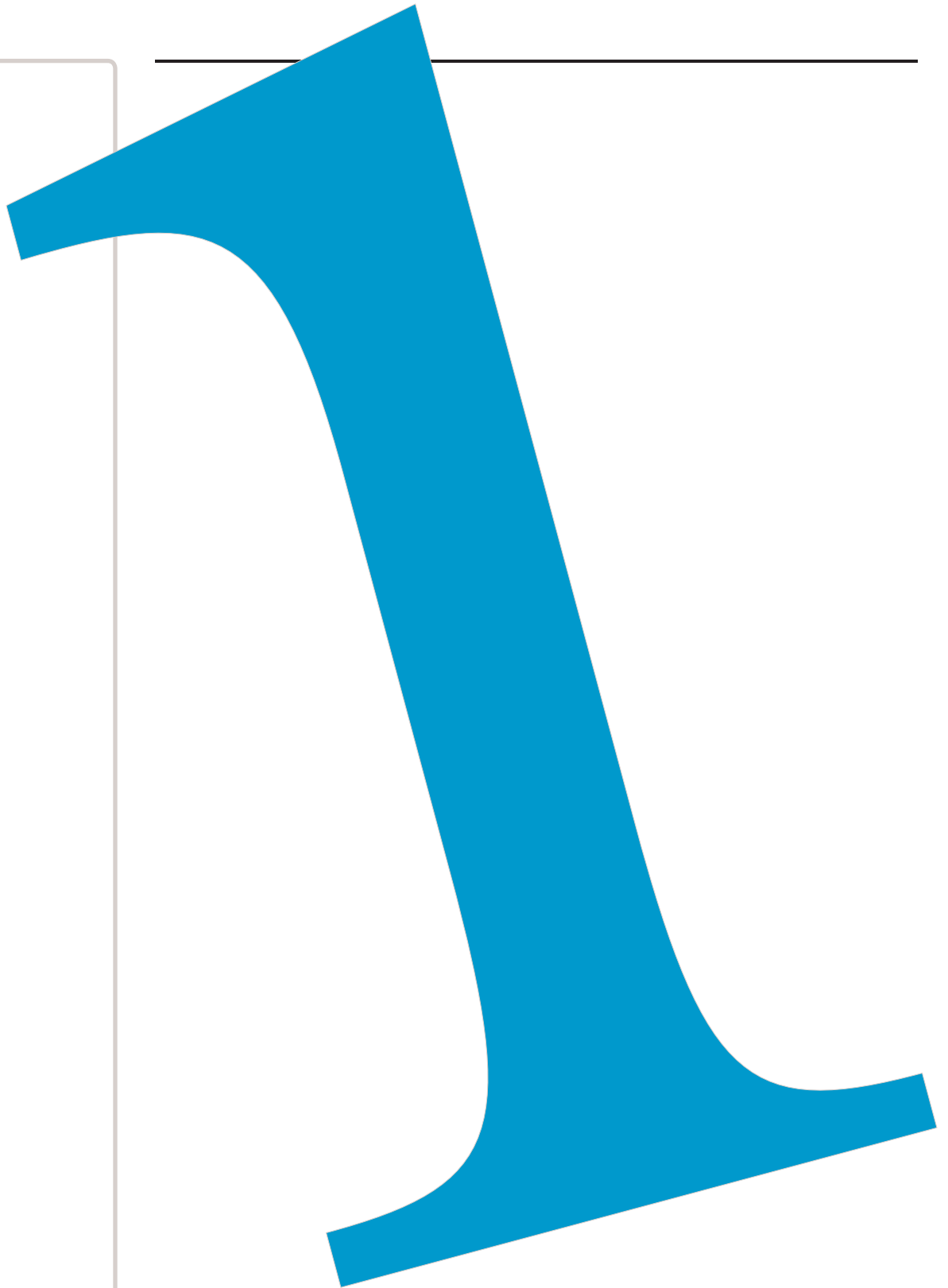
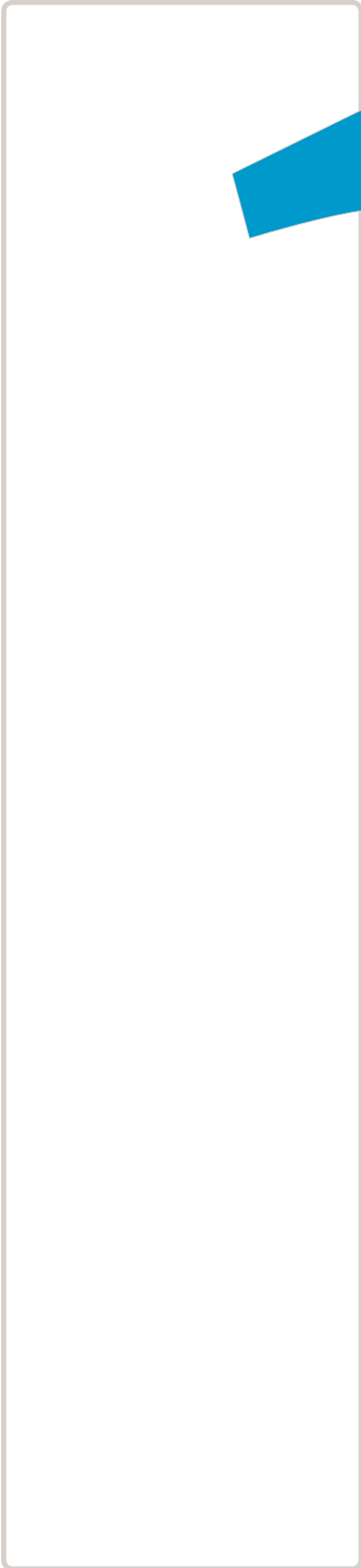




