depth and breadth of cataloging expertise not typically available to an ILS programmer.
- MARCIVE is a NACO participant. Through the Name Authority Cooperative Program (NACO) of the Program for Cooperative Cataloging (PCC), MARCIVE and other participants contribute authority records for personal, corporate, and jurisdictional names; uniform titles; and series headings to the Library of Congress LC/NACO Authority File.
- When you call or email with an authorities question, you want to connect with a knowledgeable person for help. MARCIVE representatives are friendly, responsive, and experienced and really want to get you the information you need.

What about Resource Description and Access (RDA)?

Conversion to RDA is available as a *free* profile option with any MARCIVE authority control work. Name and subject access points are updated to the latest authoritative version. Descriptive cataloging is also updated.

RDA replaces AACR2 as the cataloging standard. Your whole database will conform to the new standard.

AACR2 cataloging	RDA cataloging
<p>Poems [sound recording] / M. Jones ... [et al.] [S.l.] : [s.n.], 1993</p> <p>1 sound disc : analog, 78 rpm ; 12 in. Jones, Mary, b. 1951</p>	<p>Poems / M. Jones ... [and others]</p> <p>[Place of publication not identified] : [publisher not identified], 1993 1 audio disc : analog, 78 rpm ; 12 in. spoken word audio audio disc Jones, Mary, 1951-</p>

MARCIVE authority control provides your technical services department the means to make the library’s collection more accessible to your users, quickly, accurately, and cost-effectively.

Steps: How you can achieve authority control of your catalog in as little as one month

Cost estimate	You	<p>Ask MARCIVE, Inc., for an estimate for authority control based on the number of bibliographic records in your database.</p> <p>Cleanup pricing is based on unique title count, not volumes, in your catalog. (We do not base the pricing on the number of authority records.)</p> <p>Let us know the number of titles you catalog each year, as well.</p>
	MARCIVE	<p>Provides a cost estimate for your database (“backfile”) and ongoing maintenance.</p> <ul style="list-style-type: none"> • Backfile bibliographic file cleanup • Authority file update. Notification Service and NewMatch • Bibliographic file update, for ongoing cataloging
Specifications	You	Complete profile with help from MARCIVE. Sign the first page.
	MARCIVE	Provides you with a quote based on specifications and title count.
Purchase order	You	Obtain from your business office a purchase order for the amount quoted.
Project start	MARCIVE	Welcomes your library to start the project, with instructions for sending your bibliographic file.
Database transfer	You	<p>Send a copy of your bibliographic database to MARCIVE, in batches of 50,000 records.</p> <p>Give instructions to your cataloging and systems staff.</p> <p>Continue to</p> <ul style="list-style-type: none"> • Add new bib records • Add new item holdings • Load new batch files of bib records <p>But</p> <ul style="list-style-type: none"> • Do not edit bib records • Do not delete bib records
Test package	MARCIVE	<p>Within 5-7 days for standard projects</p> <p>Provides you with a test file customized to your specifications.</p>

	You	<p>Load the file into a test region of your automated system.</p> <p>Verify that the records look the way you expect.</p> <p>Check the indexing in your system.</p> <p>Make sure your ILS programs load and overlay both bibliographic and authority records properly.</p> <p>Approve the test in writing.</p>
Output products	MARCIVE	<p>Within 7-10 days for standard projects. Will revise timeline for more complex projects.</p> <p>Outputs all products specified, on time and on budget.</p>
Ongoing	You	<p>Load bibliographic records and matching authority records.</p> <p>Initiate Notification Service to retrieve new and changed LC authorities.</p>
	MARCIVE	<p>Sends you a file of new, changed, and previously unmatched authority records for loading into your system.</p>
	You	<p>Extract records loaded since the backfile. Send for Overnight Authorities.</p>
	MARCIVE	<p>Returns updated bibliographic records the next business day.</p>

We work with you on your schedule!

Pricing: Affordable and clear

The cost of MARCIVE authority control is

- **Clear.** All costs appear just as they will on your invoice. No hidden costs.
- **Predictable.** Pricing is based on the number of bibliographic records you send to MARCIVE.
- **Affordable.** Accurate and sophisticated machine-processing saves the library money.
- **Easy to pay for.** Invoices may be paid by check, electronic funds transfer, or credit card (MasterCard, Visa, American Express, Discover).
- **Loaded with value.** Included at no charge or nominal charge are customization, your choice of vocabularies (LC, LAC, MeSH, Genre, Sears), and enrichment with reading notes data.
- **Inclusive of Resource Description and Access upgrade.** No additional cost for RDA Conversion Service (RDACS), if desired.
- **Subject to discounts.** Large volume backfile customers and ongoing customers who have submitted more than 50,000 titles are automatically eligible for price reductions.

Backfile

Authority Processing. Includes:

1. Customized profiling and creation of test package as part of project
2. Preprocessing bib records to update obsolete MARC content designation
3. Upgrade of name and series access points to current practice:
Library of Congress and/or Library & Archives Canada
4. Upgrade of subject access points to current practice:
Library of Congress (LCSH and LC Children's)
MeSH (National Library of Medicine)
Library & Archives Canada subject headings
Genre (LCGFT and GSAFD)
Sears
5. Matching authority records
6. Output of bib and authority records via FTP
7. Statistical report
8. Two reports of your choosing
9. RDA Conversion Service (RDACS)

Per bibliographic
record sent

Ongoing

Authority Notification. Includes:

1. Monthly provision of new and changed authority records
2. Data only or data plus report of changes
3. NewMatch: provision of new authority records for previously unmatched headings.
Free with Notification Service subscription

Per year

Authority Processing, Overnight Setup

One time charge

Authority Processing, Per Record Overnight. Includes:

1. Upgrade of access points in new bibliographic records (all capabilities listed under Backfile Authority Processing, including free RDACS)
2. Two reports of your choosing
3. Your records returned the next business day

Per bibliographic
record sent

Preparation: Preliminary processing of your bibliographic database

Your cataloging data will be readied for authority control in several important ways. Many types of corrections can be controlled by your authority control profile.

Current MARC standards

Every cataloging record is examined in light of current standards for bibliographic data, and obsolete content designators corrected. Having the correct designators makes records load, index, and display better in your local automated system.

- Check for invalid characters, either MARC 8 or UTF-8.
- Update obsolete values in Leader.
- Update obsolete values in 008 Fixed Field, including country codes and language codes.
- Check variable fields:
 - Move multiple \$a ISBNs to their own 020 field.
 - Delete invalid fields, such as 087.
 - Change invalid subfield designations to current value, such as \$x to \$v where valid.
 - Standardize GMD words.
 - Balance brackets around GMD data.
 - Move data from invalid field to valid field, such as a MARC field 523 to 500, then delete invalid field.

Titles and filing indicators

In the MARC format, some title fields have an indicator which marks the number of places to ignore for filing in a browsable index. In cataloging rules, some title access points are to be entered with the initial article and some are not. Some title fields do not have a filing indicator.

- Most titles are transcribed as they appear on the piece, including any initial article (A, An, or The, and their non-English equivalents). They are coded to reflect the number of characters a computer program is to skip in indexing or displaying. MARCIVE confirms the coding is correctly set or changes it to the correct value.
- An author/title access point, such as “Shakespeare...The Comedy of errors,” is transcribed without the initial article, “Shakespeare, William, 1564-1616. Comedy of errors.” If the initial article has been transcribed, MARCIVE can remove it.

The effect in a library catalog of mixing correct and incorrect filing indicators can be the difference between finding and not finding a title the library owns.

Title browse (before)	
L	'état A lamb Corbel
Le	Corbusier
The	Eternity stone
A	Is for apple The ABA program companion The Comedy of errors Shakespeare, William, 1564-1616

Title browse (after)	
	A is for apple
The	ABA program companion Comedy of errors Shakespeare, William, 1564-1616 Corbel
L'	État
The	Eternity stone
A	Lamb Le Corbusier

Relator terms and names

Relator terms designate the relationship between a name and a work. They have been coded in different ways over the years. For example, the relator term for singer has been coded as voc (vocalist, prior to RDA) or sng (singer).

With the advent of Resource Description and Access (RDA), the relationship between an access point and a work became more important. MARCIVE does not recommend deleting relator terms. It is better to make relator terms and codes consistent and understandable to the user.

Relator terms and codes	
Savall, Arianna. itr	1
Savall, Jordi. cmp cnd	1
Savidge, Peter. voc	1
Savidge, Peter. sng	1
Savidge, Peter. singer	1

Relator terms, made consistent	
Savall, Ariana. instrumentalist	1
Savall, Jordi. composer, conductor	1
Savidge, Peter. singer	3

Obsolete forms

As the records are loaded onto our computer in preparation for further processing, some errors and obsolete forms in your bibliographic records are corrected automatically. Here are some examples:

Commonly used abbreviations in LC subject subdivisions are expanded to full wording. Correct abbreviations are retained. Common variations and usage of ampersands are taken into account. This aids in keyword searching.

Old forms	Current forms
Argentina—Descr. & trav.	Argentina—Description & travel.
Building—Estimates and costs—United States.	Building—Estimates—United States.
Diarists—Gr. Brit.—Correspondence.	Diarists—Great Britain—Correspondence.
Gt. Brit.—Hist.—Charles II, 1660-1685—Sources.	Great Britain—History—Charles II, 1660-1685—Sources.
Grt. Brit.—Social life and customs—17 th century—Sources.	Great Britain—Social life and customs—17 th century—Sources.
Population Conference, 4th, Paris, France, 1971.	Population Conference (4 th : 1971 : Paris, France)
Teaching teams—Addresses, essays, lectures.	Teaching teams.

Authority control: What happens?

Once the library's bibliographic files have been readied for authority control, MARCIVE examines each access point for conformity to authoritative files of name and subject headings. The process includes all personal, corporate and geographic names, all topical and geographic subjects, and all series and uniform titles. Alternatively, your library can restrict the processing to particular fields.

MARCIVE has developed and continuously maintains complete, accurate authority databases built on the following files:

- Library of Congress Names
- Library and Archives Canada Names
- Library of Congress Subjects
- LC Children's Subjects
- Genre: LCGFT
- Genre: GSAFD
- Library and Archives Canada Canadian Subject Headings (CSH)
- National Library of Medicine Subjects (MeSH)
- Sears

A specialized body of software has been developed to compare the bibliographic records of your library against these authority files, subject to local exceptions, for the purpose of verifying or correcting all access points and creating cross-references.

The files are updated weekly (sometimes more often) and constantly monitored by experienced editors to maintain their up-to-date accuracy.

The basic matching and replacement function

The matching process for all access points begins by attempting to find the full bibliographic heading, including all subdivisions, in the auxiliary authority file of local exceptions (if one has been defined) and then the authority files.

All capitalization, punctuation, diacritical marks and special characters are normalized for complete and accurate results. A match exists when the normalized form of a subject access point in your bibliographic record is equivalent to the normalized form of that heading in the authority file. The match results in upgrading the access point to the authorized form:

Incoming bib record:	600	00	\$a Juana Inez de la Cruz, \$c Sister, \$d 1651-1695.
Normalized to:			JUANA INEZ DE LA CRUZ SISTER 1651 1695
Matched to authority:	100	0_	\$a Juana Inés de la Cruz, \$c Sister, \$d 1651-1695.
Changed by MARCIVE to:	600	00	\$a Juana Inés de la Cruz, \$c Sister, \$d 1651-1695.

If the bib access point is matched to an authorized heading in the authority file, then it is further examined so that variations in MARC tagging, indicators, subfielding, punctuation, spacing, or capitalization are corrected.

Incoming bib record:	651	_0	\$a EUROPEAN WAR 1914-1918 \$x Secret service.
Changed by MARCIVE to:	650	_0	\$a World War, 1914-1918 \$x Secret service.

If the bib access point is matched to an unauthorized heading in the authority database, then the access point is completely replaced by its authorized form.

Incoming bib record:	700	10	\$a Tolstoi, Lev Nikolaevich, \$c graf, \$d 1828-1910.
Changed by MARCIVE to:	700	1_	\$a Tolstoy, Leo, \$c graf, \$d 1828-1910.

