



MARS 2.0

AUTHORITY CONTROL PLANNING GUIDE





REPORTING OVERVIEW

MARS 2.0 offers a variety of reports designed to assist in your database maintenance tasks. You choose the reports that are appropriate for your project and circumstances.

These are the four basic types of reports that are available in this section:

- Statistical Summary
- Bibliographic Reports
- Authority Change Reports
- Authority Delete Reports

REPORT FORMATS

MARS 2.0 reports are provided in electronic format so they can be downloaded at the same time the MARC records are distributed. All MARS 2.0 reports are in HTML format. The reports can be viewed and printed using any standard browser. They can also be edited with HTML editors and some word processors, however, editing these reports in a word processor may result in the ALA diacritics to display incorrectly.

NOTES



SAMPLE STATISTICAL SUMMARY (1 OF 9)

A sample MARS 2.0 Statistical Summary for West Bay College (fictitious) is shown on the next nine pages.

NOTES

BSLW Authority Control Report: R01 – Statistical Summary

Created for: *West Bay College*

Created on: *08 Aug 2008*

Section 1: Record Overview

Format	Number of Records	Percent of File	Changed Records	Percent Changed
Books (BK)	15292	90.6	13067	77.4
Continuing Resources (CR)	329	1.9	291	1.7
Mixed Materials (MX)	7	0.0	5	0.0
Music (MU)	255	1.5	235	1.4
Maps (MP)	144	0.9	144	0.9
Sound recording (MU)	305	1.8	288	1.7
Visual Materials (VM)	550	3.3	540	3.2
Computer Files (CF)	3	0.0	2	0.0
Other	0	0.0	0	0.0
Totals	16885	100.0	14572	86.3

Smallest number of fields	5
Largest number of fields	87
Average number of fields	25.82
Number of records processed	16885





SAMPLE STATISTICAL SUMMARY (2 OF 9)

NOTES

Section 2: Field Distribution

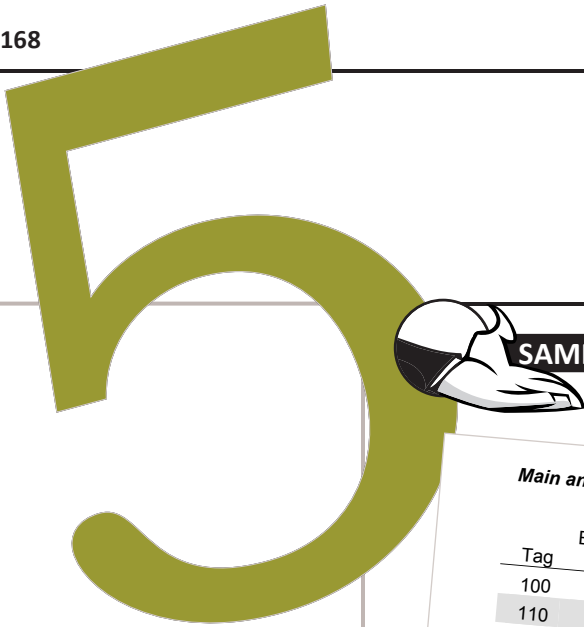
Control Fields (0XX)

Tag	Bibs with 0 Fields	Bibs with 1 Field	Bibs with 2+ Fields	Total Fields	Avg Fields per Bib	Max Fields in one Bib	Changed Fields	Percent Changed
001	0	16885	0	16885	1.00	1	0	0.0
005	0	16885	0	16885	1.00	1	0	0.0
006	16778	107	0	107	0.01	1	0	0.0
007	15724	1153	8	1170	0.07	3	42	3.6
008	0	16885	0	16885	1.00	1	1015	6.0
010	9955	6930	0	6930	0.41	1	660	9.5
...
020	5860	1063	9962	23929	1.42	20	53	0.2
022	16765	119	1	121	0.01	2	1	0.8
...
040	433	16452	0	16452	0.97	1	0	0.0
041	15211	1674	0	1674	0.10	1	0	0.0
...
050	7784	9012	89	9193	0.54	3	0	0.0
...
090	10881	5954	50	6056	0.36	3	0	0.0

Descriptive Fields (2XX, 3XX)

Tag	Bibs with 0 Fields	Bibs with 1 Field	Bibs with 2+ Fields	Total Fields	Avg Fields per Bib	Max Fields in one Bib	Changed Fields	Percent Changed
240	16274	611	0	611	0.04	1	64	10.5
...
245	0	16885	0	16885	1.00	1	1268	7.5
246	13713	2488	684	4092	0.24	9	10	0.2
...
260	162	16723	0	16723	0.99	1	1988	11.9
...
300	442	16440	3	16446	0.97	2	3	0.0

Handwritten notes area with horizontal lines for writing.



NOTES

SAMPLE STATISTICAL SUMMARY (3 OF 9)

Main and Added Entries (1XX, 4XX, 7XX, 8XX)

Tag	Bibs with 0 Fields	Bibs with 1 Field	Bibs with 2+ Fields	Total Fields	Avg Fields per Bib	Max Fields in one Bib	Changed Fields	Percent Changed
100	5685	11199	1	11201	0.66	2	5067	45.2
110	15986	899	0	899	0.05	1	541	60.2
111	16692	193	0	193	0.01	1	20	10.4
130	16779	106	0	106	0.01	1	26	24.5
440	13531	3126	228	3587	0.21	3	2768	77.2
490	14807	2027	51	2131	0.13	3	359	16.8
700	10540	3558	2787	12258	0.73	29	5699	46.5
710	13800	2146	939	4584	0.27	8	2847	62.1
711	16799	83	3	89	0.01	2	24	27.0
730	16757	122	6	136	0.01	4	26	19.1
740	16567	254	64	528	0.03	57	207	39.2
...
780	16797	86	2	90	0.01	2	0	0.0
785	16833	47	5	57	0.00	2	0	0.0
...
800	16811	62	12	86	0.01	2	28	32.6
810	16751	134	0	134	0.01	1	102	76.1
811	16884	1	0	1	0.00	1	0	0.0
830	15511	1310	64	1447	0.09	4	555	38.4
...
880	13806	9	3070	19973	1.18	21	0	0.0

