

Database Management Cleanup of Authority Records

13 February 2003

The Database Management Team (DBM) has the responsibility and authority to delete duplicate and conflicting authority records in Aleph. Please follow these guidelines and deliver your requests to the Corrections tray at DBM.

A. Duplicate Authority records (1XX field is exact duplicate)

Request must include:

1. Printouts of all duplicate authority records involved
2. Identification of preferred authority record
3. Initials and date

Note:

- Cataloger is responsible for updating preferred authority record with needed cross-references and/or local series treatment decisions.
- Cataloger is responsible for cleaning up bib records if 10 or fewer, BEFORE request is sent to DBM; otherwise, inform DBM that associated bib records need cleanup.

B. Conflicting authority records

Request must include:

1. Printouts of all authority records involved
2. Identification of preferred authority record
3. Initials and date

Note:

- Cataloger is responsible for updating preferred authority record with needed cross-references and/or local series treatment decisions.
- Cataloger is responsible for cleaning up bib records if 10 or fewer, BEFORE request is sent to DBM; otherwise, inform DBM that associated bib records need cleanup.