MARS 2.0

AUTHORITY CONTROL PLANNING GUIDE





STEP 1: DATA SETUP

SYNOPSIS

Step 1 details the setup information for transferring your bibliographic or authority records. This setup includes inputs on record source and format, as well as instructions for transferring the files to Backstage Library Works via the MARS 2.0 online interface.

ILS LINK

A library's ILS system has specific procedures for exporting and importing MARC records. Checking with your vendor about these parameters will help when you send records to or retrieve records from authority control processing.

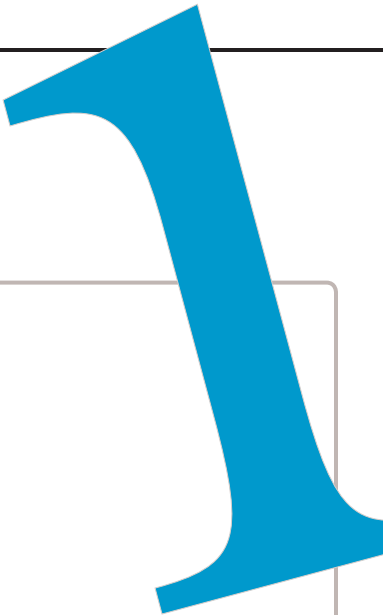
AT A GLANCE

- ILS handling
- Record source
- Format of records being sent or delivered
- Sending and receiving records through the MARS 2.0 website
- Database preparation services

KEY TERMS

- ILS system
- Web FTP steps
- MARC-8, UTF-8
- Recommended file size

NOTES



NOTES

PROFILE STEP 1.1

1 - Bibliographic Record Source (check all that apply)

- Local System Export / Vendor
- Cataloging Services (specify): _____
- Not Applicable / No bibs being processed
- Expected Number of Records to be Submitted: _____

BIBLIOGRAPHIC RECORD SOURCE

A library can process all or part of the bibliographic records from its local ILS system or process bibliographic records purchased from a different cataloging source.

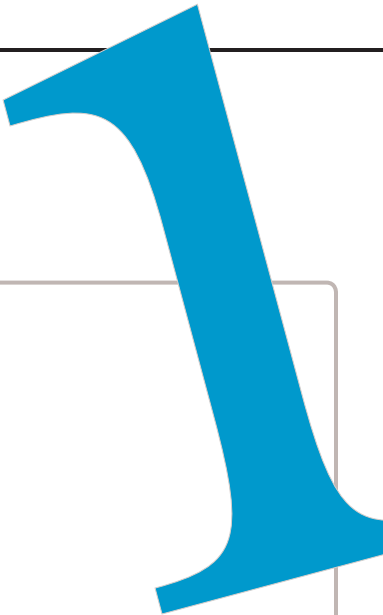
Please indicate on Step 1.1 the appropriate bibliographic record source and the expected number of records to be submitted.