Subject Access Fields (6XX)

Tag	Bibs with 0 Fields	Bibs with 1 Field	Bibs with 2+ Fields	Total Fields	Avg Fields per Bib	Max Fields in one Bib	Changed Fields	Percent Changed
600	14126	2144	615	3674	0.22	8	1604	43.7
...
610	14962	1691	232	2216	0.13	7	319	14.4
611	16860	22	3	28	0.00	2	5	17.9
630	16685	172	28	235	0.01	3	80	34.0
...
650	4561	3692	8632	31852	1.89	20	13075	41.0
651	13549	2007	1329	5430	0.32	14	2352	43.3
...
655	15339	1434	112	1707	0.10	9	251	14.7



SAMPLE STATISTICAL SUMMARY (4 OF 9)

NOTES

Notes and Local Fields (5XX,9XX)

Tag	Bibs with 0 Fields	Bibs with 1 Field	Bibs with 2+ Fields	Total Fields	Avg Fields per Bib	Max Fields in one Bib	Changed Fields	Percent Changed
500	10438	3911	2536	10527	0.62	18	0	0.0
501	16881	4	0	4	0.00	1	0	0.0
502	15558	1326	1	1328	0.08	2	0	0.0
504	8208	8616	61	8738	0.52	2	0	0.0
505	14409	2410	66	2570	0.15	7	0	0.0
...
510	16845	26	14	65	0.00	6	0	0.0
...
520	15821	1058	6	1070	0.06	2	0	0.0
521	16673	192	20	232	0.01	2	0	0.0
...
533	16770	115	0	115	0.01	1	0	0.0
...
910	8244	8590	51	8696	0.52	3	0	0.0
...
949	12667	4218	0	4218	0.25	1	0	0.0
...
987	16236	645	4	653	0.04	2	0	0.0

Section 3: Authority Control

Main and Added Entries

Tag	Total Fields	Fully Matched	Partially Matched	Total Matched	Percent Matched
100	10616	9682	0	9682	91.2%
100/240	585	310	249	559	95.6%
110	874	731	31	762	87.2%
110/240	25	12	12	24	96.0%
111	193	53	90	143	74.1%
130	106	20	17	37	34.9%
700	12258	9442	812	10254	83.7%
710	4584	3700	37	3737	81.5%
711	89	32	40	72	80.9%
730	136	50	7	57	41.9%


SAMPLE STATISTICAL SUMMARY (5 OF 9)

NOTES

Subject Access Fields

Tag	Total Fields	Fully Matched	Partially Matched	Total Matched	Percent Matched
600	3674	1715	1680	3395	92.4%
610	2216	775	1042	1817	82.0%
611	28	14	12	26	92.9%
630	235	124	71	195	83.0%
650	31852	13433	16481	29914	93.9%
651	5430	2677	2401	5078	93.5%
655	1707	138	147	285	16.7%

Series Fields

Tag	Total Fields	Fully Matched	Partially Matched	Total Matched	Percent Matched
440	3587	2459	267	2726	76.0%
490	2131	223	4	227	10.7%
800	86	72	11	83	96.5%
810	134	115	17	132	98.5%
811	1	0	1	1	100.0%
830	1447	1309	23	1332	92.1%

Field Types

Tag	Total Fields	Fully Matched	Partially Matched	Total Matched	Percent Matched
1XX	12399	10808	399	11207	90.4%
7XX	17067	13224	896	14120	82.7%
6XX	45142	18576	21834	40410	89.5%
440/8XX	5255	3955	319	4274	81.3%
X00	27219	21221	2752	23973	88.1%
X10	7833	5033	1139	6172	78.8%
X11	311	99	143	242	77.8%
X30	1924	1503	118	1621	84.3%



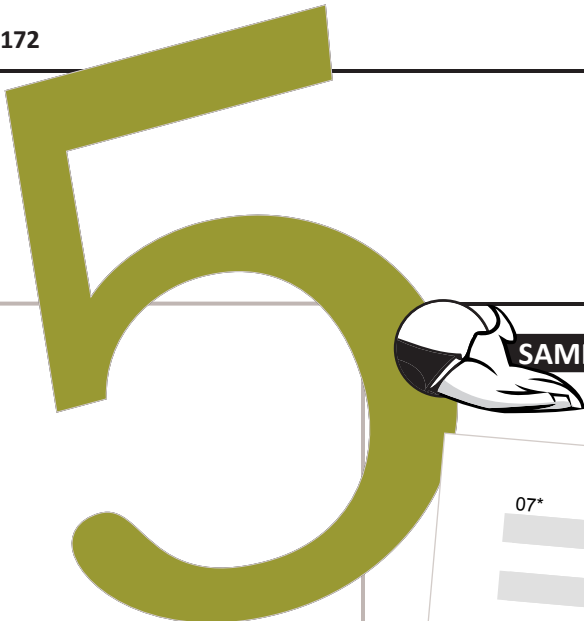
SAMPLE STATISTICAL SUMMARY (6 OF 9)

NOTES

Section 4: Authority Control Processing

Conditions Found

Report Number	Report Title	Count
05	Matched Headings	
	Personal Name Fields (100/700)	19124
	Name/Title Fields (1XX/7XX with t-subfields)	24032
	Corporate/Meeting Name Fields (110/111, 710/711)	4528
	Uniform Titles (130/730)	70
	Subject Personal Names (600)	1715
	Subject Corporate/Meeting (610/611)	789
	Subject Name/Title Fields (600-611 with t-subfields)	216
	Subject Uniform Titles (630)	124
	Subject Topical (650)	13433
	Subject Geographic (651)	2677
	Series Personal Names (800)	72
	Series Corporate/Meeting (810/811)	115
	Series Uniform Titles (830)	1309
	Series Statements (440/490)	2682
Genre Headings (655)	138	
Total		71024
06	Partially Matched Headings	
	Personal Name Fields (100/700)	604
	Name/Title Fields (1XX/7XX with t-subfields)	628
	Corporate/Meeting Name Fields (110/111, 710/711)	210
	Uniform Titles (130/730)	24
	Subject Personal Names (600)	1680
	Subject Corporate/Meeting (610/611)	1054
	Subject Name/Title Fields (600-611 with t-subfields)	181
	Subject Uniform Titles (630)	71
	Subject Topical (650)	16481
	Subject Geographic (651)	2401
	Series Personal Names (800)	11
	Series Corporate/Meeting (810/811)	18
	Series Uniform Titles (830)	23
	Series Statements (440/490)	271
Genre Headings (655)	147	
Total		23804