If a match is not found for the entire bib access point, then a detailed process is undertaken to locate the heading regardless of its form, usually meaning with a different combination of (or with no) subdivisions. When a match is found, the same correction or complete replacement as mentioned above takes place except that only the elements which participated in the match are corrected or replaced while nonparticipating elements are left unchanged.

Type of access point

In keeping with the general scheme of MARC tagging, each authority record designates the type of heading with the last two digits of the MARC tag.

Heading Type	MARC Tag
Personal Name	X00
Corporate Name	X10
Conference Name	X11
Uniform Title	X30
Topical Subject	X50
Geographic Name Subject	X51
Genre/form	X55

During authority control, an access point in the library's bibliographic file may match an authority record entry but not conform to the type of heading designation found in the authority record. MARCIVE will change the MARC tag in the bibliographic record to the correct form.

Indicators in bibliographic access points are also compared to the authority record and corrected where appropriate.

Incoming bib record:	650	_0	\$a Holmes, Sherlock (Fictitious character) in art \$x Library resources.
Changed by MARCIVE to:	600	10	\$a Holmes, Sherlock \$x In art \$x Library resources.

Non-Roman characters

The text of non-Roman access points receive limited processing in our authorities work. Links between the non-Roman access points, which appear in 880 fields, and the romanized access points are preserved.

If a bibliographic record contains an access point with vernacular characters that match exactly a 4XX in the relevant authority record, the access point will be replaced with the contents of the 1XX.

Incoming bib record:	100	1_	\$a 毛澤東, \$d 1893-1976
Matched to authority see- from:	400	1_	\$a 毛澤東, \$d 1893-1976
Changed by MARCIVE to:	100	1_	\$a Mao, Zedong, \$d 1893-1976.

However, the much more common situation is that the data are in 880 fields and no change is made.

Incoming bib record:	880	1_	\$6 100-01/\$1 \$a 毛澤東, \$d 1893-1976
Remains unchanged:	880	1_	\$6 100-01/\$1 \$a 毛澤東, \$d 1893-1976

Name authorities

Personal names

Personal name standard matching

The processing performed for personal names insures that all matched names are corrected, including the addition or completion of birth and death dates, regardless of how much (if any) birth/death date information was present in the original bib access point.

Incoming bib record:	100	1_	\$a Bellah, Robert Neelly, \$d 1927-
Changed by MARCIVE to:	100	1_	\$a Bellah, Robert N. \$q (Robert Neelly), \$d 1927- 2013.

Name access points must be carefully analyzed to find the appropriate form regardless of the combination of subdivisions, while series and uniform title access points also receive special treatment to insure that all such access points are properly verified. This is a complex operation and great care is taken to insure that every possible access point is corrected and that the results are exhaustively complete and accurate according to the authorities file.

Incoming bib record:	600	10	\$a Harvey, Jonathan, \$d 1939- \$v Manuscripts \$v Facsimiles.
Changed by MARCIVE to:	600	10	\$a Harvey, Jonathan, \$d 1939-2012 \$v Manuscripts \$v Facsimiles.

When there are multiple personal name matches and no clearly correct choice, MARCIVE processing examines the Source Data Note field (MARC 670) of the authority record for a match with the 245 field of the bibliographic record.

Incoming bib record:	100	1_	\$a Hart, Roger.
	245	10	\$a English life in the eighteenth century.

In this case, the LC Names authorities file contains several potential matches for "Hart, Roger." In examining the Source Data Found Note (MARC 670) fields of the authority records, MARCIVE processing identifies as the correct match, the heading "Hart, Roger, 1941-."

LC Name authority file entries for Hart, Roger:

\$a Hart, Roger	Source Note:	Reed, A. W. Myths and legends of Fiji..., 1967
\$a Hart, Roger, 1937-	Source Note:	His Inside the Apple LaserWriter, 1988:
✓ \$a Hart, Roger, 1941-	Source Note:	His English Life in the Eighteenth century, 1970
\$a Hart, Roger, 1948 May 30-	Source Note:	Hart, Roger. Erratics, 2001
\$a Hart, Roger, 1958-	Source Note:	Hart, Roger. Postcards from Detroit, 2006

The correct personal name is thereby pinpointed and the record upgraded. This feature of MARCIVE machine-matching increases both the accuracy and number of matched headings to a degree which is usually achieved only through manual review.

Corrected bib record:	100	1_	\$a Hart, Roger, 1941-
	245	10	\$a English life in the eighteenth century.

In the profile, you have options to change the standard matching described above.

Personal names: Tighter match option, \$c

Standard matching gives more weight to the \$d date subfield and uses \$c (Title and words associated with a name) primarily in special cases, such as \$c Mrs. This is the default and is recommended.

Incoming bib record:	100	0_	\$a Thomas, \$d fl. 1250
Authority record	100	0_	\$a Thomas, \$c of Hales, \$d active 1250
Standard matching			
Changed by MARCIVE to:	100	0_	\$a Thomas, \$c of Hales, \$d active 1250

In this tighter match option, you can choose to have the \$c participate more prominently in the match, requiring a match between the \$c subfield(s) in the bibliographic record and the \$c subfield(s) in the authority record. If you choose this option, the number of matches will be reduced, including valid matches.

Incoming bib record:	100	0_	\$a Thomas, \$d fl. 1250
Authority record	100	0_	No match to an authority record.
Tighter matching, \$c			
Retained by MARCIVE as:	100	0_	\$a Thomas, \$d fl. 1250

Standard matches for personal name subjects work the same way.

Incoming bib record:	600	1_	\$a Hill, John, \$c Sir, \$d 1714?-1775.
Authority record	100	1_	\$a Hill, John, \$d 1714?-1775.
Standard matching			
Verified by MARCIVE as:	600	1_	\$a Hill, John, \$d 1714?-1775.

In standard authority control, the \$c of the bib access point may be retained, in this case, "\$c Sir," to prevent loss of information.

Tighter matching by requiring the \$c to match would prevent a match, which also means an authority record would not be generated.

Incoming bib record:	600	1_	\$a Hill, John, \$c Sir, \$d 1714?-1775.
Authority record			No match to an authority record.
Tighter matching, \$c			
Retained by MARCIVE as	600	1_	\$a Hill, John, \$c Sir, \$d 1714?-1775.

Subfield \$c matching would prevent both of the above examples (Thomas and Hill) so that the bibliographic records would not be changed, nor would an authority record be supplied. The reason you might choose this alternative is to prevent matches in which the only distinguishing information is in the \$c.

Personal names: Tighter match option, \$d

The default is to match personal names to LC form wherever possible and is highly recommended.

Our standard method for identifying bibliographic personal name access points for upgrade provides the highest possible match rate. If a personal name access point without any dates matches one and only one record in the authorities file, and that authority record has dates, we add dates to the library's bib access point.

Incoming bib record:	100	1_	\$a DePaola, Tomie
Standard matching	100	1_	\$a DePaola, Tomie, \$d 1934-
Changed by MARCIVE to:	100	1_	\$a DePaola, Tomie, \$d 1934-

Alternatively, the library can opt for a tighter match by requiring that the \$d in the bibliographic access point match the \$d in the authority record.

Incoming bib record:	100	1_	\$a DePaola, Tomie
Tighter matching, \$d			No match to an authority record.
Retained by MARCIVE as:	100	1_	\$a DePaola, Tomie

The access point will appear unmatched (thus lowering the hit rate) and the authority record will not be supplied.

Tighter matching on subfield \$d does not prevent matching on a birth date and subsequently upgrading the record to the current form.

Incoming bib record:	700	1_	\$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-
Tighter matching, \$d, still allows this match	100	1_	\$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-1924.
Changed by MARCIVE as	700	1_	\$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-1924.

Personal names: Fiction option

Some libraries, particularly public and school, shelve fiction according to the author's name as it appears on the work. Our standard authority control could change those names, especially pseudonyms, and so we make special handling of fiction names available for those libraries which need it. When a bibliographic record is identified as representing a work of fiction, the "Special Processing of Fiction" option permits the library's choice of name to be retained. Birth and death dates are added, where appropriate, and errors in capitalization corrected.

Personal names: Canadian option

Canadian libraries and other libraries with significant collections in Canadian studies can choose to have name access points reviewed in the Library and Archives Canada (LAC) file of Canadian Names.

For libraries that have chosen this option on the profile, the name in the bibliographic record will be searched in the Library of Congress Name Authority (LCNA) file first. If it is not resolved there, it will be searched in the LAC file.

The option to have MARCIVE search the LAC file first before the LCNA file is also available, but is not the usual recommendation.

Most authority records in the LAC file consist simply of names not in the Library of Congress file.

Corporate names

Obsolete forms of corporate names are brought up to current practice.

Incoming bib record:	710	2_	\$a University of California, Berkeley. \$b Institute of Governmental Studies. \$b Berkeley-Hong Kong Project.
Changed by MARCIVE to:	710	2_	\$a Berkeley-Hong Kong Project.
Incoming bib record:	710	1_	\$a Pennsylvania. \$b University. \$b Institute of Contemporary Art.
Changed by MARCIVE to:	710	2_	\$a University of Pennsylvania. \$b Institute of Contemporary Art.

Access points are examined and verified, regardless of the presence of relator or other fields.

Incoming bib record:	710	1_	\$a Polytechnical University of Valencia, \$e degree granting institution.
Changed by MARCIVE to:	710	1_	\$a Universidad Politécnica de Valencia, \$e degree granting institution.

Conference and meeting names

Conference access points are compared to the most current LC authority record and verified or upgraded.

Incoming bib record:	111	2_	\$a Robotics: Science and Systems Conference \$n (8 th , \$d 2012 : \$c Sydney, N.S.W.)
Verified by MARCIVE:	111	2_	\$a Robotics: Science and Systems Conference \$n (8 th , \$d 2012 : \$c Sydney, N.S.W.)

As part of obsolete MARC content designation processing, old coding and order of conference names will be examined and corrected, even if not matched to an authority record.

Incoming bib record:	711	2_	\$a Symposium on Man-Machine Systems, \$b 11 th , \$c Winter Park, Fla., \$d 1970.
Changed by MARCIVE to:	711	2_	\$a Symposium on Man-Machine Systems \$n (11 th , \$d 1970 : \$c Winter Park, Fla.)

Uniform titles

Uniform titles are compared to authorities in the LC Name authorities file; matches are verified.

Incoming bib record:	730	0_	\$a Beauty and the beast.
Verified by MARCIVE:	730	0_	\$a Beauty and the beast.

The following examples were changed because the incoming bibliographic access point matched an updated authority record.

Incoming bib record:	130	0_	\$a Bible. \$p O.T. \$p Five Scrolls. \$l Hebrew. \$f 1984.
----------------------	-----	----	---

Matched to authority:	130	_0	\$a Bible. \$p Five Scrolls.
Changed by MARCIVE to:	130	0_	\$a Bible. \$p Five Scrolls. \$l Hebrew. \$f 1984.
Incoming bib record:	130	0_	\$a Bible. \$g Manuscripts, Anglo-Saxon. \$p N.T. \$p Gospels (Lindisfarne Gospels)
Matched to authority:	130	_0	\$a Bible. \$p Gospels. \$l English (Old English). \$s Lindisfarne Gospels.
Changed by MARCIVE to:	130	0_	\$a Bible. \$p Gospels. \$l English (Old English). \$s Lindisfarne Gospels.

Series

Title series: Recommended processing

In June 2008, the MARC Advisory Committee made a change that rendered the series statement/added entry (title field 440) obsolete in the MARC 21 Bibliographic Format. We recommend that a library choose our default processing of series which changes 440 fields to a 490/830 combination. The 440 field is retagged to a 490 with a 1st indicator of 1 and a series title added entry 830 is created.

