



MARS 2.0

AUTHORITY CONTROL PLANNING GUIDE





NOTES

PROFILE STEP 7.1**1 - Remaster Authority File (check all that apply)**

- Authorities will be Segmented by these usages ...
- Check these National Databases for Matches ...
- LC Control Number is Located in this tag ...
- Distribute these files ...

AUTHORITY REMASTER

Some libraries already have a locally established MARS 2.0 authority file that they add to and modify. Many times this file represents a larger group of bibliographic records than the records being sent for MARS 2.0 Authority Control. The library can choose to have this authority file remastered.

To remaster your existing authority file, MARS 2.0 will match the file against the latest national database files using the MARS 2.0 Remaster Service and return the updated MARC authority records to the library. In this case the local authority records are not used to override standard heading practice, but rather as a means of selecting and forwarding national authority records in the library. This will bring your entire authority database up to current national standards.

PARTS OF A REMASTER

There are four parts during the MARS 2.0 Remaster Service:

1. File Segmentation
2. National Database Matching
3. Control Number Location
4. Distribution

FILE SEGMENTATION

- Authorities will be Segmented by (check all that apply)
 - Name
 - Subject
 - Title
 - Series
 - None - Assign usage based on 008 *fixed field* bytes

For best results the authority files submitted to Backstage should be separated by: Name, Subject, Series and Title. The library should follow the same file



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PROFILE STEP 7.2

2 - Manually Review These Authority Headings (check all that apply)

- 100 / 700 - Personal Name
 - Partial Unmatched
- 110 / 111 / 710 / 711 - Corporate / Meeting
 - Partial Unmatched
- 130 / 730 - Uniform Titles
 - Partial Unmatched
- 440 / 490 - Series Statements
 - Partial Unmatched
- 600 - Subject Personal Name
 - Partial Unmatched
- 610 / 611 - Subject Corporate / Meeting
 - Partial Unmatched
- 630 - Subject Uniform Titles
 - Partial Unmatched
- 650 - Subject Topical
 - Partial Unmatched
- 651 - Subject Geographic
 - Partial Unmatched
- 800 - Series Personal Name
 - Partial Unmatched
- 810 / 811 - Series Corporate / Meeting
 - Partial Unmatched
- 655 - Genre Headings
 - Partial Unmatched
- Other (specify): _____

MANUAL REVIEW

MARS 2.0 Manual Review provides visual examination of authority controlled headings in your bibliographic records. MARS 2.0 Manual Review is performed by experienced MARS 2.0 staff librarians and library technicians, and results in a catalog of records with fewer errors and inconsistencies than machine processing alone can provide.



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residing in the topical (650) and geographical (651) areas. The reason these areas are high in partial matches is because of the high use of the free-floating subdivisions for topical and geographical subject headings.

The MARS 2.0 software only considers a heading to be a full match if all subdivisions are established in a continuous string in the Library of Congress authority file. If some of those elements are not established or are established separately as free-floating subdivisions (18X) then the heading is considered a partial match. A partially matched heading could be a legitimate authority heading, but because some of its subdivisions are free-floating the MARS 2.0 software will consider it a partial match and add it to Report R06.

ELEMENTS REVIEWED

The MARS 2.0 Manual Review editors look for and correct errors in:

- Spacing, punctuation, capitalization, and spelling
- Consistency in form of names
- Abbreviations
- Initial articles
- Period subdivision dates
- Missing, invalid, or incorrect usage of MARC 21 subfield codes
- Series headings (excluding volume/sequential designations)
- Conference names
- Mistagged names
- Main heading/subdivision combinations in LC subject headings
- Geographic, form, and language subheadings in MeSH headings