NOTES

SAMPLE STATISTICAL SUMMARY (7 OF 9)

07*	Unmatched Primary Headings	
	Personal Name Fields (100/700)	4759
	Name/Title Fields (1XX/7XX with t-subfields)	127
	Corporate/Meeting Name Fields (110/111, 710/711)	1024
	Uniform Titles (130/730)	148
	Subject Personal Names (600)	182
	Subject Corporate/Meeting (610/611)	672
	Subject Name/Title Fields (600-611 with t-subfields)	14
	Subject Uniform Titles (630)	36
	Subject Topical (650)	200
	Subject Geographic (651)	175
	Series Personal Names (800)	3
	Series Corporate/Meeting (810/811)	2
	Series Uniform Titles (830)	105
	Series Statements (440/490)	1183
	Genre Headings (655)	155
	Total	8644
09*	Possible Invalid Tags – Tag Unchanged	190
10	Heading Matches Established Headings in Multiple Authority Records	14
11*	Heading Usage Not Authorized	36
13*	Suspicious Filing Indicators	4
14*	Possible Leading Articles	28
15	Article Appears to be Only Data in Field	0
16	Series Leading Pronoun Present Without Matching 1XX Main Entry	0
17	Split Headings – Headings Left Unchanged	0
18	Associateed Linked Field in \$6 Not Found	185
19	\$e Found in 100 or 700 – Not Deleted or Changed	565
20	Non-Standard or Missing Source Code in 655 \$2	0
25*	Unrecognized \$z Subfields	276
26	Title Found – Unable to Update	1


 SAMPLE STATISTICAL SUMMARY (9 OF 9)

Section 5: MARC Update Processing

Updates Made

Report Number	Report Title	Count
50	Invalid Data Format in Standard Identifier Fields	28
51	Unrecognized GMDs	0
54	Field Too Long to Validate	0
60	Obsolete Tags Flipped	0
61	Obsolete Subfield Codes Updated	16
62	Obsolete Fields Removed	0
63	Obsolete Subfields Removed	0
64	Empty Field Deleted	97
65	Leader Fixed Field Values Updated	0
67	New 007 Field Added	8
68	008 Fixed Field Values Updated	38
69	Data Moved to New Field	1015
70	LCCN Format Corrected	7
71	ISBN Format Corrected	650
72	ISSN Format Corrected	20
73	GMD Changed	0
74	GMD Added	3
75	GMD Brackets Added	155
76	GMD Moved to Different Location in Heading	11
77	Added Required Subfield \$b to Field 017	0
78	Added Required Subfield \$b to Field 032	0
79	Removed Blank Space Following Subfield Code	1
80	Number of Indicators Corrected	0
81	Undefined Indicators Changed to Blank	0
82	Type of Name Entry Element Indicator Changed	2851
83	Thesaurus Indicator Changed	93
84	Misc. Indicators Changed	0
85	Conference Subfields Rearranged in AACR2 Order	3648
86	Linked Field in \$6 Changed Headings	5
87	Music Uniform Title \$t	3527
		39

*Related information for items marked with an asterisk is included in MARS 2.0 no-fee standard reports. Optional MARS 2.0 reports are available for all other conditions and updates reported in this section for an additional fee. Please contact your Project Manager for details.

BIB REPORTS

MARS 2.0 generates two distinct types of bib reports:

1. Actions taken during processing
2. Specific conditions identified during processing

The first type provides information about actions taken during MARS 2.0 processing. Examples include headings changed, tags flipped, or subfield codes corrected. Each report shows both the headings before MARS 2.0 processing began and the final form of the heading after processing was completed. An example from the “Tags Flipped” report (R32) follows.



EXAMPLE

ocm57168571

Old: 650 0 \$aEuropean Union.

New: 610 20 \$aEuropean Union.

ocm52341653

Old: 650 1 \$aOuter space\$xExploration\$vFiction.

New: 651 1 \$aOuter space\$xExploration\$vFiction.

ocm56334103

Old: 650 0 \$aPennsylvania\$vFiction.

New: 651 0 \$aPennsylvania\$vFiction.

.....

The second type of report contains information about specific conditions identified during MARS 2.0 processing that may be helpful in follow-up database or heading maintenance. Examples include unmatched headings or unrecognized \$z subfields. These reports generally show only the final form of the heading after processing was completed but no match was found. An example from the “Unmatched Headings” report (R07) follows.



EXAMPLE

ocm60562678 700 1 \$aAllan, Dede.

ocm60883370 700 1 \$aAlonso, Ludmila.

ocm57496196 100 1 \$aAmadeus.\$tThe traveling dog.

ocm55083588 700 1 \$aAmmeter, Cheryl.

.....

NOTES

STANDARD REPORTS

MARS 2.0 provides many of the most commonly used Bibliographic Reports as a standard part of every authority control project. They are available for review (or not) at your discretion. Custom reports can be developed for conditions not covered by MARS 2.0 optional reports. Contact your sales representative for pricing on custom and non-standard reports.