Incoming bib record:	440	_4	\$a The English heritage series
Changed by MARCIVE to:	490	1_	\$a The English heritage series
	830	_0	\$a English Heritage (Series)
Incoming bib record:	440	_0	\$a Asian agenda report ;\$v 5
Changed by MARCIVE to:	490	1_	\$a Asian agenda report ;\$v 5
	830	_0	\$a Asian agenda report ;\$v 5

Title series: Option to examine previously untraced series.

At the request of the library, MARCIVE will match and upgrade access points in field 490, 1st indicator=0. If no match is found, the access point and tagging will remain unchanged. If a match is found with a series title authority record (130), the field will be retagged to a 490/830 combination.

Incoming bib record:	490	0_	\$a Books that matter
Matched to authority:	130	_0	\$a Books that matter
Changed by MARCIVE to:	490	1_	\$a Books that matter
	830	_0	\$a Books that matter

Subject authorities

Your MARCIVE authorities profile controls which types of subject access points will be processed.

Second Indicator	Thesaurus	Will be examined
0	Library of Congress Subject Headings	Yes
1	LC subject headings for children's literature (CYACP)	Yes, if profiled
2	Medical Subject Headings (MeSH)	Yes, if profiled

Second Indicator	Thesaurus	Will be examined
3	National Agricultural Library subject authority file	No, retained as is or deleted, according to your profile. Alternatively, can be retagged.
4	Source not specified	No, retained as is or deleted, according to your profile. Alternatively, can be retagged.
5	Canadian Subject Headings (LAC)	Yes, if profiled
6	Répertoire de vedettes-matière	No, retained as is or deleted, according to your profile.
7	Selected sources specified in subfield \$2 gsafd lcgft sears	Yes, if profiled.
7	\$2 mesh	Yes, if profiled for MeSH processing
7	All other sources specified in subfield \$2	No, all remaining are retained as is or deleted, according to your profile. Alternatively, can be retagged.

Library of Congress Subject Headings

The primary subject authority for most libraries is the Library of Congress Subject Heading file, or LCSH. MARCIVE maintains an up-to-date copy of the LCSH file for use in making changes to the library's subject access points coded as LCSH.

MARCIVE software examines the entire subject access point including subdivisions to find a match.

Topical subject access points (650), personal name (600), corporate name (610), and conference/meeting (611) are all examined. LCSH are identified by a second indicator of 0.

Incoming bib record:	650	_0	\$a Libraries \$x University and college \$x Administration.
Changed by MARCIVE to:	650	_0	\$a Academic libraries \$x Administration
Incoming bib record:	600	00	\$a Finn MacCumhaill, \$d 3 rd cent. \$v Legends.
Changed by MARCIVE to:	600	00	\$a Finn MacCumhaill, \$d active 3 rd century \$v Legends.
Incoming bib record:	610	20	\$a IBM \$x History.
Changed by MARCIVE to:	610	20	\$a International Business Machines Corporation \$x History.
Incoming bib record:	610	10	\$a Paris. \$q Peace Conference, \$d 1919 \$x Fiction.
Changed by MARCIVE to:	611	20	\$a Paris Peace Conference \$d (1919-1920) \$v Fiction.
Entire subfields may need to be rearranged to comply with current form before matching to an authority record.			
Incoming bib record:	651	_0	\$a Great Britain \$x Constitutional history \$x Sources.
Changed by MARCIVE to:	650	_0	\$a Constitutional history \$z Great Britain \$v Sources.

Basic subject access point forms that have changed are detected and corrected where possible.

Incoming bib record:	650	_0	\$a Accounting as a profession.
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Changed by MARCIVE to: 650 _0 \$a Accounting \$x Vocational guidance.

Finally, after these form changes are complete, the entire access point is re-examined to verify and correct the new access point and its subdivision(s).

Certain subject subdivisions are now valid only as main access points. "Views on [specific field or topic]" and "Contributions in [specific field or topic]" are no longer authorized as free-floating subdivisions, except where already established. The field or topic becomes a subject access point in a MARC field 650, with appropriate changes, along with the modified subject access point in a MARC field 600 for the person. However, "Views on..." under *Abraham Lincoln* and *Jesus Christ* are established subdivisions and will not be changed.

Incoming bib record: 600 10 \$a Bell, Alexander Graham, \$d 1847-1922
\$x Contributions in telecommunications.

Changed by MARCIVE to: 600 10 \$a Bell, Alexander Graham, \$d 1847-1922
650 _0 \$a Telecommunication.

When a subject access point splits into two or more current headings, it is normally replaced by the new access points.

Incoming bib record: 650 _0 \$a Labor and laboring classes \$x History.

Replaced with: 650 _0 \$a Working class \$x History.
650 _0 \$a Labor movement \$x History.
650 _0 \$a Labor \$x History.

Instead of having these access points changed, you may choose to have them left unchanged. An optional listing is made available which shows all currently authorized forms of the heading. This listing of all the split headings is known as the Multi-matches report.

Most authority records for sacred works such as *Bible* and *Qur'an* have now been distributed by LC and are used for update of the former AACR2 forms. For those headings that are not included in the LC authority files, you may choose to have further clean-up by using RDA Conversion Service (RDACS).

Incoming bib record: 630 _0 \$a Bible. \$p O.T. \$x Antiquities \$x Juvenile literature.

Changed by MARCIVE to: 630 _0 \$a Bible. \$p Old Testament \$x Antiquities \$v Juvenile literature.

Library of Congress is engaged in a process to convert fictitious characters from topical to personal name records. The authorized form of the name changed from a subject record with a qualifier "(Fictitious character)" to a name heading with no qualifier.

Incoming bib record: 650 _0 \$a Holmes, Sherlock (Fictitious character) in art
\$x Library resources

Changed by MARCIVE to: 600 10 \$a Holmes, Sherlock \$x In art \$x Library resources

LC Children's Headings

The Library of Congress develops subject access points appropriate for young people through the Children's and Young Adults' Cataloging Program (CYACP). This program was formerly known as the Annotated Card Program (ACP). Here the access points will be referred to as Children's Headings.

If your library has elected to have Children's Headings examined, MARCIVE will correct subject access points containing a second indicator of 1.

MeSH (National Library of Medicine)

If MeSH processing is elected, MARCIVE will bring obsolete descriptors up-to-date. Libraries with National Library of Medicine (MeSH) access points can opt to have them matched against the MeSH authorities files and brought up to date at no additional cost.

Canadian Subject Headings (CSH)

For libraries with significant collections of Canadiana, it may be useful to examine access points against the Library and Archives of Canada (LAC) files of Canadian Subjects. Canadian Subject Headings (CSH) is a list of subject access points in the English language, using controlled vocabulary, to access and express the subject content of documents on Canada and Canadian topics.

Genre LCGFT

Prior to May 2011, the Library of Congress coded genre/form bibliographic and authority terms to indicate that the origin was LCSH. LC decided to separate Library of Congress Subject Headings (LCSH) from the new thesaurus, Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT)

Genre GSAFD

We examine genre added entries that have been coded to show compliance with *Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD)*. If the access point is obsolete, we upgrade it to the current value.

Sears

Libraries using Sears headings generally have small collections and prefer that works be grouped together in broader rather than more technical subject headings. Therefore, the processing that MARCIVE offers yields a simpler set of broad subject access points if incoming records have LCSH.

For examples of MeSH, Canadian Subject Headings, Genre, and Sears, see Guide.

Value-added services

MARC Record Enrichment

Table of Contents (TOC), Fiction and Biography, Summaries

Accelerated Reader and Lexile

As part of your authority control project, you can have us perform MARC Record Enrichment. You will significantly improve access to your collection at minimal additional cost.

We make the table of contents (TOC), fiction/biography, and summary data an integral part of the bibliographic record, a permanent resource (unlike a subscription). Your automated system indexes the data by keyword. Users can then find a poem in an anthology, a character in a book, or a detail from the summary that leads them to just what they want. It is ideal for locating books through the scientific, technological, and mathematical vocabulary in chapter headings.

Adding relevant keywords improves discoverability.

Unenriched bib record
Anthology for musical analysis Musical analysis—Music collections Burkhart, Charles (Charles L.)

TOC data enriched bib record
Anthology for musical analysis Musical analysis—Music collections Burkhart, Charles (Charles L.) Part 1 Medieval and Renaissance 1 Music Examples of Plainchant 3 Kyrie from Mass XI (“Orbis factor”) 3 Tone for the Benedicamus 4 Hymn to St. John the Baptist 4 Hymn for Lauds, December 25 4 Introit for the Feast of St. John of Damascus... 5

Unenriched bib record
Hundley, Jessica Grievous angel : an intimate... Parsons, Graham—1946-1973

Biography data enriched bib record
Hundley, Jessica Grievous angel : an intimate... Parsons, Graham—1946-1973 Country musicians Wealthy lifestyles Drug addicts Biography...

Reading notes such as Lexile® and Accelerated Reader can be added for a nominal fee during processing, and are useful for school libraries and public libraries that serve schools using reading programs. The data are formatted so that your ILS can search and display the levels appropriately.

Unenriched record
De Paola, Tomie Fin M’Coul : the giant of ... Giants—Folklore

Reading Notes enriched record
De Paola, Tomie, 1934- Fin M’Coul : the giant of ... 600 Lexile AR LG 4.1 0.5 68509 RC K-2 3.3 2 Quiz: 31825 Guided reading level: M Giants—Folklore

For more information, please see [MARC Record Enrichment Service](#).

Deduplication

Removal of duplicate bibliographic records.

Output from your automated system represents a snapshot of the bibliographic database. For the most part, there will be one MARC bib record for each bibliographic entity in your collection. It may appear to human eyes that two or more records represent the same bibliographic entity. Your automated system detected some difference between the two and did not merge them. We do not recommend automated duplicate bib record removal, or deduplication, for most situations. Humans do a much better job of deciding when two records are the same and when they are different. If your situation requires automated deduplication, we request that you supply us with a sample of your database containing duplicate records and an explanation of how you want them processed.

Removal of duplicate authority records.

When MARCIVE performs authority control, the matching authority records are automatically deduplicated. If you request a separate output file for names and for subjects, each file may contain an identical record for a particular name. For example, if *Winston Churchill* was used as an author and as a subject, the authority record will appear in both files.

Removal of duplicate subject access points.

If authority control results in two identical subject access points in the same bib record, one will be deleted automatically. To be identical, both access points must have the same MARC coding as well as text.

Normally, an LC subject heading will not duplicate an LC children's subject heading because the subdivisions will differ (for example, --*Juvenile fiction* vs. *Fiction*). If they are identical however, the children's subject heading will be deleted, unless the library specifies retention.

Resource Description and Access Conversion Service (RDACS)

MARCIVE has developed a set of profile options to bring a library's existing catalog into conformity with RDA, the Resource Description and Access Conversion Service or RDACS. The cost of RDACS is included in authority control.

What is Resource Description and Access (RDA)?

RDA is the standard for cataloging that replaces the *Anglo-American Cataloguing Rules, 2nd ed.* (AACR2).

The Library of Congress (LC) and participants in the Program for Cooperative Cataloging (PCC) implemented RDA as its cataloging standard March 31, 2013.

RDA is intended to describe all formats for better discovery. Many abbreviations, such as [S.I.], [s.n.], and [et al.], are changed to standard English words.

How does RDA help the user?

There are several ways RDA helps people find what they are looking for.

- Clearer language.
- Clear indication of the relationship among works and the people responsible for them.
- Easier for computers to manipulate and provide on the web.
- Well-defined and structured data elements, such as separate statements about production, publication, distribution, manufacture, and copyright.

What are hybrid records?

A hybrid record is a bibliographic record created under one set of rules, then modified with an element from a subsequent set of rules.

Hybrid record		
Title	Robert Laneham's letter [electronic resource] : describing a part of the entertainment unto Queen Elizabeth at the castle of Kenilworth in 1575 / ed., with introduction, by F. I. Furnivall.	AACR2
Author	Laneham, Robert, active 16 th century.	RDA
Imprint	London, J.H. Burn, 1821.	Pre-AACR2
Link to online version(s):	HathiTrust Digital Library. Freely available.	
Description	1 online resource (1 p. ℓ., 114 p. front. (port.))	AACR2
Subject	Kenilworth Castle (Kenilworth, England) Cox, Captain, active 1575.	RDA

Even before the introduction of Resource Description and Access, libraries had hybrid records, for example, pre-AACR2 records that had been modified with AACR2 elements.