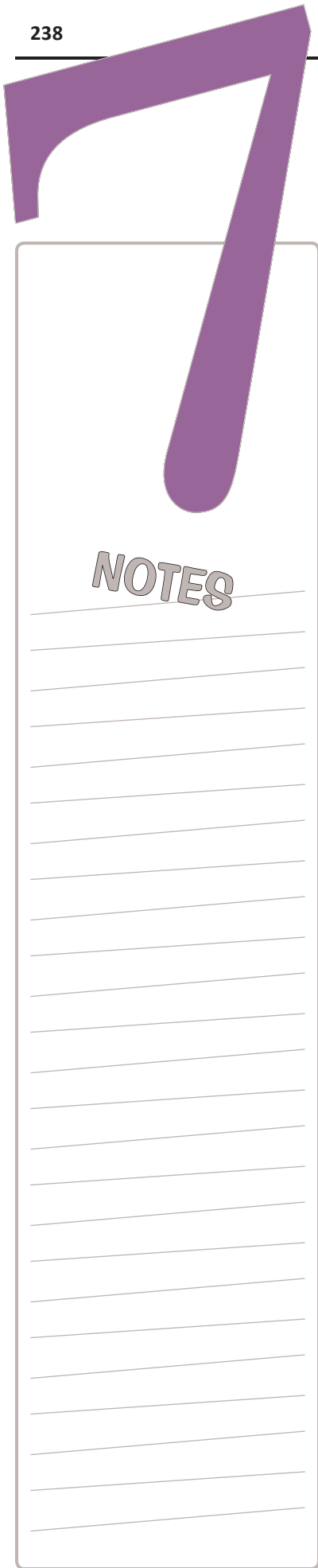
CORRECTIONS

Although most corrections are accomplished during MARS 2.0 Authority Control machine processing, unique and unusual errors often cannot be corrected solely with fully automated processing. Some types of errors require manual correction to bring headings into conformity with current standards and practices.

SPECIAL HEADING UPDATES

Some special types of heading updates supported during Manual Review include:

- Direct geographic subdivisions in LC headings
- Jurisdictional splits and mergers
- Subdivision simplification



ADDITIONAL CORRECTIONS

Manual Review editors often correct an additional 10% of a library’s bibliographic record headings (percentage varies widely among catalogs). Manual Review greatly improves a catalog with older records cataloged over a number of decades, while fewer corrections are made in catalogs of recent records consistently cataloged in accordance with current cataloging standards and practices.

INTERIM RETURN OF RECORDS

Local considerations, particularly in larger libraries, may make return of interim corrections essential. An initial set of all bibliographic authority records can be distributed to the library following the first phase of authority control (pre-Manual Review).

After Manual Review and the second phase of automated authority control have been completed, MARS 2.0 provides the library with a second set of files. These files contain the records with the headings corrected during Manual Review, plus the additional authority records matched due to headings that have changed during Manual Review.





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TOC FORMAT OPTIONS

Three enrichment formats are available for Table of Contents data:

1. **Basic USMARC 505 field**—TOC added to \$a of the 505 field in conformity with USMARC Standards
2. **Enhanced UMMARC 505 field**—Blackwell provides an enhanced 505 field
3. **Locally defined field**—TOC can be added to a local 9XX field

DESCRIPTIVE SUMMARIES & AUTHOR AFFILIATIONS

Descriptive summaries and Author affiliation information are gathered from the book dust jackets to further enrich your data:

- Descriptive Summaries—Can be added to the 520 fields
- Author Affiliations—Can be added to the 9XX fields



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GETTING STARTED

To start this process, the library will send Backstage Library Works a MARC export of their entire bibliographic database. Each bibliographic record must contain a unique control number when exported. This is for matching purposes when the updated record is returned to the library from Backstage Library Works.

The next time Notification or Current Cataloging Services are run for the library, Backstage will update the library's bibliographic record with changes made to the authority headings.

RECORD OUTPUT

The library has three options for output of updated bibliographic records. The first option is to return the updated MARC records in MARC format for overlay into their ILS system. The second option is to send in all bibs. The third option is to receive a MARC Transaction Record from Backstage Library Works:



EXAMPLE

Example MARC Transaction Record

Leader: 00187naa a22000061z 4500

001 000118229

710 2 \$aR. Deputazione di storia patria per le Marche.\$9MAT

710 2 \$aRegia Deputazione di storia patria per le Marche.\$9ADD

Note: ILS input of a MARC transaction record may not be standard to your ILS system. Check with your vendor to make sure a transaction record can be imported and overlaid on your system. Each bib record has to have a unique control number you export & import in order to update our log.

CONTROL NUMBER LOCATION

The library can specify which field contains the unique identifier within the bibliographic record. This will be the field that the library will use to overlay any updated bibs returned from BSLW. Usually, the unique control number is located in the 001, 035, or 907 field within the bib record. If unsure, please check with your vendor before filling out this portion of the profile.

