



DIY Catalog Maintenance and Authority Control

Tips, Tricks, and Ideas for Tuning Up Your Catalog In-House

Presented By

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Overview

- Authority Control
- Catalog Maintenance
- E-Resources
- Tools & Resources
- References
- Questions

Poll:

What level of authority control or database cleanup does your library currently perform?

Authority Control

Headings Reports

- Identify new names, titles, subjects, genres
- Use to add new authority records (ARs)

Updating ARs and AAPs when LC updates LCSH and names in NAF change

- Use lists to find instances of updated name or subject in catalog
- Could load all ARs and then delete blind references

Catalog Maintenance

“

It is important to keep in mind how next-generation catalogs and discovery layers use the data. With the use of icons based on coding, facets to help narrow or focus searches, relevancy rankings, de-duplication algorithms, and linked data-connecting resources, consider as important data integrity issues:

- Complete and correct coding (fixed fields, tags, and subfields)
- Complete and correct summaries and contents notes
- Correct authorized access points

”

From Leslie A. Engelson's
Metadata Management: Keeping Your Cataloging House in Order

Catalog Maintenance Ideas



- Invalid fields and subfields
 - Invalid fixed fields
 - Bad MARC tags and/or field tags
- Duplicate fields/data
 - 008
 - Field content
 - MARC tag
- Unwanted source (indicated with \$2)
- Check for consistency between LDR/06, Mat Type, and 008
- Incorrect indicators, especially when indicates skip characters
- Commonly misspelled words

Cataloging Metadata Remote Work

File Edit View Tools Help

Cataloging Metadata Remote Work

Request edit access

Share

Cataloging/Metadata Remote...

OPTIONS

REMINDERS

QUESTIONS TO ASK

RESOURCES

Cataloging/Metadata Remote Work

Note: the following list is written for a traditional ILS (MARC catalog), but can be adapted and applied to any metadata schema (Dublin Core, EAD, etc.) and any metadata database ([institutional] repository, ArchivesSpace, etc.).

Additions welcome! For technical questions, difficulties, updates, or corrections, contact Shana L. McDanold, Assistant Manager, Cataloging, District of Columbia Public Library, Washington, DC, shana.mcdanold@dc.gov or via Twitter [@slmcdanold](https://twitter.com/slmcdanold)

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OPTIONS

Edit existing bibs:

- correct invalid/obsolete MARC tags
 - Ex. 440s → 490/830 pairs
 - Caution!: the 260 is NOT invalid or obsolete; it means something different from the 264
 - See the lists of changes to MARC: <https://www.loc.gov/marc/status.html> ; also remember that the history of each tag is at the bottom of its webpage and on the general information for each collection of tags
- change Latin to plain English
 - Caution!: make sure you limit this to specific fields (like the 260/264) and phrases (match case!) or things get weird
 - RegEx is your friend
- spell out abbreviations
 - Caution!: make sure you limit this to specific fields (like the 300) or things get weird
 - RegEx is your friend
- remove GMD (replace with 22x fields)