Sources of hybrid records include:

- Your own catalog. Catalogers may modify an access point in an AACR2 bib record to match the current RDA authority record.
- OCLC. Catalogers may add some RDA elements to existing non-RDA records without re-cataloging the entire record according to RDA. [OCLC Policy Statement March 2013](#).
- Automated processing. Authority control by a provider such as MARCIVE adds RDA elements without manually re-cataloging the record.

Hybrid records are not coded as RDA, specifically, the MARC 040 should not contain \$e rda. [PCC Guidelines April 2013](#).

While hybrid records are acceptable, it is worthwhile to make them as consistent as possible for the benefit of the user. The MARCIVE RDA Conversion Service (RDACS), available as a profile option, performs this service.

Machine processing vs. manual creation of records under RDA

RDACS is a machine process. A cataloger does not recatalog each record, rather, programs identify non-RDA practices and change the record to conform to RDA.

When you have the piece in hand, you can make intellectual changes as well as mechanical changes to a non-RDA record to make it conform to RDA.

- Add relator terms
- Add more access points
- Replace [et al.] with all the contributors to a work
- Create very specific 336, 337, 338 fields
- Change data in free text fields such as notes
-

Manually cataloged in RDA				
040	__	\$a STF \$b eng \$e rda \$d STF	Cataloged in RDA	
245	00	\$a Showdown at Boot Hill / \$c director of photography, John M. Nickolaus, Jr.		
264	_1	\$a [Saint Charles, IL] : \$b Olive Films, \$c [2013]	Add notes	
264	_4	\$a ©2013		
300	__	\$a 1 videodisc (72 min.) : \$b sound, black and white; \$c 4 ¾ in.		
336	__	\$a two-dimensional moving image \$2 rdacontent		
337	__	\$a video \$2 rdamedia		
338	__	\$a videodisc \$2 rdacarrier		
344	__	\$a digital \$b optical \$g mono \$h Dolby \$2 rda		
655	_7	\$a Western films. \$2 lcgft		
700	1_	\$a Fowler, Gene, \$c Jr., \$d 1917-1998, \$e film director.		Add relators
700	1_	\$a Bronson, Charles, \$d 1920-2003, \$e actor.		
700	1_	\$a Hutton, Robert, \$d 1920-1994, \$e actor.		
700	1_	\$a Carradine, John, \$e actor.		
700	1_	\$a Mathews, Carole, \$d 1920- \$e actor.		
700	1_	\$a Vittes, Louis, \$e screenwriter.	Add access points	
710	2_	\$a Regal Films, \$e production company.		
710	2_	\$a Olive Films, \$e publisher.		

When you do not have the piece in hand, and are relying on machine manipulation, the bibliographic record lacks the information to create relator fields or add access points. In addition, the changes that are made must be quite conservative.

With programming, it is possible to:

- Identify an obsolete form in an access point and replace with the new RDA form based on an LC authority record.
- Expand existing relator codes.
- Replace certain abbreviations in access points, such as *fl.* with *active*.
- Replace *et al.* with [*and others*].
- Spell out certain abbreviations in fields in which cataloging has been predictable, such as *p.* to *pages* in the Publication Data field 300.
- Create 264 fields from 260 fields.
- Generate 336, 337, and 338 fields based on information in fixed and variable fields.

What is included in RDACS?

As is standard MARCIVE policy, your authority control matches access points to the current LC authority record, which may be AACR2 or RDA, regardless of whether you choose to do any special RDACS processing.

Over time, RDA practices have changed. Therefore all records are examined, even if marked as RDA.

RDACS processing performs some basic tasks automatically and provides several options (Access group, Descriptive group, GMD, CMC group). Backfile customers have even more discretion in which fields to examine and process.

Backfile RDACS	Ongoing RDACS	MARC	Description
----------------	---------------	------	-------------

Basic	Basic	040	Cataloging Source
Basic	Basic	440	Series Statement/Added Entry-Title
Basic	Basic	040 \$a and \$c	Library organizational code
Optional	Yes	245	Title Statement
Optional	Optional	250	Edition Statement
Optional	Yes	260	Publication Distribution, etc. (Imprint)
Optional	Yes	300	Physical Description
Optional	Yes	100, 400, 600, 700, 800, 110, 410, 610, 710, 810, 111, 411, 611, 711, 811, 130, 630, 730, 830 \$d, \$f; 650 \$a, \$y; 651 \$y	Personal names Corporate names Conference names Uniform titles Subject access points coded LCSH or LC Children's
Optional	Optional	245 \$h	General Material Designation (GMD)
Optional	Yes	336, 337, 338	Content Types, Media Types, and Carrier Types (CMC)
Optional	Not available	RDA reports	Two available
Available	Available	Special RDACS requests	RDACS requests that are not part of our standard options

If you want RDA changes to additional source access points, such as Canadian subject headings, please discuss with your MARCIVE representative.

Basic RDACS changes

Cataloging source field (MARC 040). If a field 040 does not exist, MARCIVE will create one using the library's organizational code.

Incoming bib record:	No 040
Changed by RDACS to:	040 ___ \$a OCxX \$b eng \$c OCxX

If you do not supply an organizational code, MARCIVE will create an 040 with the following values. The organizational code appearing in subfields \$a and \$c is our code *Mvl* followed by the library's MARCIVE ID.

Incoming bib record:	No 040 and no institutional code supplied
Changed by RDACS to:	040 ___ \$a Mvl-GCHX \$b eng \$c Mvl-GCHX

Description conventions (MARC 040 \$e). Current RDA practice is to limit use of \$e *rda* to just those cataloging records created manually in RDA. However, there is no additional charge to add a \$e *rda*, if you wish.

Language of cataloging (MARC 040 \$b). If a language of cataloging does not exist, it will be assumed that the cataloging is in English and set the language of cataloging to *eng*. This is not the language of the material being cataloged, but the language of the cataloging itself, for example, the physical description. If your library needs a different global language of cataloging, please discuss with a representative.

Incoming bib record:	040 ___ \$a OCxX \$c OCxX
Changed by RDACS to:	040 ___ \$a OCxX \$b eng \$c OCxX

Language of cataloging ≠ Language of work		
LDR	01079cam a2200241 a 450	
001	00012999	
008	001218s2001 caua j 000 1 fre	008 35-37 Language of work
040	___ \$a DLC \$b eng \$c DLC \$d DLC	040 \$b Language of cataloging
100	1_ \$a Saint-Exupéry, Antoine de, \$d 1900-1944.	
245	13 \$a Le petit prince.	
264	___ \$a San Diego : \$b Harcourt, \$c [2001?]	
300	___ \$a 85 pages : \$b illustrations (some color) ; \$c 23 cm.	

Series statement (MARC field 440). Replace obsolete series field MARC 440 with two fields: a 490 _1 and an 8XX. This replacement is also the default in authority control. A custom change request for the retention of 440s in authority control will be overruled if the library chooses RDACS.

Incoming bib record:	440	___	\$a Middle English texts ; \$v 17
Changed by RDACS to:	490	1_	\$a Middle English texts ; \$v 17
	830	_0	\$a Middle English texts ; \$v 17

Access point changes

Tasks

Backfile Authorities. All the following task groups are available on the profile.

Overnight Authorities. All the following task groups will be performed, if RDACS is selected.

Dates

Change abbreviations associated with dates in the following subfields: 100, 400, 600, 700, 800, 110, 410, 610, 710, 810, 111, 411, 611, 711, 811, 130, 630, 730, 830 \$d, \$f; 650 \$a, \$y; 651 \$y

Change *b.* to - hyphen after date [LC policy is to use hyphen, not *born*].

Incoming bib record:	100	1_	\$a Adams, Aurora, \$d b. 1951.
Changed by RDACS to:	100	1_	\$a Adams, Aurora, \$d 1951-

Change *d.* to - hyphen before date [LC policy is to use hyphen, not *died*].

Incoming bib record:	100	1_	\$a Richard, Yorick, \$d d. 1588.
Changed by RDACS to:	100	1_	\$a Richard, Yorick, \$d -1588.

Change *fl.* to *active*.

Incoming bib record:	600	1_	\$a Leibowitz, Walter, \$d fl. 1950.
Changed by RDACS to:	600	1_	\$a Leibowitz, Walter, \$d active 1950.

Change *ca.* to approximately.

Incoming bib record:	100	1_	\$a Heisenberg, Karl, \$d ca. 1870-1930.
Changed by RDACS to:	100	1_	\$a Heisenberg, Karl, \$d approximately 1870-1930.

Change *cent.* and *cen.* to *century*.

Incoming bib record:	700	1_	\$a Agave, \$c van Koppen, \$d 12 th cent.
Changed by RDACS to:	700	1_	\$a Agave, \$c van Koppen, \$d 12 th century.

Change abbreviated months to the full spelling.

Incoming bib record:	700	1_	\$a Eaton, John, \$d 1943 Sept. 20-
Changed by RDACS to:	700	1_	\$a Eaton, John, \$d 1943 September 20-

Insert *B.C.* before hyphen when it appears at end of date.

Incoming bib record:	651	_0	\$a Rome \$x History \$y Servile Wars, 135-71 B.C.
Changed by RDACS to:	651	_0	\$a Rome \$x History \$y Servile Wars, 135 B.C.-71 B.C.

Change *pseud.* to *pseudonym* in X00\$c.

Incoming bib record:	100	1_	\$a Dreame, Plesent, \$c pseud.
Changed by RDACS to:	100	1_	\$a Dreame, Plesent, \$c pseudonym.

Music terms

Change *arr.* to *arranged* in the following fields: 100, 400, 600, 700, 800, 110, 410, 610, 710, 810, 111, 411, 611, 711, 811, 130, 630, 730, 830, 240 \$o [oh].

Incoming bib record:	700	1_	\$a Foster, Stephen Collins, \$d 1826-1864. \$t Works. \$k Selections; \$o arr.
Changed by RDACS to:	700	1_	\$a Foster, Stephen Collins, \$d 1826-1864. \$t Works. \$k Selections; \$o arranged.

Change \$t Selections. to \$t Works. \$k Selections.

Incoming bib record:	700	1_	\$a Bach, Johann Sebastian, \$d 1685-1750. \$t Selections.
Changed by RDACS to:	700	1_	\$a Bach, Johann Sebastian, \$d 1685-1750. \$t Works. \$k Selections.

Relator terms

Change relator term abbreviations in fields 100, 600, 700, 800, 110, 610, 710, 810 \$e; 111, 611, 711, 811 \$j.

Abbreviated relator terms in both \$e and \$j are expanded to the full word.

Incoming bib record:	100	1_	\$a Galenson, Walter, 1914-1999, \$e ed.
Changed by RDACS to:	100	1_	\$a Galenson, Walter, 1914-1999, \$e editor

NOTE: If your library instructed us to change \$e and \$j terms to \$4 codes in the profile, there will not be any \$e or \$j terms to spell out.

Sacred works

In Bible uniform title access points, *O.T.* and *N.T.* will be spelled out *Old Testament* and *New Testament* except when they are followed by a subfield \$p. When the additional \$p is present, *O.T.* and *N.T.* are removed.

NOTE: Standard authority control even without RDACS will update headings to match current LC practice and, in instances such as *Bible. New Testament*, LC has already distributed the RDA form of the heading. Therefore some of these examples are illustrative only.

Incoming bib record:	130	0_	\$a Bible. \$p N.T.
Changed by RDACS to:	130	0_	\$a Bible. \$p New Testament.
Incoming bib record:	130	0_	\$a Bible. \$p N.T. \$p Mark V, 1-20. \$l English.
Changed by RDACS to:	130	0_	\$a Bible. \$p Mark V, 1-20. \$l English.
Incoming bib record:	630	00	\$a Bible. \$p O.T. \$p Psalms CXIX \$x Commentaries.
Changed by RDACS to:	630	00	\$a Bible. \$p Psalms CXIX \$v Commentaries.

