An Overview of MARCIVE's Ongoing Authority Control Services

In this video, we will provide in detail on the following services: 1) Overnight Authorities Service, 2) Standard Notification Service, and 3) Comprehensive Notification Service.   Some of this video is a review from video one.   Now that you've spent significant time, as well as money, obtaining a clean legacy database, how will you keep it clean? Your catalog is continually changing. Bib records are added and deleted. Authorities are an ever changing window.   Do you have the resources to keep it up? Let's explore how MARCIVE can keep your database clean and relevant for your patrons.

Overnight Authorities. If your library has signed up for Overnight Authorities, you will receive information on FTPing the records to us following the backfile project along with the most commonly asked questions.   Overnight Authorities is the mechanism for authorizing newly cataloged bibliographic records created traditionally after a backfile project.   You can choose to receive matching authority records or not. Essentially, everything you did in the processing during the backfile is applies to new records.

This service works in conjunction with the Notification Services. If you choose Standard Notification Service, this retains records in your history file. If you choose Comprehensive Notification Service, this service retains bibliographic records and authority records to your history file at MARCIVE.

The name Overnight Authorities is in reference to the turnaround time that MARCIVE will process the records. If you send them by 2pm Central Standard Time, we will send you the processed records the next business day. It does not mean your library will send us records every night. MARCIVE is in the office Monday through Friday 8am to 5pm Central Standard Time and is closed most major holidays. We actually do not put you on a schedule and there is no minimum file fee. Obviously send us new records on a consistent basis means your database will be in sync.

Overnight Authorities provides **optional** reports reflecting bibliographic record changes.

There are 5 free reports. You can receive only the ones you want, or all of them.

1. Statistical Summary Report. Provides the data for the processing, broken down by MARC tag.

2. Unrecognized or Invalid Terms Report. Report showing all main access points, which did not appear in any form in the supplementary or master LC authority control files.

3. Multiple Matches or High Probability Matches Report. Report showing the main terms, which matched multiple authorized term forms in the supplementary or the master authority files, along with all possible choices for the authorized form.

4. Changed Authorized Terms Report. Reports showing every field (before and after) that was changed by matching to an associated authority record. The report is further divided by types of changes made. The access points that are changed will be separated by tag type to enable easier viewing.

5.   Preprocessing Changes Report. Report of database cleanup changes including those made through RDA Conversion. Changes reflected are not the result of matching to an associated authority record.

There are two additional reports that can be requested at additional costs:

1. Unspecified CMC Fields Report. This report records the records for which the 336, 337, and 338 fields are undefined due to the lack of data in the record to properly create them.   These are known as the Content, Media, Carrier Fields.

2. Authority Control Partial Match Report. Report showing terms which were matched to an authority record but had additional subfield(s), which did not match. Depending on your data, this may be an extensive report so you should discuss this with your Sales Representative before requesting this option.

Standard Notification Service

Standard Notification Service maintains a history file of your authority file records only and sends monthly updated records, plus deleted authority records. Depending on the options chosen, it may include new authority records as well.

With this service, the library is responsible for maintaining the legacy bibliographic data within the Integrated Library System. You will run your programs (each system has a varying term, for example: Automated Authority Control Program, or Preferred Term Correction Job) that will update the corresponding bibliographic record after you receive the monthly MARCIVE file of changed, new and deleted authority records. Your library will receive an email every month with a link to the FTP folder containing your records and report if chosen.

Optional: NewMatch Service is a free option available with Standard Notification Service. NewMatch retains all unrecognized headings and outputs the matching authority record when it becomes available.

Comprehensive Notification Service

Comprehensive Notification Service or CNS as we like to call it, is as named, a more comprehensive version of ongoing authority control. MARCIVE performs the backfile and retains all bib records, plus matching authority records if desired. This product was released January of 2017.

On a timeframe of your choosing (Annually, Semi-Annually or Quarterly), we update the entire bib file again, outputting only those bibliographic records reflecting a change. We can also provide new, changed & deleted authority records.

This means your library will not be reliant on your integrated library system to update your bibliographic records. As MARCIVE retains your entire bib file, there is a bit of planning involved.   We understand that your bibliographic record file is not a static repository. You will be given a special FAQ document with your welcome letter for this service. It will explain how to keep track of adds, changes and deletes.

There are complimenting options with CNS that facilitate the service depending on the library's system. The corresponding choices that you select with CNS involve ever changing bibliographic records, bib

record deletes, and new bibliographic records. It is necessary to map out your library's internal workflow and budget to see what works best for your staff.

There are 5 services:

1) Overnight Authorities. We have discussed this service several times in previous videos and is the service for newly added <u>and</u> changed bibliographic records.
2) Bib Deletes. (CNS only) If your library does not notify MARCIVE that you have deleted a bib record, you may get it back at the time of an update if there was a change. Receiving the previously deleted record could be a non-issue for most libraries. In many systems, the library receives an error report when there is no point of overlay and the bib record is not ingested into the catalog.   However, we have the bib delete option because libraries prefer not seeing these errors, and the cost to delete is minimal.
3) Authority Record Deletes. We supply a deleted authority record if it was deleted by Library of Congress or by other thesauri. However, we do not know if the library has deleted an authority record locally. You may get the record back if there is an update to it. Depending on your system, this may be problematic and lead to blind headings. Other systems have no problem retaining unlinked authority records. You may be thinking that if a bib record delete was sent to MARCIVE, this means you will delete any associated authority records, correct? When we delete a bib we do not check the headings for any corresponding authority records that represent its last use in the library catalog. Doing so is labor intensive so the cost would outweigh the benefit. Also, the desired result can be accomplished with another service.
4) Comprehensive Notification DB Reload: This will replace the basefile of bibliographic records MARCIVE has on our server and instead uses a new one your library will send. MARCIVE will provide you with changed bibliographic records and changed, new, and deleted authority records. This means you do not have to keep track of adds and/or deletes. There is a base fee, plus "overage."
5) Comprehensive Notification Full Authority and Bib File Replacement: This also replaces the basefile MARCIVE has retained for the library. It provides changed bibliographic records and a <u>new</u> authority file (not just changed authority records). This involves new, changed, and deleted bibliographic records. It is like starting afresh.   Additionally, this takes care of any deleted **authority** records as the library would delete the current file and replace it with a new one. Like the other basefile replacement, there is a base fee, plus "overage."   This option can only be executed once a year, at the time of subscription renewal.

More about Comprehensive Notification Service: The library will receive a letter 45 days before the date of reprocessing. It provides a date of the next processing, allowing the library ample time to prepare. There is also another letter that goes out 20 days before the work is to be performed. Please take note of these alerts so that your library can remain on schedule to receive all subscribed updates. If you require a schedule change, please notify MARCIVE as soon as possible.

<u>Notification Reports:</u>

Both Standard Notification and Comprehensive Notification have optional reports available at a nominal subscription cost. Most libraries choose to only receive the list of changed authorized terms. This

report is useful for Standard Notification customers as they can use the report to make sure all the bibliographic records were fully validated during the internal process run by ILS to update the headings in the corresponding bibliographic records. For Comprehensive Notification customers, this report verifies the work performed by MARCIVE. This report is only recommended for libraries that have the adequate staff time to review it.

This is the end of the current video series on MARCIVE services for authority control. Please contact us for a more personalized consultation at info@marcive.com