

CHECKLIST FOR PROCESSING AUTHORITY RECORDS

Adding new headings

1. Download record from OCLC
2. Set Acode2 (to tell MARS which type of heading it is)

Deleting headings

MARS *needs* to know, for example a blind reference heading no longer needed

1. Set Acode2 (to tell MARS which type of heading it is)
2. Set Asuppress: d (to tell MARS to delete it from that file)
3. Type *SET FOR DELETION* at end of 1xx field (to assist person who will get this on the next report)
100 1 Armitage, Richard, [dfl](#). 1811 *SET FOR DELETION*

MARS does *not* need to know, for example a duplicate heading, deleting one
Eg. accidentally download *subject* as *author*, then downloaded again correctly

1. Delete authority record from III

Changing headings

Old heading no longer exists, replaced by new record

010 of old record is now in 010 |z of new record

MARS knows it sent us the new one and that the old one is now defunct

1. Overlay new record over old record, Acode2 is already set
OR
1. Add new authority record, set Acode2
2. Delete old heading from III

Blind headings

- Usually for subjects where we have subdivisions, but not just the main subject itself.
 1. Set Acode1: b