In Koran uniform title access points, the former spelling of *Koran* will be changed to *Qur'an*.

Incoming bib record:	130	0_	\$a Koran. \$l Bengali. \$k Selections.
Changed by RDACS to:	130	0_	\$a Qur'an. \$l Bengali. \$k Selections.
Incoming bib record:	630	00	\$a Koran \$x Criticism, interpretation, etc.
Changed by RDACS to:	630	00	\$a Qur'an \$x Criticism, interpretation, etc.

Department

The abbreviations *dept.*, *dépt.*, and *dep't* will be spelled out in access terms subject to authority control. It will not be spelled out in other fields, such as the imprint or notes.

Incoming bib record:	700	1_	\$a Gupta, O.P., \$c Reader, Dept. of Commerce.
Changed by RDACS to:	700	1_	\$a Gupta, O.P., \$c Reader, Department of Commerce.
Incoming bib record:	111	2_	\$a Conference on Development Economics \$n (11th : \$d 2001 : \$c Dept. of Economics, Jadavpur University)
Changed by RDACS to:	111	2_	\$a Conference on Development Economics \$n (11th : \$d 2001 : \$c Department of Economics, Jadavpur University)
Incoming bib record:	650	1_	\$a Conglomerate corporations \$z Peru \$z Cajamarca (Dept.)
Changed by RDACS to:	650	1_	\$a Conglomerate corporations \$z Peru \$z Cajamarca (Department)

Conference names

RDACS changes a conference name to use a semicolon instead of *and* in the 111, 611, 711, and 811 \$c when multiple place names are supplied.

Incoming bib record:	111	2_	\$a European Seminar on Biological Solar Energy Conversion Systems \$d (1977 \$c Grenoble, France, and Autrans, France)
Changed by RDACS to:	111	2_	\$a European Seminar on Biological Solar Energy Conversion Systems \$d (1977 \$c Grenoble, France; Autrans, France)

Descriptive cataloging changes

Four fields in the descriptive area may benefit from RDA upgrades: titles, edition statements, imprints, and physical descriptions.

Generally, changes to the descriptive fields are based on English as the language of cataloging. If your library used another language or languages for cataloging, please discuss this with your MARCIVE representative.

Title statement

All the following tasks will be performed in RDACS.

Supply the parallel title(s) if a 246 does not already exist.

Incoming bib record:	245	00	\$a Belaruskі suvenir = b Beloruskiĭ suvenir = Byelorussian souvenir
Changed by RDACS to:	245	00	\$a Belaruskі suvenir = b Beloruskiĭ suvenir = Byelorussian souvenir
	246	31	\$a Beloruskiĭ suvenir
	246	31	\$a Byelorussian souvenir

Move RDA specified terms [*a novel; dramatized adaptations; novel; research and text; stories*] from the end of subfield \$a or from \$b, when exactly that phrase is found, to the beginning of subfield \$c when subfield \$c begins with the word *by*.

Incoming bib record:	245	10	\$a Well with my soul : \$b a novel / \$c by Gregory G. Allen.
Changed by RDACS to:	245	10	\$a Well with my soul / \$c a novel by Gregory G. Allen

However, the following title does not change because there is no *by* in the \$c.

Incoming bib record:	245	10	\$a Well with my soul : \$b a novel / \$c Gregory G. Allen.
Retained by RDACS:	245	10	\$a Well with my soul : \$b a novel / \$c Gregory G. Allen.

Replace [*et al.*] in subfield \$c with [*and others*].

Incoming bib record:	245	10	\$a Understanding teacher knowledge-in-use / \$c Catherine Cornbleth ...[et al.]
Changed by RDACS to:	245	10	\$a Understanding teacher knowledge-in-use / \$c Catherine Cornbleth ...[and others]

Incoming bib record:	245	10	\$a Coastal topography—northeast Atlantic Coast, post-Hurricane Sandy, 2012 / \$c by Hilary F. Stockdon [et 4 al.]
Changed by RDACS to:	245	10	\$a Coastal topography—northeast Atlantic Coast, post-Hurricane Sandy, 2012 / \$c by Hilary F. Stockdon [and 4 others]

Remove the bracketed phrases [*sic*] and [*i.e. ...*] where appropriate.

Incoming bib record:	245	10	\$a Analitical [<i>sic</i>] report on the 1999 national labour
Changed by RDACS to:	245	10	\$a Analitical report on the 1999 national labour
Incoming bib record:	245	14	\$a The 100 best comics of the century / \$c created [i.e., compiled] by Ray Schwartz.
Changed by RDACS to:	245	14	\$a The 100 best comics of the century / \$c created by Ray Schwartz.

However, the following title does not change because [*Sic*] begins the \$a.

Incoming bib record:	245	10	\$a [<i>Sic</i>] : \$b a memoir / \$c Joshua Cody.
Retained by RDACS:	245	10	\$a [<i>Sic</i>] : \$b a memoir / \$c Joshua Cody.

Change *posth.* to *posthumous* and *pseudo.* to *pseudonym* in 245 \$c.

Incoming bib record:	245	00	\$a Princess Nourmahal \$c By Mme. George Sand. A <i>posth.</i> novel, never before published.
Changed by RDACS to:	245	00	\$a Princess Nourmahal \$c By Mme. George Sand. A <i>posthumous</i> novel, never before published.
Incoming bib record:	245	10	\$a Billy the kid, \$c by Will [<i>pseud.</i>] and Nicolas [<i>pseud.</i>]
Changed by RDACS to:	245	10	\$a Billy the kid, \$c by Will [<i>pseudonym</i>] and Nicolas [<i>pseudonym</i>]

Edition statement

All the following tasks will be performed in RDACS.

Expand abbreviations in the edition statement.

Abbreviations in the edition statement will be spelled out as instructed by RDA, that is, not abbreviating the words in AACR2 Appendix B.9. Even though the rule is to take the edition statement as it appears on the piece, the assumption is to spell it out.

Therefore, *1st* becomes *First*. Similarly, *2nd*, *3rd*, *4th* through *35th* are spelled out. Numbers followed by a period are not spelled out.

Incoming bib record:	250	__	\$a 3 rd ed.
Changed by RDACS to:	250	__	\$a Third edition.

Abbreviations for *corrected*, *edition*, *introduction*, and *revised* are expanded. The language of the material as found in MARC 008 Fixed Field Data Elements, bytes 35-37 is examined in conjunction with this expansion. If the language of material is not recognized as having the abbreviation, it will be expanded using the English term.

Catalan	cat	Indonesian	ind	Portuguese	por
English	eng	Italian	ita	Romanian	rum
French	fre	Latin	lat	Spanish	spa
Galician	glg	Maltese	mlt	and more	

Incoming bib record:	008		35-37 = spa
	250	__	\$a 1. ed.
Changed by RDACS to:	250	__	\$a 1. edición

Incoming bib record:	008		35-37 = eng
	250	__	\$a Photographic facsimile of the 3rd ed. corr.
Changed by RDACS to:	250	__	\$a Photographic facsimile of the third edition corrected.

Publication, distribution, etc. (Imprint)

All listed tasks will be applied if you choose this option.

Change MARC field 260 to 264. Create multiple 264 fields where appropriate and identifiable.

Incoming bib record:	260	__	\$a Santiago de Chile : \$b El Museo, \$c 1996.
Changed by RDACS to:	264	_1	\$a Santiago de Chile : \$b El Museo, \$c 1996.

Change

r	to registered trademark®
c	to standard copyright ©
p	to production ®

Incoming bib record:	008	__	06-14 = p19921990
	260	__	\$a France : \$b Erato, \$c 1992.
Changed by RDACS to:	264	_1	\$a France : \$b Erato, \$c 1992.
	264	_4	\$a ©1990

Supply separate brackets for each subfield when multiple subfields are bracketed.

Incoming bib record:	260	__	\$a [Chicago : \$b University of Chicago Press, \$c 1950]
Changed by RDACS to:	264	_1	\$a [Chicago] : \$b [University of Chicago Press], \$c [1950]

Remove *[sic]*.

Incoming bib record:	260	__	\$a Allhaabad [sic] : \$b Central Law Agency \$c [1968]
Changed by RDACS to:	264	_1	\$a Allhaabad : \$b Central Law Agency \$c [1968]

Copy publishing information found in a 260 \$a *[i.e.,]* to a 500 Notes field. Remove the bracketed information from the 260.

Incoming bib record:	260	__	\$a Hammersmith [i.e., London] : \$b Dove Press, \$c 1913.
----------------------	-----	----	--

Changed by RDACS to:	264	_1	\$a Hammersmith : \$b Dove Press, \$c 1913.
	500	__	\$a Published in London.

Change 260 \$a [S.I.] to [Place of publication not identified].

Incoming bib record:	260	__	\$a [S.I.] \$b Macromedia, \$c 1996.
Changed by RDACS to:	264	_1	\$a [Place of publication not identified] \$b Macromedia, \$c 1996.

Change 260 \$b [s. n.] to [publisher not identified].

Incoming bib record:	260	__	\$a New York : \$b [s.n.] \$c 2000.
Changed by RDACS to:	264	_1	\$a New York : \$b [publisher not identified] \$c 2000.

Change 260 \$c [n.d.] to [date of publication not identified] or to date supplied in 008/07-14.

Incoming bib record:	008		07-14 = _____
	260	__	\$a [Detroit : \$b J. Smith, \$c n.d.]
Changed by RDACS to:	264	_1	\$a [Detroit] : \$b [J. Smith], \$c [date of publication not identified].

Incoming bib record:	008		07-14 = 1985_____
	260	__	\$a [Detroit : \$b J. Smith, \$c n.d.]
Changed by RDACS to:	264	_1	\$a [Detroit] : \$b [J. Smith], \$c [1985] .

Spell out abbreviated months in 260 \$c.

Incoming bib record:	260	__	\$a Boston : \$b Printed by Manning & Loring, \$c Sept. 1799.
Changed by RDACS to:	264	_1	\$a Boston : \$b Printed by Manning & Loring, \$c September 1799.

Change bracketed dates in 260 \$c to conform to RDA practice.

Incoming bib record:	260	__	\$a New York : \$b Bourne, \$c [ca. 1830].
Changed by RDACS to:	264	_1	\$a New York : \$b Bourne, \$c [1830?] .
Incoming bib record:	260	__	\$a Boston, \$b C. Bradlee, \$c [18--]
Changed by RDACS to:	264	_1	\$a Boston, \$b C. Bradlee, \$c [between 1800-1899]

Physical description

All listed tasks will be applied if you choose this option.

Spell out in MARC 300 field any recognized AACR2 and some other common abbreviations not defined in RDA.

Incoming bib record:	300	__	\$a v. : \$b ill., diag., facsim., maps, ports. ; \$c 25 cm.
Changed by RDACS to:	300	__	\$a volume : \$b illustrations, diagrams, facsimiles, maps, portraits ; \$c 25 cm.
Incoming bib record:	300	__	\$a 3 v. ; \$c 18 cm. (8vo)

Changed by RDACS to:	300	—	\$a 3 volumes ; \$c 18 cm. (octavo)
Incoming bib record:	300	—	\$a 1 videocassette of 1 (VHS) (ca. 85 min.) : \$b sd., b&w ; \$c ½ in.
Changed by RDACS to:	300	—	\$a 1 videocassette of 1 (VHS) approximately 85 min.) : \$b sound, black and white ; \$c ½ in.

Change <#> [i.e., <##>] pp. to <#>, [that is <##>] pages.

Incoming bib record:	300	—	\$a viii, 496 [i.e., 512] p. ; \$c 23 cm.
Changed by RDACS to:	300	—	\$a viii, 496 [that is, 512] pages ; \$c 23 cm.

Change [<#>] p. to <#> unnumbered pages.

