FAXed to WLN 5/29/01

MARS—Institution Information

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INSTITUTION

Institution Name: *MoBIUS - MERLIN Cluster*

| OCLC Symbol: *ZMC* | Network: *MLNC* | Local System: *Innovative Interfaces, Inc. - INNOPA* |

| Street: *3215 Lemone Blvd.* | | P.O. Box |

| City: *Columbia* | State/Province/Country: *Missouri* | ZIP/Postal Code: *65211* |

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Institution Name: *Same*

| Street | | P.O. Box |

| City | State/Province/Country | ZIP/Postal Code |

POINTS OF CONTACT

| Project Management Contact: *Christopher Gould* | TITLE: *Software Support Analyst - Specialist* |

| E-mail Address: *GouldC@umsystem.edu* | Phone: *573-882-7233* | FAX: *573-884-3395* |

| File Preparation/Transfer Contact: *Same* | TITLE |

| E-mail Address | Phone | FAX |

| Cataloging Contact: *Same* | TITLE |

| E-mail Address | Phone | FAX |

BIBLIOGRAPHIC RECORD SOURCE (check all that apply)

- [x] Local System Export / Vendor
- [ ] OCLC Local Database Create
- [ ] OCLC Cataloging Services (*specify services*): _____
- [ ] WLN Master File
- [ ] Not Applicable / No bibliographic records being processed

DATA EXCHANGE FORMAT DESIRED (check one)

- [x] OCLC EDX service (FTP). Maximum file size (*if applicable*) is *20,000* records.
- [ ] Tape/Diskette – Format: _____
- [ ] Unknown / Not sure
- [ ] Not Applicable / No file exchange desired

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MARC UPDATE

2–1. MARS Preprocessing Service Levels *(check one)* — *Guide Page 2:3*

- ☐ No MARS Preprocessing desired *(leave the rest of this profile page blank)*
- ☒ Full MARS Preprocessing desired *(leave the rest of this profile page blank)*
- ☐ Custom MARS Preprocessing desired *(complete questions below)*

2–2. Numeric Field Format Validation *(check one)* — *Guide Page 2:9*

- ☐ Validate the structure of the 010, 020, 022, and 034 fields
- ☐ Do not validate the structure of the 010, 020, 022, and 034 fields
- ☐ Perform Numeric Field Format Validation with the following modifications: _____

2–3. MARC Update - Fixed Field Updates *(check one)* — *Guide Page 2:12*

- ☐ Perform all Fixed Field updates
- ☐ Do not perform any Fixed Field updates
- ☐ Perform the MARC Fixed Field updates with the following modifications: _____

2–4. MARC Update - Tag Updates & Field Deletes *(check one)* — *Guide Page 2:12*

- ☐ Perform all Tag Updates and Field Deletes
- ☐ Do not perform any Tag Updates or Field Deletes
- ☐ Perform the Tag Updates and Field Deletes with the following modifications: _____

2–5. MARC Update - Subfield Code Updates & Subfield Deletes *(check one)* — *Guide Page 2:14*

- ☐ Perform all Subfield Code Updates and Subfield Deletes
- ☐ Do not perform any Subfield Code Updates or Subfield Deletes
- ☐ Perform the Subfield Code Updates and Subfield Deletes with the following modifications: _____

2–6. MARC Update - Indicator Updates *(check one)* — *Guide Page 2:16*

- ☐ Perform all Indicator Updates
- ☐ Do not perform any Indicator Updates
- ☐ Perform the Indicator Updates with the following modifications: _____

2–7. Special MARC 21 Field Conversions and Additions *(check one)* — *Guide Page 2:18*

- ☐ Perform all Special MARC 21 Field Conversions and Additions
- ☐ Do not perform any Special MARC 21 Field Conversions and Additions
- ☐ Perform Special MARC 21 Field Conversions and Additions with the following modifications: _____

2–8. Initial Article and File Indicator Validation *(check one)* — *Guide Page 2:24*

- ☐ Validate Initial Articles and Filing Indicators
- ☐ Do not validate Initial Articles and Filing Indicators
- ☐ Perform Initial Article and Filing Indicator Validation with the following modifications: _____

2–9. Corporate Heading Initial Article Check *(check one)* — *Guide Page 2:25*

- ☐ Check for Initial Articles in Corporate Name (x10) Headings
- ☐ Do not check for Initial Articles in Corporate Name (x10) Headings