Reports included as 'standard' reports are:

Number	Report Title
R01	Statistical Summary
R07	Unmatched Primary Headings
R09	Possible Invalid Tags – Tags Unchanged
R11	Heading Usage Not Authorized
R13	Suspicious Filing Indicators
R14	Possible Leading Articles
R17*	Split Headings – Headings Left Unchanged
R25	Unrecognized \$z Geographic Subfields
R31*	Split Headings
R32	Tag Flips

** Depending on your selection for Step 3.5, you'll receive either R17 or R31, whichever is most relevant.*

BIB CONTROL NUMBERS

Many local systems use a unique serial number, or *bib control number*, to track and retrieve each bibliographic record. Other systems use standard numbers such as OCLC or LC control numbers. A report which includes bibliographic control numbers allows your local staff to locate headings in a report using the record's control number.

In many MARS 2.0 bib reports, inclusion of these control numbers is optional. Other bib reports may include control numbers as the information reported can be related to a specific, single bib record.

**EXAMPLE**

Expanded (4 separate entries for same heading)

ocm47933106

650 0 \$aKeith, Millie (Fictitious character).

ocm48085387

650 0 \$aKeith, Millie (Fictitious character).

ocm49033700

650 0 \$aKeith, Millie (Fictitious character).

ocm49033707

650 0 \$aKeith, Millie (Fictitious character).

Collapsed (1 entry for all 4 headings)

650 0 \$aKeith, Millie (Fictitious character).

.....

BIB REPORT SORTING

The information in each bib report is sorted in one of two ways, determined by the type of information in the report:

1. Authority Control Sort
2. Tag Sort

AUTHORITY CONTROL SORT

Reports dealing with authority controlled fields are arranged by type of heading (e.g., Names, Subjects, Series). Within each section, headings are arranged first by the second two digits of the field tag, then alphabetically by heading.

For example, in the Names section X00 personal name headings (100 and 700 fields) are listed before X10 corporate name headings (110 and 710 tags).

Section	Tags Included
Names	100, 110, 111, 130, 700, 710, 711, 730
Subjects	600, 610, 611, 630, 650, 651
Series	440, 800, 810, 811, 830 (also 400, 410, 411 if present)
Form/Genre	655

If you have requested that LC Children's headings be matched, there will be a separate report section for Subjects (Children). The same is true for MeSH and Local subject headings



NOTES

PROFILE STEP 5.2

2 - Optional Bib Reports (check any that apply)

- R06 - Partially Matched Headings report (*no cost*)
- Include the following optional reports (*additional cost*): _____
- No optional reports desired

OPTIONAL BIB REPORTS

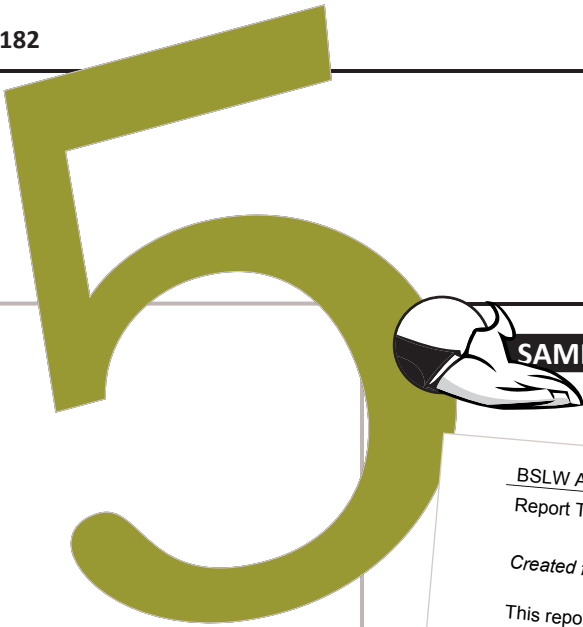
The primary factor in the number of optional or custom reports you request is the availability of the staff for additional heading or record maintenance. Each library needs to determine, based on their local circumstances, if any post-processing review will be done.

Many libraries that use the MARS 2.0 Authority Control service do not order optional reports. They find that most headings are updated or corrected by the MARS 2.0 Authority Control process and additional heading review is not warranted. Other libraries have determined that they are willing to invest in correcting one or more additional conditions that could not be fully resolved using automated processing alone. These libraries choose any number of optional reports.

Please list optional reports in Step 5.2 of the profile. If you choose no optional reports, Backstage Library Works will send you the standard reports [R01, R07, R09, R11, R13, R14, R17, R25, R31, R32].

Sample pages from three bib reports are shown on the following three pages.





SAMPLE REPORT R09: POSSIBLE INVALID TAGS

NOTES

BSLW Authority Control Report: **R09 – Possible Invalid Tags – Tag Unchanged**
Report Type: **LC Subjects**

Created for: **West Bay College**

Created on: **08 Aug 2008**

This report shows authority controlled fields which matched an authority record with a different tag. For example, if a Topical Subject x50 heading matched a Uniform Title x30 authority record, the bibliographic heading would be included in this report. Headings are only included in this report when the tag was not changed due to restrictions within the BSLW software (e.g., never change an x30 tag to an x50 tag unless based on an authority record cross reference). Headings in which the tags were automatically corrected are listed in the *Changed Headings and Tags Flipped* reports (all tag changes made to all authority controlled fields are included in both reports).

Many of the headings in this report will be correct and no action is necessary. For example, the heading **Arizona** might be both a valid Geographic Name (x51) and a Uniform Title (x30) heading. A review of the headings in this report will allow the library to identify and fix incorrect tags that could not be safely corrected during automated authority control processing.

Note: Corporate x10 headings will appear in this report if the Type of Name indicator is incorrect.

.b44490161	611	20	\$aWinter Olympic Games\$n(19th :\$d2002 :\$cSalt Lake City, Utah)
.b5804470x	630	00	\$aAkis.
.b56932054	630	00	\$6880-07\$aBelarus.
.b56321879	630	00	\$aSamantabhadrasvami.
.b53598763	650	0	\$aDemokrata Néppárt (Hungary)\$xHistory.