Incoming bib record:	300	—	\$a xxii, 255 p., [9] p. of plates : \$b ill., map, ports. ; \$c 22 cm
Changed by RDACS to:	300	—	\$a xxii, 255 pages, 9 unnumbered pages of plates : \$b illustrations, map, portraits ; \$c 22 cm

RDA removes the AACR2 distinction between *p. of music* and *score*. Notated music will be described as *scores* in RDA records. Terms will be updated to RDA usage: use *study score* instead of *miniature score*; use *audio disc* instead of *sound disc*; and use *condensed score* instead of *close score* for physical description terms.

Change p. of music, v. of music, and leaves of music to *score*.

Incoming bib record:	300	—	\$a 33 p. of music ; \$c 31 cm.
Changed by RDACS to:	300	—	\$a 1 score (33 pages) ; \$c 31 cm.

Change close score to condensed score.

Incoming bib record:	300	—	\$a 1 close score (256 p.) ; \$c 28 cm.
Changed by RDACS to:	300	—	\$a 1 condensed score (256 pages) ; \$c 28 cm.

Change miniature score to study score.

Incoming bib record:	300	—	\$a 2 sound discs : \$b digital, stereo. ; \$c 4 ¾ in. + \$e miniature score (56 p. ; 12 cm x 12 cm.)
Changed by RDACS to:	300	—	\$a 2 audio discs : \$b digital, stereophonic ; \$c 4 ¾ in. + \$e study score (56 pages ; 12 cm x 12 cm.)

Change sound disc to audio disc.

Incoming bib record:	300	—	\$a 1 sound disc : \$b digital, stereo. ; \$c 4 ¾ in.
Changed by RDACS to:	300	—	\$a 1 audio disc : \$b digital, stereophonic ; \$c 4 ¾ in.

NOTE: RDA does not expand *in.*, *ft.*, *mm*, *cm*, *rpm*, *VHS*, or *min.* Period at end of 300 is retained if followed by 490.

Content, Media, and Carrier (CMC)

CMC creation: Standard

Create Content, Media, and Carrier (CMC) terms where possible.

NOTE: The fields for Content, Media, and Carrier are referred to collectively as CMC.

The three fields:

1. Content type (MARC field 336)
2. Media type (MARC field 337)
3. Carrier type (MARC field 338)

Phonograph record changes			
Incoming bib record:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 sound disc : \$b analog, 78 rpm ; \$c 12 in.
Changed by RDACS to:	245	00	\$a Action in North Africa.
	300	—	\$a 1 audio disc : \$b analog, 78 rpm ; \$c 12 in.
	336	—	\$a spoken word \$b spw \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier

Two CDs record changes			
Incoming bib record:	245	04	\$a The #1 guitar album \$h [sound recording].
	300	—	\$a 2 sound discs (ca. 129 min.) : \$b digital ; \$c 4 3/4 in.
Changed by RDACS to:	245	04	\$a The #1 guitar album.
	300	—	\$a 2 audio discs (approximately 129 min.) : \$b digital ; \$c 4 3/4 in.
	336	—	\$a performed music \$b prm \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier

A map record changes

Incoming bib record:	245	00	\$a School buildings 1925-26 : \$b [District of Columbia].
	300	—	\$a 1 map : \$b col. ; \$c 69 x 84 cm.
Changed by RDACS to:	245	00	\$a School buildings 1925-26: \$b [District of Columbia].
	300	—	\$a 1 map : \$b color ; \$c 69 x 84 cm.
	336	—	\$a cartographic image \$b cri \$2 rdacontent
	337	—	\$a unspecified \$b z \$2 rdamedia
	338	—	\$a unspecified \$b zu \$2 rdacarrier

A score record changes

Incoming bib record:	245	00	\$a Quartetto n. 5 in re maggiore per 2 violini...
	300	—	\$a 1 score (27 p.) + 4 parts ; \$c 30 cm.
Changed by RDACS to:	245	00	\$a Quartetto n. 5 in re maggiore per 2 violini...
	300	—	\$a 1 score (27 pages) + 4 parts ; \$c 30 cm.
	336	—	\$a notated music \$b ntm \$2 rdacontent
	337	—	\$a unmediated \$b n \$2 rdamedia
	338	—	\$a volume \$b nc \$2 rdacarrier

A book record changes

Incoming bib record:	245	10	\$a Strength of stone : \$b the journal of...
	300	—	\$a iv, 377 p. : \$b ill., maps ; \$c 24 cm.
Changed by RDACS to:	245	10	\$a Strength of stone : \$b the journal of...
	300	—	\$a iv, 377 pages : \$b illustrations , maps ; \$c 24 cm.
	336	—	\$a text \$b txt \$2 rdacontent
	337	—	\$a unmediated \$b n \$2 rdamedia
	338	—	\$a volume \$b nc \$2 rdacarrier

CMC creation: Custom

Our standard criteria for generating the CMC fields (337, 338, and 339) include examination of fixed and variable fields. There is no additional cost for this option.

Alternatively, you may choose to have us create CMC fields based on other coding or data. Supply a file in Excel to show the appropriate mapping, so that we can provide you with a quote.

Here is a sample based on one library's output from an Innovative Interfaces system.

Sample customization of CMC mapping:

Material Type/BCODE2:	Code	336\$a Content	337\$a Media	338\$a Carrier
Archive	r	text	Unmediated	volume
BOOK	a	text	unmediated	volume
JOURNAL/SERIAL	s	text	unmediated	volume
MUSIC SCORE	c	notated music	unmediated	volume
MAP	e	cartographic image	unmediated	sheet
IMAGE	k	still image	unmediated	sheet
KIT/OBJECT	o	other	unmediated	object
MANUSCRIPT	t	text	unmediated	sheet
SLIDE	u	still image	projected	slide
MICROFORM	w	text	microform	microfiche
E-RESOURCE (Category)				
E-Government Document	m	text	computer	online resource
CD-ROM	5	unspecified	computer	computer disc
WEB RESOURCE	6	text	computer	online resource
DATABASE	4	text	computer	online resource
E-BOOK	2	text	computer	online resource
E-JOURNAL	3	text	computer	online resource
DATASET	7	computer dataset	computer	online resource
E-MUSIC SCORE	8	notated music	computer	online resource
VIDEO (Category)				
ONLINE VIDEO	n	two-dimensional moving image	video	online resource
DVD	d	two-dimensional moving image	video	videodisc
BLU-RAY	b	two-dimensional moving image	video	videodisc
FILM	f	two-dimensional moving image	projected	film reel
VHS CASSETTE	v	two-dimensional moving image	video	videocassette
AUDIO (Category)				
Audio Cassette	j	performed music	audio	audiocassette
ONLINE AUDIO	h	performed music	audio	online resource
Audio CD	q	performed music	audio	audio disc
LP/VINYL	p	performed music	audio	audio disc

General Material Designation (GMD)

While the GMD is not part of RDA, decisions about the creation of the CMC and the GMD often arise at the same time. As part of authorities, you can retain the GMD, move it to a 500 Note field, delete it without retaining it anywhere, or create one if one does not exist. MARCIVE will retain the GMD unless you request that it be moved to another field, such as a note.

Retain GMD

Some libraries wish to retain the GMD in the 245 Title field.

Retain GMD			
Incoming bib record:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 sound disc : \$b analog, 78 rpm ; \$c 12 in.
Changed by MARCIVE to:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 audio disc : \$b analog, 78 rpm ; \$c 12 in.
	336	—	\$a spoken word \$b spw \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier

Move GMD

You may wish to move it to a note.

Move GMD to a 500 field			
Incoming bib record:	245	00	\$a Action in North Africa \$h [sound recording].
	300	—	\$a 1 sound disc : \$b analog, 78 rpm ; \$c 12 in.
Changed by MARCIVE to:	245	00	\$a Action in North Africa.
	300	—	\$a 1 audio disc : \$b analog, 78 rpm ; \$c 12 in.
	336	—	\$a spoken word \$b spw \$2 rdacontent
	337	—	\$a audio \$b s \$2 rdamedia
	338	—	\$a audio disc \$b sd \$2 rdacarrier
	500		\$a GMD: sound recording

We recommend moving the GMD to a 500 field, particularly if you have used terms that were useful to your users, but were not standard.

Local GMD				Recommended			
Incoming bib record:	245	04	\$a The best exotic Marigold Hotel \$h [movie].				
Changed by MARCIVE to:	245	00	\$a The best exotic Marigold Hotel.				
	500		\$a GMD: movie				

Delete GMD

You can request that we simply delete the GMD.

Create GMD

Some libraries depend on the GMD and have noticed that new cataloging lacks a GMD. If you want us to create a GMD for any title which lacks one, this is an option. There is a one-time setup fee.

Create GMD

Incoming bib record:	245	00	\$a Forever strong / \$c Picture Rock ...
	336	—	\$a two-dimensional moving image \$2 rdacontent
	337	—	\$a video \$a computer \$2 rdamedia
	338	—	\$a videodisc \$2 rdacarrier
Changed by MARCIVE to:	245	00	\$a Forever strong \$h [videorecording] / \$c Picture Rock ...
	336	—	\$a two-dimensional moving image \$2 rdacontent
	337	—	\$a video \$a computer \$2 rdamedia
	338	—	\$a videodisc \$2 rdacarrier

RDACS Reports

Two reports are available for backfile processing customers. Both are electronic. They are charged as listed on the quotation provided by your marketing representative.

Neither report is available for ongoing processing.

Changed Records Report

CHANGED RECORDS REPORT

<< = Incoming fields

>> = Outgoing fields

This is a UTF-8 encoded file and is best viewed using a Unicode font.

***** Record 1 *****

<< 000 00834cam a2200253 a 4500

<< 040 ▼aDLC▼cDLC▲

<< 250 ▼aEd. a 2-a, rev.▲

<< 260 ▼aBucurești : ▼bEditura Enciclopedică, ▼c1998.▲

<< 300 ▼a314 p. ; ▼c20 cm.▲

>> 000 00975cam a2200289 i 4500

>> 040 ▼aDLC▼beng▼erda▼cDLC▲

>> 250 ▼aEdiție a 2-a, revizuita.▲

>> 264 1 ▼aBucurești : ▼bEditura Enciclopedică, ▼c1998.▲

>> 300 ▼a314 pages ; ▼c20 cm.▲

>> 336 ▼atext▼btxt▼2rdacontent▲

>> 337 ▼aunmediated▼bn▼2rdamedia▲

>> 338 ▼avolume▼bnc▼2rdacarrier▲

***** Record 2 *****

<< 000 01454cim a22003257a 4500
<< 040 ▼aDLC▼cDLC▼dDLC▲
<< 245 00 ▼a[Alfred E. Smith Memorial Fund dinner]▼n1946-10-16▼h[sound recording].▲
<< 260 ▼c1946.▲
<< 300 ▼a2 sound discs (approx. 31 min.) :▼banalog, 33 1/3 rpm ;▼c16 in.▲
<< 700 1 ▼aHarriman, W. Averell▼q(William Averell),▼d1891-1986.▼4spk▲
<< 700 1 ▼aBarouk, Bernard.▼4spk▲

>> 000 01619cim a22003737i 4500
>> 040 ▼aDLC▼beng▼erda▼cDLC▼dDLC▲
>> 245 00 ▼a[Alfred E. Smith Memorial Fund dinner]▼n1946-10-16▲
>> 264 0 ▼c1946.▲
>> 300 ▼a2 audio discs (approximately 31 min.) :▼banalog, 33 1/3 rpm ;▼c16 in.▲
>> 336 ▼aspoken word▼bspw▼2rdacontent▲
>> 337 ▼aaudio▼bs▼2rdamedia▲
>> 338 ▼aaudio disc▼bsd▼2rdacarrier▲
>> 500 ▼aGMD: sound recording.▲
>> 700 1 ▼aHarriman, W. Averell▼q(William Averell),▼d1891-1986,▼espeaker▲
>> 700 1 ▼aBarouk, Bernard,▼espeaker▲

***** Record 3 *****

<< 000 01208ccm a22002537a 4500
<< 040 ▼aDLC▼cDLC▼dDLC▲
<< 260 ▼aMiami, Fla. :▼bWarner Bros. Publications,▼cc1995.▲
<< 300 ▼a33 p. of music ;▼c31 cm.▲
<< 700 1 ▼aJonas, Alicia.▼4arr▲

>> 000 01360ccm a22002897i 4500
>> 040 ▼aDLC▼beng▼erda▼cDLC▼dDLC▲
>> 264 1 ▼aMiami, Fla. :▼bWarner Bros. Publications,▼c©1995.▲
>> 300 ▼a1 score (33 pages) ;▼c31 cm.▲
>> 336 ▼anotated music▼bntm▼2rdacontent▲
>> 337 ▼aunspecified▼bz▼2rdamedia▲
>> 338 ▼aunspecified▼bzu▼2rdacarrier▲
>> 700 1 ▼aJonas, Alicia,▼earranger▲

CMC Report

UNSPECIFIED CMC REPORT

Control	336(Content)	337(Media)	338(Carrier)
2002543367	notated music	unspecified	unspecified
2002627426	cartographic image	unmediated	unspecified
2005566872	unspecified	unspecified	electronic resource
2010474006	unspecified	unmediated	unspecified
2011560329	notated music	unspecified	unspecified
2011620471	performed music	audio	unspecified
75696612	cartographic image	unspecified	unspecified
86145056	notated music	unspecified	unspecified
87694103	cartographic image	unspecified	unspecified
gm 70001594	cartographic image	unspecified	unspecified
sf 99044092	unspecified	microform	microfilm reel
sn 96005291	unspecified	unspecified	electronic resource

Special RDACS requests

Please ask us if you have any special requests concerning RDACS. Customization may be possible for libraries that need Leader encoding changes other than the standard or have used a language of cataloging other than English.