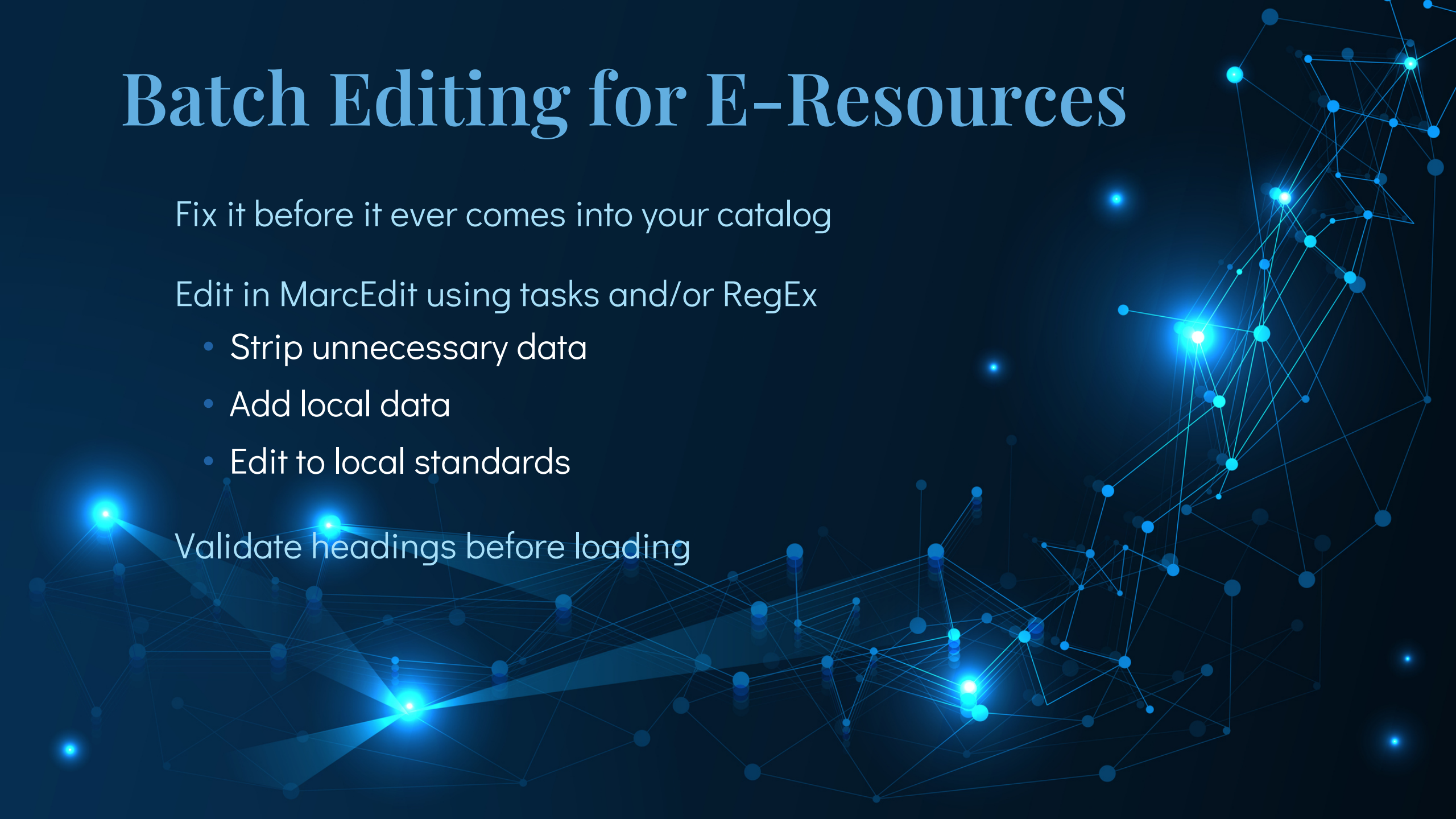
Batch Editing for E-Resources

Fix it before it ever comes into your catalog

Edit in MarcEdit using tasks and/or RegEx

- Strip unnecessary data
- Add local data
- Edit to local standards

Validate headings before loading



Tools & Resources

- MarcEdit
 - Cleaning up records
 - Verifying MARC structure
 - Validating access points
 - Providing URIs for linked data
 - RDA processing
- Batch Processing in ILS
 - Cleaning up records
 - Deleting and importing
 - Updating access points



Tools & Resources

- Macros
 - Adding and deleting metadata
 - Use for consistency and efficiency
- Notepad++ and Regular Expressions
 - Cleaning up metadata
 - Facilitating authority work
- OpenRefine
 - Cleaning up metadata



Tools & Resources

- Service Vendors
 - RDA processing
 - Authority processing
 - Record validation and cleanup
 - Deduplication
 - Matching to outside databases
 - URI enrichment
 - Cataloging non-English languages, non-Roman scripts, and unfamiliar formats
 - Post-process reports that reveal areas to focus your manual review efforts



Tools & Resources

- Professional Development
 - Conferences, seminars
 - Classes, in-person or online
 - Events, hack-a-thons, etc.
- Help from Experts
 - Listservs
 - AskQC
 - Webinars



References

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<http://terryballard.org/typos/typoscomplete.html>

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<https://serials.atla.com/tcb/article/view/1766/2028>

Jackson, R. (2015). Regular Expressions in Create Lists. Innovative Users Group Conference 2015.
<https://wiliug.files.wordpress.com/2015/02/matches-handout-2015.pdf>

Library of Congress. (2020). MARC 21 Format for Bibliographic Data.
<https://www.loc.gov/marc/bibliographic/>

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<https://tinyurl.com/CatMetadataRemoteWork>

Monaco, M. (2020). Methods for In-Sourcing Authority Control with MarcEdit, SQL, and Regular Expressions, *Journal of Library Metadata*, 20:1, 1-27, DOI: 10.1080/19386389.2019.1703497

Reese, T. (2020). MarcEdit Shelter-In-Place Webinar playlist.
https://www.youtube.com/watch?v=kVhAtS-VCYY&list=PLrHRsJ91nVFQEr_dPopYTAXUWYTKkcFpj

Wolf, S. (2019). Automating the Authority Control Process. Ohio Valley Group of Technical Services Annual Conference.
<https://uknowledge.uky.edu/ovgtsl2019/conf/schedule/17/>

Questions & Answers



Notes from Q&A

Additional sources related to the end-of-webinar discussion:

SQL Queries from Jeremy Goldstein

(Thanks to V. Walden for pointing out this resource.)

- <https://github.com/jmgold/SQL-Queries>

Understanding Precomposed and Decomposed Diacritics

- <https://ac.bslw.com/community/blog/2009/08/marc8-and-utf8-what-does-it-mean>

Diacritics in MarcEdit

- <https://blog.reeset.net/archives/2524>
- <https://blog.reeset.net/archives/2532>



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Thank You.