SAMPLE REPORT R32: TAGS FLIPPED

NOTES

BSLW Authority Control Report: **R32 – Tags Flipped**

Created for: **West Bay College**

Created on: **08 Aug 2008**

This report includes authority controlled headings in which the field tag was changed during BSLW Authority Control processing. In this report, the portion of the heading string that **matched** a valid authority record will appear in bold text.

.b58816409	Old	600	10	\$aSahitya Akademi\$xHistory.
	New	610	20	\$aSahitya Akademi \$xHistory.
.b58456636	Old	650	0	\$aChina\$vMaps, Tourist.
	New	651	0	\$aChina \$vMaps, Tourist.
.b55905213	Old	650	0	\$aChina\$xEconomic conditions\$y20th century.
	New	651	0	\$aChina \$xEconomic conditions\$y20th century.
.b55905213	Old	650	0	\$aChina\$xEconomic policy\$y20th century.
	New	651	0	\$aChina \$xEconomic policy\$y20th century.
.b58495770	Old	650	0	\$aChina\$xKings and rulers\$vBiography.
	New	651	0	\$aChina \$xKings and rulers\$vBiography.
.b58592192	Old	650	0	\$aColombia\$xIntellectual life.
	New	651	0	\$aColombia \$xIntellectual life.

PROFILE STEP 5.3

3 - Custom Reports (complete all parts or attach a description)

- Generate a report of fields from records meeting the following criteria:

- Include the following fields in the reports (please list field tags):

- Sort the report by: _____

CUSTOM REPORTS

MARS 2.0 can generate custom reports that include information meeting many different conditions. A library could obtain a list of all the headings that contain a geographic subdivision (\$z subfield) in their state or province, or all subject headings (6XX fields) that have a second indicator value of 4 (local headings), etc.

Like MARS 2.0 Bibliographic Reports, custom reports can be sorted by bibliographic record number, or the headings can be deduped and the headings then sorted alphabetically, etc.

CUSTOM REQUESTS

MARS 2.0 is an extremely flexible service. If the options presented in Step 5 do not adequately address your needs, please discuss your requirements with your MARS 2.0 Project Manager. Many different types of reports can be created using the characteristics described in this chapter (e.g., fields to include, format of the report, sort order). Reports that fall outside the scope of the options in Step 5 can be requested by attaching a description on a separate page.

To request a custom report, describe the information desired in Step 5.3. Please address the following parameters as appropriate:

- **Records to Include.** All or selected records from a particular library, records containing a certain field, records containing a particular text in a specified field, records of a particular format (for example, videos), or any combination of these or similar conditions.
- **Fields to Include.** All fields in a record or selected fields.
- **Sort Order.** The records can be sorted by almost any field, for example, the local system control number, the main entry, the main entry then title, a call number or hierarchy of call number fields.

NOTES

MARS 2.0 BIB REPORTS LIST

Each of the available MARS 2.0 bib reports is described in this section. Reports with the **highlighted background** are **Standard Reports**.

Note: *Change and Delete reports associated with ongoing services are covered in more detail in Step 6, Ongoing Services. MARC 21 Format for Bibliographic Data located here: <http://www.loc.gov/marc/bibliographic/ecbdhome.html>*

R01 STATISTICAL SUMMARY

Includes both high-level and detailed statistical information about the files processed. It also includes the number of times selected actions were taken and the number of headings that contain specific conditions related to database and heading maintenance.

R02 AUTHORITY ADD REPORT

Authority records which were *added* either through Notification or Current Cataloging (see Step 6 for ongoing services). Each record within this report highlights the main entry (1XX) field of the authority record.

R03 AUTHORITY CHANGE REPORT

Authority records which were *changed* either through Notification or Current Cataloging (see Step 6 for ongoing services). The old version of the record (prior to the change) is located on the left side of the report with the changed or updated version on the right side of the report. Updated fields are highlighted within the report.

R04 AUTHORITY DELETE REPORT

Authority records which were *deleted* either through Notification or Current Cataloging (see Step 6 for ongoing services). The old version of the record (prior to the change) is located on the left side of the report with the changed or updated version on the right side of the report. Updated fields are highlighted within the report. Also of note: the old LCCN is moved to a \$z subfield in the replacement records.

NOTES



NOTES

R09 POSSIBLE INVALID TAGS

This report shows authority controlled fields which matched an authority record with a different tag. For example, if a Topical Subject (X50) heading matched a Uniform Title (X30) authority record, the bibliographic heading would be included in this report.

Headings are only included in this report when the tag was not changed due to restrictions within the MARS 2.0 software (e.g., never change an X30 tag to an X50 tag unless based on an authority record cross reference). Headings in which the tags were automatically corrected are listed in *R30—Updated Headings* and *R32—Tags Flipped* reports (all tag changes made to all authority controlled fields are included in both reports).

Many of the headings in this report will be correct and no action is necessary. For example, the heading Arizona might be both a valid Geographic Name (X51) and a Uniform Title (X30) heading. A review of the headings in this report will allow the library to identify and fix incorrect tags that could not be safely corrected during automated authority control processing.

R10 HEADING MATCHES ESTABLISHED HEADINGS IN MULTIPLE AUTHORITY RECORDS

Headings in this report matched the established (1XX or 4XX) heading in more than one authority record (for example, more than one LC authority record). Headings are included if either the full heading or just the primary heading matched multiple authority records. Other changes to the heading, not based on the authority matching process, can be made, such as an incorrectly spelled subdivision being flipped to the correct form.

Partially matched headings are included only if the full heading did not match any heading in the authority file, but a portion of the heading (one of the higher levels) matched the established heading in more than one authority record. This partial match may occur when a free-floating subject subdivision or geographic subdivision has been used with a subject heading that appears in two LC authority records. The multiple authority records that matched are **not** delivered to the customer if the heading appears in this report.

R13 SUSPICIOUS FILING INDICATORS

The headings in this report meet either of the following conditions:

- Indicator value does not represent the length of the initial word
- Indicator value may or may not be a leading article based on the initial word



EXAMPLES

740 15 \$aThe cat in the hat.
 740 1 \$aDe juramenti promissouri.
 740 12 \$aDe obligatione conscientiae
 praetectiones decem.