Another available customization is for the expansion of the volume/sequential designation abbreviations in the MARC 490 \$v. MARC 830 \$v can also be examined, using the list appropriate for that field. This customization is not available to ongoing customers.

Other examples: Change Leader byte 18 from *a* to *i*. Add a \$*e rda* to 040 fields.

Sample bibliographic record and matching authority records

All examples have been edited for space.

Output bibliographic record		Authority record
010	\$a 2011500452	
040	\$a DLC \$c DLC	
100	1_ \$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973.	Name (personal)
245	10 \$a Beowulf and the critics / \$c J.R.R. Tolkien ; edited by Michael D.C. Drout.	
250	\$a Rev. 2 nd ed.	
260	___ \$a Tempe, AZ :\$b ACMRS, \$c 2011.	
300	___ \$a xxv, 479 p. ; \$c 23 cm.	
490	0_ \$a Medieval & Renaissance texts & studies \$v v. 402	Series
630	00 \$a Beowulf.	Subject (uniform)
600	10 \$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973. \$x Knowledge \$x Literature.	Subject (personal name)
650	_0 \$a Epic poetry, English (Old) \$x History and criticism \$x Theory, etc.	Subject (topical)
651	_0 \$a Scandinavia \$x In literature.	Subject (geographic)
650	_0 \$a Monsters in literature.	Subject (topical)
700	1_ \$a Drout, Michael D. C., \$d 1968-	Name (personal)
710	2_ \$a Arizona Center for Medieval and Renaissance Studies.	Name (corporate)
830	_0 \$a Medieval & Renaissance texts & studies \$v v. 402	Series

Output matching authority record		Matches
001	\$a n 79005673	
100	1_ \$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973.	Name (personal)
400	1_ \$a Tolkien, John Ronald Reuel, \$d 1892-1973.	

Output matching authority record		Matches
001	\$a n 79018834	
130	_0 \$a Beowulf.	Subject (uniform)
430	_0 \$a Bjowulf	

Output matching authority record		Matches
001	\$a n 79005673	Subject (personal name)
100	1_ \$a Tolkien, J.R.R. \$q (John Ronald Reuel), \$d 1892-1973.	
400	1_ \$a Tolkien, John Ronald Reuel, \$d 1892-1973.	

Output matching authority record		Matches
001	\$a n 79005673	Subject (topical)
150	__ \$a Epic poetry, English (Old) \$x History and criticism	

Output matching authority record		Matches
001	\$a sh2010111978	Subject (geographic)
151	__ \$a Scandinavia \$x In literature.	

Output matching authority record		Matches
001	\$a sh 85086997	Subject (topical)
150	__ \$a Monsters in literature.	

Output matching authority record		Matches
001	\$a n 2002037704	Name (personal)
150	__ \$a Drout, Michael D. C., \$d 1968-	

Output matching authority record		Matches
001	\$a no 93029482	Name (corporate)
110	_2 \$a Arizona Center for Medieval and Renaissance Studies.	
410	_2 \$a Arizona State University. \$b Arizona Center for Medieval and Renaissance Studies	

Output matching authority record		Matches
001	\$a n 42016233	
130	_0 \$a Medieval & Renaissance Texts & Studies (Series)	Series
410	1_ State University of New York at Binghamton. \$b Medieval & Renaissance Texts & Studies. \$t Medieval & Renaissance texts & studies	

Output options for authority control

Processing of unmatched access points

MARCIVE authority control makes thousands of corrections automatically. Some access points will not be matched to the Library of Congress file simply because LC has not created a heading yet. Notification Service customers can sign up for NewMatch, at no additional charge, to search for new LC headings that match previously unmatched access points. These authority records are provided to the library as part of the regular monthly distribution.

Bibliographic file output

At the conclusion of the project, the library's MARC file of cataloging records is sent back to the library, ready for loading into the local system. The library's data files in either MARC-8 or UTF-8 are made available via FTP, with a backup copy on CD or DVD.

MARCIVE has provided records for nearly every local system including Innovative Interfaces Inc. (III), SirsiDynix, Ex Libris, Koha, EOSi, Follett, CyberTools, The Library Corporation, and VTLS.

Mvl

MARCIVE's organizational code is Mvl. If you wish to have our code—or any other word or phrase—added to your records before you load them, this is available at no additional cost.

Authority file output

Only the authority records required by your library are output, in the division required by your local system. Duplicate authority records are removed.

Reports

Another part of MARCIVE authority control is the creation of reports summarizing various types of activity and specifying problems or exceptions. The reports are divided into various categories so that each type of exception can be treated more easily. All reports except the Unrecognized Main Headings report are printed in the same sequence as the bibliographic records.

Statistical report

A statistical report is always supplied showing such activity as the number of bib records processed, the number of headings examined, the number of headings changed, etc.

Bibliographic authority control statistics

142	Bibliographic records were changed
142	Total bibliographic records were output
905	Total headings selected for processing
818	Authorized headings verified without change
27	Authorized headings required modification
23	Recognized unauthorized headings replaced
2	Headings matched multiple authorized forms
4	Undifferentiated personal names
31	Unrecognized headings left unchanged
97	Subject geographic subdivisions processed
245	Subject general subdivisions processed
261	Subject form subdivisions processed
6	Non-filing indicators corrected
1	\$h subfields corrected in a 245 field

Unrecognized Main Headings (Optional)

This report lists, in alphabetical order, any headings which were not matched after MARCIVE processing, and were left unchanged. Reports of Library of Congress headings are separate from reports of MeSH headings.

Multi-matches (Optional)

This report lists the headings which matched multiple authorized forms, along with the recognized possible choices for the authorized form. You may find this report helpful if you have chosen the profile option to suppress the automatic replacement of each recognized obsolete heading by all currently authorized forms. This is sometimes referred to as a "Split Headings" or "Divided Headings" report, however it also lists name headings that match multiple subfield \$a name records when there is no exact match.

Heading Changes (Optional)

This report, also referred to as a "Heading Correction Activity Report", lists the old and new forms of access points, with a coded explanation of what change was made. Due to the large number of corrections made by MARCIVE's processing, this is a voluminous report. The following example indicates the type of information this report contains.

REC NO	CONTROL NUM	TAG	BIBLIOGRAPHIC TAG DATA	N	CORRECTED HEADING DATA
000003	2009-656988	700 1b	A^Shakespeare, William,^D^1564-1616.^T^The comedy	\$t	A^Shakespeare, William,^D^1564-1616.^T^Comedy of
000004	2012-203072	245 00	H^[electronic resource :^B^open access.^	\$h	H^[electronic resource] :^B^open access.^
000005	2005-542853	245 10	A^L'Etat de droit et droits europeens :^B^l'evolution	A	A^L'Etat de droit et droits europeens :^B^l'evolution
000008	2003-542848	600 10	A^Nivola, Costantino,^D^1911-^X^- Art collections	D	A^Nivola, Costantino,^D^1911-1988^X^- Art collections
000021	2010-282394	100 1b	A^Matheson, Richard,^D^1926-.	f	A^Matheson, Richard,^D^1926-2013.^
000022	90-221987 //	651 b0	A^Argentina^X^- Desc. & trav.^	X	A^Argentina^X^- Description and travel.^
000022	90-221987 //	651 b0	A^Argentina^X^- Pictorial works.^	xv	A^Argentina^V^- Pictorial works.^
000030	2006-33992	651 b0	A^Earth^X^- Age.^		A^Earth (Planet)^X^- Age.^

Maintaining the high quality of your database

To obtain the most benefit from authority control, your database needs to stay current.

Current cataloging

Once a library's authority control profile has been established and used to process its existing database of standard bibliographic records, it can also be used on an ongoing basis to process new cataloging.

Overnight Authorities

You send MARC bibliographic records to MARCIVE via FTP whenever you want and in whatever quantity you want. We examine the records, just as we did for backfile, and provide the results via FTP the next business day.

Our Overnight Authorities service:

- checks the name and access points in every batch
- updates the bibliographic file, if necessary
- finds a MARC authority record, if one exists
- returns a file of MARC authority records for this batch via FTP
- suppresses duplicates
- suppresses authorities previously sent, unless they have changed
- returns the updated bibliographic file via FTP

You load the updated bib file and the new file of authority records into your local system. Within minutes of receipt, your catalog is current.

Overnight Authorities maintains current authority control with a minimum of staff involvement. This frees staff for more productive work and reduces the cost of catalog maintenance.

Authority Award Club status

When a library sends its 50,000th record through Overnight Authorities (OA) at standard rates, it becomes an automatic member of our Authorities Award Club. Beginning the next month, the library will receive discounted rates for OA processing.

Processing large batches

Libraries that purchase very large batches of MARC records to support new collections such as Early English Books Online (EEBO) and Eighteenth Century Collections Online (ECCO) are requested to contact us before they send their files through Overnight Authorities (OA). Discounted pricing may be offered outside the OA framework.

Notification Service

Each week, LC distributes a file to MARCIVE and other subscribers containing new subject headings and revisions to previously distributed headings. These changes are summarized monthly in the [Library of Congress Subject Headings \(LCSH\) Approved Lists](#). At libraries not using automated services, catalogers scrutinize the lists for changes and make changes manually in the local catalog.

In Notification Service however, MARCIVE scans the new and revised headings, and compares with all headings previously distributed to your library.

Previously distributed LC authority record	
sh 85040427 LCCN permalink: http://lccn.loc.gov/sh85040427 HEADING: Earth 010 — \$a sh 85040427 035 — \$a (DLC)sh 85040427 035 — \$a (DLC)39082 040 — \$a DLC \$c DLC \$d DLC 053 — \$a QB630 \$b QB638.8 \$c Earth as a planet 151 — \$a Earth	Old

Revised LC authority record	
sh 85040427 LCCN permalink: http://lccn.loc.gov/sh85040427 HEADING: Earth (Planet) 010 — \$a sh 85040427 035 — \$a (DLC)sh 85040427 035 — \$a (DLC)39082 040 — \$a DLC \$c DLC \$d DLC 053 — \$a QB630 \$b QB638.8 \$c Earth as a planet 151 — \$a Earth (Planet) 451 — \$w nne \$a Earth	New

In the above example, the library has previously received and loaded the authority record for the subject heading of "Earth." In 2013, the Library of Congress changed the heading of "Earth" to "Earth (Planet)." MARCIVE sent out this change to all its Notification Service customers who have ever received an authority record of "Earth."

