

# Obsolete Procedure Provided Only as a Reference to Past Practice

## Headings on HOLLIS Reports

Rev. 1/28/02

### A. DUPDET Headings (see HOLLIS Ref. Manual Appendix U)

#### 1. Unmatched code added to table

**Explanation:** The incoming record appears to duplicate an existing HOLLIS record, but there is a specific condition which caused the case to be flagged for human review, e.g. both records have 1XX fields but they differ.

**Action:** Check to see whether they are duplicates and if so, merge the records. Retain all numbers such as OCLC, RLIN, and ISBN when merging duplicates. (Can use Reflection Field Queue macro to copy entire MARC fields before merging, then paste back in.)

#### 2. Possible duplicates – incoming record added to database

**Explanation:** High probability duplicates, but not quite high enough to merge without human review. (These will have the same report case number.)

**Action:** Review records; merge if appropriate. Retain all numbers such as OCLC, RLIN, and ISBN when merging duplicates.

**Note:** There is a variation of this report involving non-book formats titled **Non-Book / Music record probable duplicate with database record – incoming record added to database**. Process as above. If materials formats are not exactly the same (LP vs. CD, for example), leave both records in HOLLIS.

#### 3. Multiple probable duplicates – incoming record added to database

**Explanation:** Two or more potential duplicates above the high weight threshold or none above the high threshold but one or more above the lower threshold.

**Action:** Review records; merge if appropriate. Retain all numbers such as OCLC, RLIN, and ISBN when merging duplicates.

#### 4. Too many potential duplicates – incoming record added to database.

**Explanation:** Almost always occurs when there were no hits on number key searches or on the 245 \$a b n and p, and the 245 \$a is a short, common word or phrase, e.g. China, or Poems.

**Action:** Best reviewed by searching the 245 \$a qualified by date, or by searching author. A low probability of finding real duplicates in this category. Merge if appropriate. Retain all numbers such as OCLC, RLIN, and ISBN when merging duplicates.

# Obsolete Procedure Provided Only as a Reference to Past Practice

## 5. Inconsistent collation for work in parts – incoming record added to database

**Explanation:** When the preferred record in a pair of non-serial duplicates has a 300 field beginning with “v.” and the other does not, the system will not automatically merge them. The incoming record will be added and printed for human review and merging, if appropriate.

**Action:** Review records; merge if appropriate. Retain all numbers such as OCLC, RLIN, and ISBN when merging duplicates.

## B. OCREV/RLIN FTP Headings (see HOLLIS Ref. Manual Section 10)

### 6. Lacks displaying call number. Processing continued.

**Explanation:** Warning that an error may have been made; it is possible that no call number was intended; processing of record is not affected by this condition. This is often the case with original HLS records (040 HLS \$c HLS).

**Action:** Discard; we put call numbers in the LOC field, not the bibliographic record.

### 7. 4-Char OCLC code not in OCLCtab: HLSS. Processing of 049 stopped.

### 8. Contains no usable holding library code. Processing of record stopped.

**Explanation:** These occur together when the 4-character code in the 049 \$a is unknown to HOLLIS, because it does not have a corresponding entry in the HUL OCLC table; the record cannot be processed, because it cannot be assigned a valid HOLLIS LOC \$i (\$c). The record must be reclaimed (and it may not be possible to identify who tried unsuccessfully to claim it).

**Action:** Duplicate reports: keep one set and discard the other. Check to see if a record has since been loaded in HOLLIS; if not, notify the cataloging unit if easily identifiable; otherwise, discard.

### 9. Target record was already in use – incoming record added to database.

**Explanation:** Very rare. Indicates that someone was editing the targeted record when the incoming record was being loaded.

**Action:** Merge records in HOLLIS.

### 10. Targeting failed. Incoming record added.

**Explanation:** Rare. Problem in 035 did not initiate further action. Record added to HOLLIS without going through duplicate detection.

**Action:** Check 049 and send those records with Area Studies codes to unit heads; send serials to Serials Team Leader. Check remaining records to see if they resolved correctly.