The initial word in these headings was retained in the field unchanged. Because the filing indicator affects retrieval in many automated systems, you may wish to examine these headings to determine if the filing indicator requires correction in the bibliographic record on your local system.

Note: MARS tests the value of the filing indicator based on the presence of the initial word in a list of initial articles for each language. The language code in the 008 field (bytes 35-37) is used to determine the language of the record. If the 008 language code is missing, or different than the language of the heading, headings will be listed in this report even though the filing indicator is set correctly.

R14 POSSIBLE LEADING ARTICLES

The headings in this report contain an initial word that may or may not be a leading article. For example, although an initial word "A" is normally a leading article in English language word titles, it is not an article in the title A is for apple. The initial word in these headings was retained in the field unchanged.

Because the filing indicator affects retrieval in many automated systems, you may wish to examine these headings to determine if the filing indicator is correct or if it needs to be corrected in the bibliographic record on your local system.

NOTES

R15 ARTICLE APPEARS TO BE ONLY DATA IN FIELD

Fields are included in this report when the entire heading consists of a leading article. For example, if an entire heading consists of the word **The**, this report would reflect each of these headings and its need to be reviewed and any necessary changes made in the bibliographic record on your local system.

R16 SERIES LEADING PRONOUN PRESENT WITHOUT MATCHING 1XX MAIN ENTRY

This report contains Series Traced Note (4XX) fields which contain a pronoun that takes the place of the 1XX main entry text (e.g., **His Dialogues**). To update this obsolete cataloging practice, MARS 2.0 normally replaces the initial pronoun with the heading in the 1XX main entry field. In these bibliographic records, however, there was no 1XX main entry available. Thus, the pronoun has been retained in the generated 8XX series added entry field. In each of these bibliographic records, you need to correct the 8XX series added entry field and add a 1XX main entry field (if appropriate).

Note: *The field correction described above is an optional service of the MARS 2.0 service.*

R17 SPLIT HEADINGS — HEADINGS LEFT UNCHANGED

The headings in this report matched *See From* cross-references (4XX fields) in multiple authority records. You may wish to review these potential split headings to determine which heading(s) is most appropriate for the bibliographic record, and make the appropriate changes in your local system.

R18 ASSOCIATED LINKED FIELD IN \$6 NOT FOUND

The linked field represented in the Linkage subfield (\$6) in the headings was not found in the bibliographic record. The bibliographic record needs to be examined, and the correct data added to the Linkage subfield.

NOTES



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R19 INVALID \$e FOUND IN 100/700 – NOT DELETED/CHANGED

If a Relator Term subfield (\$e) contains text which appears on the list (see Step 2.5) to be deleted (for example **joint author**) or corrected (for example **illus. to ill.**) the subfield is deleted or fixed. If the Relator Term subfield contains text which does not appear on either list, the heading is included in this report.

Reviewing the headings within this report allows you to correct those that are not in the standard form, and/or simply remove the Relator Term subfields not appropriate in your local catalog.

R20 NON-STANDARD OR MISSING SOURCE CODE IN 655 \$2

Genre/Form Headings (655 fields) in this report contain a second indicator '7' yet do not contain the required *Source of Term* subfield (\$2).

Headings in this report should be examined to determine if the value in the *Source of Term* subfield needs to be added.

R21 ADDED "JUVENILE" TO EXISTING 6XX \$v

For libraries that choose this option in Step 3.8, "Juvenile" will be inserted at the beginning of \$v for any former LC Child heading (6xx 2nd indicator of '1') that was matched against LC Adult and had its 2nd indicator changed to '0'. As an example, this would result in **\$vFiction** being changed to **\$vJuvenile fiction**. This report lists all headings that received the \$v*Juvenile* addition.

R22 ADDED "\$vJUVENILE LITERATURE" TO 6XX

For libraries that choose this option in Step 3.8, "\$vJuvenile literature" is added at the end of any former LC Child heading (6xx 2nd indicator of '1') that was matched against LC Adult and had its 2nd indicator changed '0'. As an example, **\$aFriendship** would change to **\$aFriendship\$vJuvenile literature**. This report lists all headings that received the \$v*Juvenile literature* addition.



R25 UNRECOGNIZED \$z SUBFIELDS

The headings in this report contain one or more geographic subdivisions that were not present in the list of established place names used by MARS 2.0. A heading containing two unrecognized \$z subfields will appear twice in this report.

If a heading does not contain any bolded text, the unrecognized geographic subdivision was corrected during later phases of MARS 2.0 processing.

Note: *Any \$z subfield that is unrecognized will be included in this report, even if it contains a subdivision that is obviously not a place name.*

R26 TITLE FOUND – UNABLE TO UPDATE

A title of honor (for example **Sir**) was found within the headings in this report, but MARS 2.0 was unable to generate the appropriate \$c.

R30 UPDATED HEADINGS

This report includes all authority controlled headings which were updated during MARS 2.0 Authority Control processing. Headings not included in this report include those fields not under authority control such as those with tags 0XX, 245, 3XX, 5XX, 9XX. Also not included in this report are headings that contain only a “minor” heading change such as a change in form (punctuation, spacing, capitalization) or a subfield code change from \$x to \$v. See the *R30—Minor Heading Changes* for updated headings that contained only a minor heading change.

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R31 SPLIT HEADINGS

This report includes all authority controlled headings which were “split” during MARS 2.0 Authority Control processing. Headings can split into multiple headings based on a one-to-many change in a primary heading or a one-to-many change in an individual subfield.

Examples include the change from **Nurses and nursing** to the headings **Nurses** and **Nursing**, and the change from “**–Dictionaries and encyclopedias**” to the subdivisions “**–Dictionaries**” and “**–Encyclopedias**”.

In most cases, retaining all replacement headings will assist users in locating relevant resources. In some cases, however, one or more of the replacement headings is not appropriate for the work represented. In these cases, the library may wish to remove those replacement headings which are less relevant for the work represented.