The library loads this revised record into its local system, which typically overlays the old record on the basis of the control number, in this case number sh 85040427. Depending on the capabilities of the local system, all the bibliographic records linked to this authority record may be changed automatically, or the library may have to initiate a global replacement command. In very little time, all the library's bibliographic records with the subject heading "Earth" show "Earth (Planet)" instead.

In either case, the amount of work expended in changing this major heading is very small. Library staff do not even have to monitor update sources to learn of the change; MARCIVE provides the revised records proactively.

Please note that Notification Service tracks changes to LC Names and Subject Headings, LAC Canadian Names and Subject Headings, and MeSH subject headings. It does not track changes to Children's and Sears headings.

As mentioned earlier, one option for Notification Service customers is to receive electronic reports of new, deleted, and changed authority records. Every attempt is made to develop reports that are as useful as possible. If the library requires a report, the report we recommend:

- consists of only changed and deleted authority records. (Alternatively, the library may limit the report to just new authority records or have all new, deleted, and changed authority records in one integrated listing.)

- limits the changed authority records to those which affect headings in the library's bibliographic records. The latter is defined as authority records which have had a change to the text, diacritics, or interior punctuation of the 1XX field only. We refer to this version of the Notification Service report as the "A List."

The library's decision about how it wants the report to appear does *not* affect which MARC authority records it receives.

Process ongoing bibliographic records

If the library sends MARCIVE its ongoing cataloging records, the Notification Service will process these records as well. We will verify the headings of the new bibliographic records (Overnight Authority control service) and supply only newly matched or previously matched but recently changed authority records.

MARCIVE Enhanced GPO Service subscribers have an especially easy way to keep these files up-to-date since the data originate with us. Every month you will receive the appropriate authority records for that month's data, as well as previously matched but just changed authorities. You can save even more time by folding in your ongoing cataloging records with the GPO files we have generated for your library. This eliminates duplicate authority records and saves the library processing time.

Notification option: Missing link

When the Library of Congress changes an authorized form, the old term is not always included as a tracing. The addition of death dates in personal names is one instance in which the earlier form of name is not provided in the update record. However, as an option, MARCIVE can add a 4XX with this heading. For some local systems, this makes automatic updating of the obsolete heading possible, thus saving the librarian from manual intervention.

This option is indicated on the profile as "Add extra 4XX in replacing record" because the new authority record will contain an extra 4XX identified by a leading \$w subfield of "nea" and a trailing \$5 subfield of "MvI". The missing link option will help with any situation in which the LC authority record lacks the old entry.

In the following example, the new LC authority record for Tom Clancy does not include a 400 to link it to the library's old name headings.

LC name authority record lacks previous heading	
n 84030721	
LCCN	
permalink:	http://lccn.loc.gov/n84030721
HEADING:	Clancy, Tom, \$d 1947-2013
010	— \$a n 84030721
035	— \$a (OCoLC)oca01147479
040	— \$a DLC \$b eng \$e rda \$c DLC \$d DLC \$d OCI \$d NJQ
053	— \$a PS3553.L245
100	1_ \$a Clancy, Tom, \$d 1947-2013
	New

The local system may not be able to update the access point in the bib record in your database, because there is not a perfect match between the authority record and the bib.

New authority record:	100	1_	\$a Clancy, Tom, \$d 1947-2013
Bib record in your database:	100	1_	\$a Clancy, Tom, \$d 1947-

To create a match, MARCIVE supplies the missing link. With the missing link option, the new authority record will contain an extra 400.

LC name authority record with MARCIVE Missing Link	
n 84030721	
LCCN	
permalink: http://lcn.loc.gov/n84030721	
HEADING: Clancy, Tom, \$d 1947-2013	
010 ___ \$a n 84030721	
035 ___ \$a (OCoLC)oca01147479	
040 ___ \$a DLC \$b eng \$e rda \$c DLC \$d DLC \$d OCI \$d NJQ	
053 ___ \$a PS3553.L245	
100 1_ \$a Clancy, Tom, \$d 1947-2013	
400 1_ \$w nnea \$a Clancy, Tom, \$d 1947- \$5 Mvl	Missing Link

The 400 makes a match possible in your local system.

The processing helps with headings that are not personal names as well.

LC subject authority record lacks previous heading	
sh2004003192	
LCCN	
permalink: http://lcn.loc.gov/sh2004003192	
HEADING: Sri Lanka History Civil War, 1983-2009	
010 ___ \$a sh2004003192	
035 ___ \$a (DLC)6146124	
040 ___ \$a DLC \$b eng \$c DLC \$d DLC	
151 ___ \$a Sri Lanka \$x History \$y Civil War, 1983-2009	New

In this example, the new LC authority contains the updated dates for the war, but does not include a 451 that would link it to the library's old headings. If the library selects the missing link option, the authority record will contain an extra 451.

LC subject authority record with MARCIVE Missing Link	
sh2004003192 LCCN permalink: http://lcn.loc.gov/sh2004003192 HEADING: Sri Lanka History Civil War, 1983-2009 010 ___ \$a sh2004003192 035 ___ \$a (DLC)6146124 040 ___ \$a DLC \$b eng \$c DLC \$d DLC 151 ___ \$a Sri Lanka \$x History \$y Civil War, 1983-2009 451 ___ \$w nnea \$a Sri Lanka \$x History \$y Civil War, 1983- \$5 Mvl	Missing Link

Missing Link helps your local system make the match to update the record.

Old bib record in your database:	151	_0	\$a Sri Lanka \$x History \$y Civil War 1983-
New authority record with MARCIVE Missing Link:	151	___	\$a Sri Lanka \$x History \$y Civil War 1983-2009
	451	___	\$w nnea \$a Sri Lanka \$x History \$y Civil War, 1983-\$5 Mvl
Updated bib record in your database:	151	_0	\$a Sri Lanka \$x History \$y Civil War 1983-2009

These examples show how much can be done automatically with the help of this profile option.

Notification option: NewMatch

Notification Service customers can instruct MARCIVE to research any ongoing unmatched bibliographic headings against subsequently received authority records from Library of Congress. If so profiled, MARCIVE will also search for new name and subject authority records from Library and Archives Canada and National Library of Medicine. Any new matches will be sent to the library on a monthly basis. If the library did not have its backfile processed through MARCIVE and unmatched headings retained, Authority NewMatch will only start tracking unmatched headings after the profile option has been selected and new bibliographic records have been received.

NewMatch is an excellent way for the library to reduce the amount of time spent researching unmatched headings and loading needed authority records as they are released by LC, LAC, and NLM.

NewMatch reduces the need to keep looking up unmatched headings from your backfile project. We do it for you!

Notification option: New authorities sent monthly or with bib records

If you are using Overnight Authorities in conjunction with Notification Service, you also need to decide if you want to receive the new matching authority records monthly with the changed authority records or at the same time as the verified bibliographic record.

Ongoing authority control without backfile processing

Even if you did not have MARCIVE clean up the initial file, you can still keep your current cataloging up-to-date.

We recommend that you have authority control performed against all your current cataloging by using both Overnight Authorities and Notification Service.

Complete the Ongoing Authorities Profile to provide us with specifications. If you have an existing authority file that must be used for notification, please discuss this with a marketing representative as there will be additional cost.

Commonly asked questions

What happens to locally defined fields?

Your bibliographic records are returned to you intact. Locally defined fields are retained, unless you request that they be deleted. Alternatively, you may want them to be recoded as a standard field and examined.

Incoming bib record:	793	0_	\$a SpringerLink online monographs. \$p Computer science monographs
	985	__	\$a VENDOR LOAD
Retained as is:	793	0_	\$a SpringerLink online monographs. \$p Computer science monographs
	985	__	\$a VENDOR LOAD

How are non-LC subject access points handled?

Your MARCIVE processing profile offers the following standard options: Library of Congress, Library and Archives Canada, LC Children's, National Library of Medicine MeSH, Genre (LCGFT), Genre (GSAFD), Genre (MeSH), and Sears.

For other subject heading schemes, you have the option to retain, delete, or recode.

	650	_7	\$a FICTION / Historical \$2 bisacsh
	600	_7	\$a Obama, Barack, \$2 fast \$0 (OCoLC)fst00348231
	653	_4	\$a Memory management (Computer science)
	655	_7	\$a Juvenile literature \$y 1845. \$2 rbgenr
	655	_7	\$a Documentaries and factual films and video. \$2 mim

Retain, but do not examine. This bibliographic record contains two subject access points. The first subject is LC and is examined and corrected. The second subject is not LC; it is not examined but is retained.

Incoming: LCSH examined	650	_0	\$a Sisters \$x Fiction.
Non-LCSH not examined	650	_7	\$a FICTION / Historical \$2 bisacsh
Outgoing: LCSH verified	650	_0	\$a Sisters \$v Fiction.
Non-LCSH retained	650	_7	\$a FICTION / Historical \$2 bisacsh

Delete. This bibliographic record contains two subject access points. The first subject is LC and is examined and corrected. The second subject is not LC; it is deleted, according to the library's profile. Many times, the handling of non-LC subject headings is dependent on the indexing capabilities of the library's automated system. Typically, however, our recommendation is not to delete information that may prove to be useful later.

LCSH examined	650	_0	\$a Physics \$x Juvenile literature.
Non-LCSH deleted	655	_7	\$a Juvenile literature \$y 1845. \$2 rbgenr
LCSH verified	650	_0	\$a Physics \$x Juvenile literature.

Recode so that it can be examined. This record contains two subject access points. The first subject is LC and is examined and corrected, if necessary. The second subject is changed from 653/_4 to 650/_0 and examined as an LC subject.

LCSH examined	650	_0	\$a Combinatorial enumeration problems.
Non-LCSH not examined	653	_4	\$a Memory management (Computer science)
LCSH verified	650	_0	\$a Combinatorial enumeration problems.
Non-LCSH recoded, examined, and verified	650	_0	\$a Memory management (Computer science)

Does the library have to send records every day?

No. Although the name of the MARCIVE ongoing service is Overnight Authorities, the name just reflects the speed with which we process and return your file of bibliographic records. You send the records as frequently as you want. The size of the file may be small or large, since there is no minimum order. You can have MARCIVE process the records daily, weekly, or on whatever schedule suits your library.

Does RDACS processing skip bib records coded as RDA?

No. RDA practice has changed over time. Therefore, if you elect RDACS processing, all bibliographic records are examined and brought up to current standards, even those coded as RDA.

If I choose RDACS, will all my authority records be RDA?

No. You receive the most current authority record distributed by LC. There is only one authority record for each name or subject, so it is not a matter of choosing between two records, one in AACR2 and one in RDA. Approximately 95% of the LC file contains headings coded AACR2 but acceptable under RDA. A steadily increasing percentage of LCNA and LCSH authority files are coded RDA. As LC updates records in the future, you receive the updated record through Notification Service.

RDACS is primarily a way to make cataloging conform to RDA. It does not change authority records.

We received some matching authorities that have a statement that they cannot be used under RDA. Should we have received them?

Yes. All LC authorities are valid for use and distribution. Approximately 2.8% of the LC authority file will require a human decision the next time a NACO cataloger uses that record. They have been marked:

667 __ \$a This 1XX field cannot be used under RDA until this record has been reviewed and/or updated.

In this time of transition, the record is to be used as-is until a NACO cataloger reviews and updates it. At that time, LC will redistribute it and your library will receive the updated record through MARCIVE Notification Service.

The MARCIVE difference

For over 30 years MARCIVE has provided useful bibliographic services to libraries. Our specialization means that we are not in competition with vendors of automated systems; instead, we work with all of them.

- Sophisticated processing at an economical cost
- Extensive experience with providing data to all automated systems
- Free RDA conversion
- Flexibility for library-specific requests
- Seamless method to keep both bibliographic and authority files up-to-date
- Automatic update on previously unmatched access points
- Free authority control on records obtained through MARCIVE Enhanced GPO Database Subscription service
- Discounted processing on large purchased sets of bib records
- Credit card payments accepted
- Excellent customer service