# Obsolete Procedure Provided Only as a Reference to Past Practice

11. Has badly formatted targeting field. 035 fld ignored.
12. Has badly formatted repeat#. 035 repeat# ignored.
13. Has badly formatted 035 hldg unit code. 035 fld ignored
14. Has badly formatted 035 HOLLIS rec#/ 035 fld ignored.
15. Targets a LOC with different hldg unit. 035 repeat# ignored
16. Targets a rec with no matching hldg unit. 035 fld ignored.
17. Targets a rec in different MARC format. 035 fld ignored.
18. Targets a rec# not found in HOLLIS. 035 fld ignored.
19. 035 HOLLIS rec# that does not check. 035 fld ignored.

*Explanation:* Supplied targeting was unusable; record was sent through duplicate detection instead. (See HOLLIS Ref. Manual for complete explanations.)

*Action:* Check 049 and send those records with Area Studies codes to unit heads; send serials to Serials Team Leader. Check remaining records to see if they resolved correctly; watch for LOC \$i mic records (sometimes we claim a mf record for a non-mf title).

20. Has untargeted LOC delete request. Processing of record stopped.

*Explanation:* HOLLIS won't apply a delete transaction from OCLC or RLIN unless the specific location to be deleted is supplied in the targeting key (035 field).

*Action:* No special coding is required anymore, but this report is still generated. Since the cataloging units follow up on their own deletes, this can be discarded.

21. Holdings record could not be added. Already on file.

*Explanation:* Most often occurs with government document microforms that have both filming information and a URL to be included in the Hollis holding record. Program has unsuccessfully attempted to add a holdings record to a LOC which already has a holdings record.

*Action:* No print of the actual holdings record occurs, so cannot identify what data is lost (or if it was duplicate data). If cataloging unit can be identified, refer to unit to correct manually.

22. Contains data outside of \$h. Processing continued.

*Explanation:* Brief holdings data can be coded in 949 \$h in OCLC. During processing, HOLLIS transfers that data to the LOC \$h. Any other data in 949 is discarded, and this message is generated. Processing of the record is not affected.

*Action:* Check LOC field in record; if problematic, refer to cataloging unit.

23. May have initial article in field: 600,610,630,700,710,730. Processing continued.

*Explanation:* Based on a list of articles, the title in the \$t may begin with an article, which should be removed to facilitate sorting. Most frequently, however, the word in question is actually an article in some language, but not in the language of the title, and should be left as is.

# Obsolete Procedure Provided Only as a Reference to Past Practice

**Action:** Examine the x00, x10, or the x30 \$t; check language code of record and consult corresponding language list of initial articles; delete first word of title only if appropriate.

## 24. Main entry represented by pronoun in 4xx. Processing continued.

**Explanation:** This is a warning that a record containing a series statement with a personal or corporate name represented by a pronoun has been processed. The tag on these series is changed to 490:0 (untraced series), in order to avoid having index entries under the pronouns.

**Action:** These entries must be corrected manually in order to provide access to the series.

## 25. Lacks valid 950 field. Processing of record stopped.

**Explanation:** The holding library is identified in the 950 field, so if the system does not recognize the data in 950, the record is dropped with this warning.

**Action:** Check HOLLIS to see if the record was re-claimed. If not, refer to cataloging unit.

## 26. Lost all data from a field 010.

**Action:** Very rare. Send to cataloging unit.

## Additional notes about resolving/referring duplicates:

- Do not merge a record that is in the backlog but has no opr. This will cause the original Hollis number to be deleted. Since books in the backlog are shelved by Hollis number, this will mean the book is lost. Instead, just forward the printout to Materials Management staff, and they will merge the records with the book in hand.
- All serial records go directly to Serial Cataloging, including possible duplicates where one record is serial format and the other is not.
- All problems for Lamont and Hilles, including Poetry, Farnsworth, and Morse Music, get sent to catalogers at Lamont.
- Maps and miscellaneous other things get sent to Cataloging Support Services (CSS).
- If there is a |o with the code “d” in the 049, the record can be discarded. The cataloger uses this code to request override of duplicate detection.