Libraries can also have files of new bibliographic records processed by Backstage before loading the records into their local database. We can obtain and process records from any of the following Backstage Library Works services and more before your library picks up the records:

- Reclassification
- Retrospective conversion
- Automated Copy Cataloging (Marcadia)
- Deduplication and Consolidation
- Barcode and Spine Label
- Non-MARC and Brief MARC Record Upgrade
- Cataloging services (Primary Source Microfilm)

We can also obtain bibliographic records from multiple sources, at specific intervals or on specific dates, and provide the library with a merged file of authority controlled records.





NOTES

PROFILE STEP 1.3

3 - Format of Records being sent BY Backstage (check all that apply)

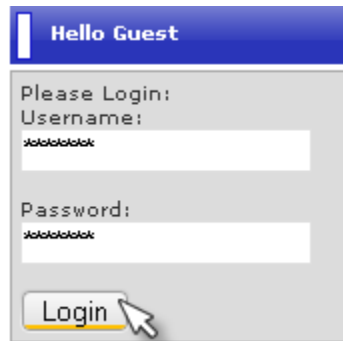
- FTP - dropoff
- Other: _____
- MARC-8
- UTF-8
- Maximum File Size (in records): _____

DATA EXCHANGE FORMAT

Our Authority Control service can accept a wide variety of input media, be it from a CD, small file attached to an email, FTP, or uploading directly via our website. The last option, uploading files directly through our web interface, will most likely be the easiest method for you and your staff.

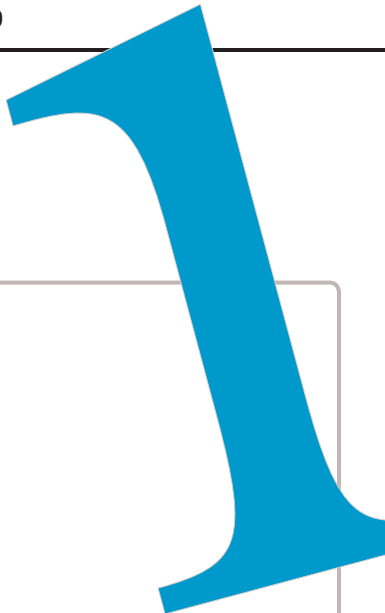
UPLOAD YOUR FILES

The first part of the process for uploading your files to our website is to login with your username and password (both of which will be supplied by your Authority Control Project Manager), at: <http://ac.bslw.com/>



You will be automatically logged into your MARS 2.0 home page. Find and click the "MyJobs" link across the top of the page:





NOTES

Please feel free to name your files whatever makes the most sense to you. Our new webserver can handle most any filename:

Upload Files for Processing:

Clicking on "Send" will upload your file(s) to our website. Please do not close your browser or navigate to another page as it may take several minutes to upload your files to our server. The upload time is dependent on the size of your files as well as your upload speed.

When the files have finished uploading, you will be automatically redirected to the "MyJobs" page, where you should see an entry in the "Jobs Currently in Queue" section:

JOBS CURRENTLY IN QUEUE

- **Type:** Sample **Profile:** 84 **Job Num:** 33
 - Status: created Start on: 2008-07-23 13:00:00
 - [View](#) - [Edit](#) - [Delete](#)

Once you send the file to our website, we will retrieve it and confirm its receipt and record count with you to make sure all files transferred successfully.



NOTES

DATABASE PREPARATION SERVICES

If you are preparing for a system migration or upgrade, you may require additional services, which include:

- **001 Control Number:** Generates an 001 field in records lacking this field. Control numbers can be based on any specified data by you or can be generated using any prefix and numeric structure. Alternatively, we can prepare a report of records lacking an 001 field.
- **Record Selection:** Extracts records from files for follow-up MARS 2.0 processing. Select records based on a range of criteria, including:
 - Record status (add, change or delete)
 - Library identifier (in any field/subfield you specify)
- **Record Deduping:** Compares each bib record against all others in your file. As this is a cost item, please see your Sales Representative for these services:
 - Retains the appropriate record (earliest, latest or “best” record), based on criteria you set
 - Transfers or merges holdings information (or any other tag) as specified
 - Deletes the duplicate record

The criteria for identifying duplicate records is done in one of two ways:

- Comparing record control numbers
- Comparing a normalized matching key consisting of the title, ISBN, local control numbers and other elements from the bib record