ONGOING AUTHORITIES MAINTENANCE WITHOUT BACKFILE PROCESSING

The very best solution for a clean catalog is to first process all of your legacy bibliographic records, bringing everything up to date. But for various reasons, your library may not be able to do that: budgets, timing, staffing, etc. If we do process your initial file, you have two options for ongoing maintenance: *Standard Notification Service* or *Comprehensive Notification Service (CNS).* With CNS, we retain your bibliographic records and refresh it at timing of your choosing.

Even if you did not have MARCIVE clean up the initial file, you can still keep your current cataloging accurate. Send us your files of existing authority records to create a **history file** against which all future work will be compared from that point forward. We will begin tracking changes to it with the monthly *Standard Notification Service*. New cataloging is processed through our *Overnight Authorities Service.*   Since we did not process your legacy file of <u>bibliographic</u> records, CNS is not an option.

We offer two options for getting started with ongoing work: History File Creation or History File Replacement. With either service, we are maintaining your authority file from **this point in time forward.** The pricing is the same for either option.

History File Creation

We will accept from the library a file of authority control numbers and use that as a base file for future work. The file should be split according to the way your library's system requires them: e.g. names and subjects in separate files. The control numbers from this file will be used for *Standard Notification Service*. MARCIVE receives new files from LC each week. You'll automatically get files of new, changed, and deleted authority records every month. Those records are loaded into your ILS/LSP, where programs are then run to update the associated bibliographic records.

History File Replacement

This is the <u>preferred</u> method of getting started with ongoing authorities maintenance. We accept your file of authority record numbers, but then match them against the current LC authority files and produce a replacement file containing the most current version of the authority records. The file is returned to the library, where it is reloaded. While this is more

work initially for the library, we know that we are utilizing the most current version of LC records, which is beneficial to the library.

NewMatch

This is a popular, free option with *Standard Notification Service*. As new bibliographic records are processed, there will be some access points that remain unmatched simply because authority records have not yet been created for them. We retain these access points, and continually check for matches. When at some point an authority record is created and distributed for a previously unmatched heading, we know you are supposed to get it and then automatically supply it with the next Notification processing.

Overnight Authorities Service (OA)

After either type of history file has been established by MARCIVE, the next step is to send new cataloging for update through *Overnight Authorities Service*. There is no set timing for the sending of the records, but it is very helpful to have an internal workflow to ensure that records are sent on a consistent basis. Some libraries have set dates when they send records regardless of how many there are. It doesn't matter, as there is never a file minimum! Records sent in the morning (business days) are typically returned to the library the same day, or at the latest, the next business day. Any new authority records produced are added to the library's history file for future update.

1. *I don't have an authority record from MARCIVE for this particular heading, and I see there is one in the LC authority file. Why did I not receive it?*

Did you send us the bibliographic record with that heading? Has your library been sending new cataloging to us on a regular basis?   That should be the first investigation. Many libraries ask us to place a date stamp in the bibliographic record when it is processed through OA, so that is a good way to determine if we received it and when it was processed. If you see that we did process the bib record, you can send us the bib control number and the access point and we will research the reason behind the missing authority record. It may be that the heading was sent before the LC authority record was established, and if so, the authority record will be provided in NewMatch when the unmatched heading is processed again.

2. *Our library hasn't loaded several months of Notification files, and I can't locate them. What should I do?*

Authorities processing is an ever-moving window, with various changes occurring frequently. It is crucial to retrieve and load the records in a timely, consistent manner. If you had retained them, they would need to be loaded in chronological order to assure synchronization. Naturally it would be best if your library were able to have us perform backfile processing. Otherwise, the best solution would be to either load new files as they are received, or do a new history file replacement, and begin a new subscription.

3. *We just got a new index in our ILS for Accelerated Reader and we added the enrichment option to our MARCIVE profile for processing new records. It's great that it's free! We'd like to add this data to our legacy data. How do we do this?*

When performed in conjunction with authorities processing, Reading Notes Enrichment (Lexile and Accelerated Reader) may be added at no additional cost, outside of the one-time profile fee. However, this involves processing of legacy data. We could do this as a stand-alone enrichment project, where you would send us your bib database and we would enrich the records at the quoted unit cost. An estimate could be provided, or you can send us your database and we can produce a cost proposal with no obligation.

Alternatively, if your library were to embark on a backfile authorities project, this enrichment (and also Lexile) could be added as a free option.