R32 TAGS FLIPPED

This report includes all authority controlled headings in which the field tag was changed during MARS 2.0 Authority Control processing.

R33 SUBDIVISIONS FLIPPED

This report includes authority controlled headings in which MARS 2.0 changed an out-dated or incorrect subdivision to the correct form. This report does not include headings in which the only updates were made based on a match to a cross reference in an authority record. The headings in this report are also included in the larger report *R30—Updated Headings*.

R35 MINOR HEADING CHANGES

This report includes all authority controlled headings which contained only a “minor” heading change such as a change in form (punctuation, spacing, capitalization) or a subfield code change from \$x to \$v. See *R30—Update Headings* for headings that were changed in more significant ways.

R36 LEADING ARTICLE DELETED

A leading (initial) article was found in the subfield \$a or \$t of the headings in this report. MARS 2.0 deleted the leading article, converted the resulting first character of the subfield to uppercase (if appropriate) and set the filing indicator to 0 (if appropriate).

R37 FILING INDICATOR CHANGED

The Filing Indicator in the headings in this report was corrected based on the correct value as shown in the LC authority files and/or *MARC 21 Format for Bibliographic Data* (Initial Article and Filing Indicator Validation table—see Step 2.8).

Note: *When MARC 21 was issued in 1999 the method of counting non-filing characters was clarified. That clarification resulted in a change in practice that the Library of Congress implemented on February 20, 2003 (<http://www.loc.gov/catdir/cpsa/nonfil.pdf>).*

MARS 2.0 sets filing indicators based on this LC clarification.

R38 CHANGED O AND L TO 0 AND 1 IN DATES

In the personal name headings in this report, an uppercase O was changed to a number 0 or a lower case L was changed to a number 1 in the date \$d subfield.

R39 SUBFIELD CODE CHANGED FROM \$x TO \$v

Headings in this report include a subdivision in which a topical \$x subdivision was recoded as a form \$v subdivision.

R40 MANUAL REVIEW CHANGES

Headings in this report represent changes that were made during the Manual Review process (see Step 7 of the Planning Guide).

R41 TOC ENRICHMENT CHANGES

Headings in this report represent changes that were made during the TOC Enrichment service (see Step 7 of the Planning Guide).

R42 INVALID SUBFIELDS

Each field in this report contained an invalid subfield within the bibliographic record based on current standard cataloging practices.

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R50 INVALID DATA FORMAT IN STANDARD IDENTIFIER FIELDS

The format of the data in an 010 (LCCN), 020 (ISBN), or 022 (ISSN) field is invalid and could not be corrected through automated processing. A common cause is presence of too many characters. The subfield code has been changed to \$z (invalid) and the data has been retained and unchanged. Remember to change the subfield code back to \$a if you correct the format of the invalid field.

R51 UNRECOGNIZED GMDs

MARS 2.0 Update processing examines GMDs in the first subfield \$h (Medium) in each 245 Title Statement. This report shows the 245 \$h terms which were not found in the GMD list you selected (either AACR2 terms only, or the expanded set of GMDs that contain other commonly used GMDs). These GMDs may either be invalid or incorrectly spelled GMDs, or they may be non-standard GMDs used within your local catalog. *See Step 2.9.*

Note: *If headings in this report contain GMDs which you treat as authorized in your catalog, you can provide a list of those GMDs to the MARS 2.0 staff. These GMDs will then be treated as authorized for your library and will not appear in future Unrecognized GMD reports.*

R52 DUPLICATE FIELDS FOUND – DUPLICATE(S) REMOVED

Headings in this report were listed as duplicates within the bibliographic record before MARS 2.0 processing removed at least one instance of the duplicated heading.

R53 DUPLICATE FIELDS FOUND – DUPLICATE(S) RETAINED

Headings in this report are listed as duplicates within the bibliographic record. Despite MARS 2.0 processing removing most duplicate fields, there are some headings that were retained as duplicates.

R54 FIELD TOO LONG TO VALIDATE

MARS 2.0 does not process fields that exceeded 1000 characters in length. These fields are retained without modification in the bibliographic record. Formatted Contents Note (505) fields are excluded from this report. These long fields sometimes are in indication of a damaged bibliographic record in which multiple fields are being merged into a single field.

R55 EMPTY SUBFIELD DELETED

Subfields with no information within the bibliographic record are removed according to current standard cataloging practices.

R56 DATA CONVERSION ERROR

Errors where data conversion was not able to successfully translate information are listed in this report.

R57 69X LOCAL TAG FLIPPED

Libraries with local tags in 69X fields where matching is requested will have headings in this report that found matches and flipped to corresponding LC 6XX tags.

R58 XREF MATCH

Headings that found matches against an authority record's 4XX *See From* tracings are listed in this report.

R60 OBSOLETE TAGS FLIPPED

The tags are corrected based on MARS 2.0 Bibliographic Validation process which converts obsolete fields to the current equivalent. This report does not include fields in which the tag was corrected during MARS 2.0 Authority Control processing.

R61 OBSOLETE SUBFIELD CODES DELETED

Obsolete subfield codes in each of the headings below are corrected during MARS 2.0 Bibliographic Validation which converts obsolete subfields to the current equivalent. This report does not include subfield codes which were corrected during MARS 2.0 Authority Control processing.

Note: *Subfield code updates are based on the tag of the field. An incorrect tag can, therefore, result in incorrect subfield code updates.*

R62 OBSOLETE FIELDS REMOVED

The obsolete fields shown in this report are removed from the bibliographic record(s) based on current standard cataloging practices. Descriptions of these obsolete fields can normally be found in the current or previous editions of the *MARC 21 Format for Bibliographic Data*.

NOTES



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R63 OBSOLETE SUBFIELDS REMOVED

Each field in this report contained an obsolete subfield which was removed from the bibliographic record based on current standard cataloging practices. Descriptions of these obsolete subfields are found in *MARC 21 Format for Bibliographic Data*.

R64 EMPTY FIELD DELETED

In each of the records indicated within this report, MARS 2.0 removed a field that contained no information other than delimiters, subfield codes, and spaces.

R65 LEADER FIXED FIELD VALUES UPDATED

One or more values in the Leader fields are updated during MARS 2.0 Update processing. Leader values are updated only if specified in *MARC 21 Format for Bibliographic Data* or if requested by the library.

R66 GENERAL RECORD FORMAT PROBLEMS

Any issues with the format of the bibliographic record are listed in this report.

R67 NEW 007 FIELD ADDED

In each of the records listed in this report, MARS 2.0 added an 007 field containing the field data shown.

R68 008 FIXED FIELD VALUES UPDATED

During MARS 2.0 Update processing, obsolete values in 008 fixed fields are updated to the correct value as specified in *MARC 21 Format for Bibliographic Data* or as requested by the library.

Note: *Some of the fixed field updates may result in blank data preceding non-blank data in the Accompanying Matter fixed field (008 bytes 23-27) in visual material format bibliographic records. This process shifts non-blank characters to the left in the Accompanying Matter fixed field element.*

R69 DATA MOVED TO NEW FIELD

This report includes fields in which a standard ID number was moved to a new field due to a change in MARC standards. Examples of fields



NOTES

R76 GMD MOVED TO DIFFERENT LOCATION IN HEADING

The 245 \$h GMD subfield was moved to a different location within the field in accordance with placement rules in *MARC 21 Format for Bibliographic Data*.

R77 ADDED REQUIRED SUBFIELD \$B TO FIELD 017

The Copyright Number 017 fields in this report did not contain a subfield \$b, which is now a required subfield per *MARC 21 Format for Bibliographic Data*. MARS 2.0 added a subfield \$b and default data to field 017, as recommended by the Library of Congress.

R78 ADDED REQUIRED SUBFIELD \$b TO FIELD 032

The Copyright Number 032 fields in this report did not contain a subfield \$b, which is now a required subfield per *MARC 21 Format for Bibliographic Data*. MARS 2.0 added a subfield \$b and default data to field 032, as recommended by the Library of Congress. Default data is defined as the name or abbreviation of the agency assigning the number [<http://www.loc.gov/marc/bibliographic/bd032.html>].

R79 REMOVED BLANK SPACE FOLLOWING SUBFIELD CODE

One or more blank spaces were found following a subfield code in the fields in this report. These blank spaces (e.g., "\$x History") were removed in MARS 2.0 Update prior to MARS 2.0 Authority Control processing.

R80 NUMBER OF INDICATORS CORRECTED

The variable fields (010-999 tag) listed in this report did not contain two indicators. MARS 2.0 Update programs added one or two blank indicators, or removed extra indicators, as appropriate so the field meets the *MARC 21 Format for Bibliographic Data* requirements.

R81 UNDEFINED INDICATORS CHANGED TO BLANK

The variable fields (010-999 tag) listed in this report contained a non-blank value in an indicator position that is undefined in *MARC 21 Format for Bibliographic Data* requirements. Since a blank space is the only allowed value in an undefined indicator position, these non-standard values were changed to blank spaces.

R82 TYPE OF NAME ENTRY ELEMENT INDICATOR CHANGED

The Type of Name Entry Element Indicator in the headings in this report was corrected based on the correct value as shown in the LC authority files and/or *MARC 21 Format for Bibliographic Data*.

R83 THESAURUS INDICATOR CHANGED

The Thesaurus Indicator (6XX second indicator, or source indicator) in the headings in this report was corrected based on MARS 2.0 authority control matching.

R84 MISC. INDICATORS CHANGED

The indicators in the headings in this report were corrected based on *MARC 21 Format for Bibliographic Data*. This report does not include changes to standard authority control-related indicators such as Filing, Thesaurus, or Name Type Indicators.

R85 CONFERENCE SUBFIELDS REARRANGED IN AACR2 ORDER

The order of the subfields in the conference name headings in this report were changed from pre-AACR2 to AACR2 subdivision order.

R86 LINKED FIELD IN \$6 CHANGED HEADING

The fields in this report include all tags that are linked to (\$6880) vernacular tags. The linked fields listed within this report represent only changed Romanized linked fields. Their corresponding (\$6880) vernacular tags have not been changed. The bibliographic records need to be examined, and the vernacular tags need to be updated to reflect the changed Romanized versions of the authority headings.

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R87 MUSIC UNIFORM TITLE \$t MATCH

The fields in this report include all changed 240, 600-611 and 700-711 tags with a \$t-subfield that have a 'c,di or j' in the Leader byte 06 field. This report shows changes made in Uniform Title authority headings for sound recordings or scores.

The MARS 2.0 authority control software cannot differentiate \$t-subfields that always, sometimes or never signify breaks in the logical unit. The Uniform Title headings need to be examined to determine if the \$t-subfield is appropriate for the new Uniform Title heading.

Note: *Title portions of 1XX tags are split off into their own 240 fields. The MARS 2.0 authority control process temporarily builds a 1XX Name/240 Title heading. When the two are put together to form a compound heading (MARS 2.0 authority control does in matching). The \$a-subfield from the 240 becomes a \$t-subfield in temporary headings to be used for matching. Once a match is found MARS 2.0 authority control splits the new Name/Title heading back to its original state as separate 1XX and 240 tags.. The \$t-subfield is converted back to a 240 \$a-subfield. The 240 changes will also be included in this report*

R88 INVALID \$6 LINK FORMAT

Headings where the \$6 link format does not match acceptable ranges are listed in this report.

R89 SUBJECT FIELD ADDED BY BACKSTAGE

Subfields added by Backstage Library Works during authority control processing will be noted within this report.

R96 BIBLIOGRAPHIC 790 FIELD CHANGED

Headings in this report represent unassigned 790 fields that were changed during authority control processing.

R99 PRIMARY HEADING UNTRACED

Primary headings that were untraced are listed in this report.