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AUTHORITY CONTROL

3-1. MARS Authority Cleanup (*check one*) — *Guide Page 3:3*

- ☒ Perform Authority Cleanup subdivision corrections
- ☐ Do not perform any Authority Cleanup subdivision corrections
- ☐ Perform Authority Cleanup subdivision corrections with the following modifications (attach a list of additional modifications if necessary): _____

3-2. Name Authority File Match Precedence (*number each authority file to be used, with one as highest*) — *Guide Page 3:15*

- [2] LC Name Authority File (NAF)
- ☐ LC Children's Authority File
- ☐ NLC Canadiana Authorities
- [1] Local Authority Records

3-3. Subject Authority File Match Precedence (*number each authority file to be used, with one as highest*) — *Guide Page 3:15*

- [1] LC Subject Authority File (SAF)
- ☐ LC Children's Authority File
- [2] NLM MeSH Authority File
- ☐ Local Authority Records

3-4. Subject Heading System Indicators and Local Tags (*check all that apply*) — *Guide Page 3:19*

- ☒ Match 6XX headings against the authority file indicated by the 2nd indicator (e.g., LC against LC, MeSH against MeSH)
- ☐ Match the following 6XX headings against the alternate authority files shown. Change the 2nd indicator if matched.
- ☐ Match the following 6XX headings against the alternate authority files shown. *Do Not* change the 2nd indicator if matched.

Tags: _____ 2nd Indicator: _____ Match Against: _____ Match As Tag: _____

Tags: _____ 2nd Indicator: _____ Match Against: _____ Match As Tag: _____

3-5. Split Headings (*check one*) — *Guide Page 3:21*

- ☒ Replace obsolete split headings in bibliographic records with all replacement headings
- ☐ Leave the original form of the heading in the bib when a heading has been replaced by multiple new headings

3-6. Tag Flips (*check one*) — *Guide Page 3:22*

- ☒ Flip tags
- ☐ Do not flip tags

3-7. Series Processing (*check one*) — *Guide Page 3:24*

- ☐ Standard MARS Series Processing
- ☐ "Trace All" Series Processing
- ☐ No Series Process - Do not provide authority control for any 4xx or 8xx fields
- ☒ Custom Series Processing (*describe*): Check Local File first. "Trace All" with exception of 490 0n, which do not receive authority processing

3-8. Form Subdivisions (*check all that apply*) — *Guide Page 3:34*

- ☒ Preserve existing v subfield codes in subject (6xx) headings
- ☐ Update form subdivisions to v subfield codes

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MERLIN OCLC.MARS Profile

Addendum to Profile 3

As of October 2002, MARS will no longer maintain a Local (i.e., locally created records) Authority History File for MERLIN. As such, the following changes are effected for Profile 3:

3-2. Name Authority File Match Precedence

Single precedence hierarchy: LC Name Authority File (NAF)

3-7. Series Processing

Strike the sentence "Check Local file first."

Christopher Gould, 11/21/2002

MANUAL REVIEW

Note: Manual Review is an optional service provided at additional cost. Please be sure that the MARS agreement includes estimated costs for Manual Review if any manual review is desired.

4–1. MARS Manual Review (*check one*)   *Guide Page 4:2*

- ☒ Perform Machine processing only
- ☐ Perform Manual Review of all authority controlled headings
- ☐ Perform Manual Review of headings with the following tags: _____

4–2. Custom Manual Review Tasks (*attach additional instructions if necessary*)   *Guide Page 4:2*

- ☐ Perform the following special review tasks during Manual Review: _____

_____

_____

_____

_____

_____

4–3. Detailed Manual Review (*attach additional instructions if necessary*)   *Guide Page 4:2*

- ☒ Do not perform Detailed Manual Review
- ☐ Perform Detailed Manual Review to correct the following problems: _____

_____

_____

_____

_____

4–4. Bib Record Distribution (*check one*)   *Guide Page 4:4*

- ☐ Provide corrected bib records only upon completion of Manual Review (in accordance with Profile 5 specifications)
- ☐ Provide corrected bib records twice, once upon completion of machine processing and again following completion of Manual Review

4–5. Authority Record Distribution (*check one*)   *Guide Page 4:4*

- ☐ Provide authority records only upon completion of Manual Review (in accordance with Profile 6 specifications)
- ☐ Provide authority records twice, once upon completion of machine processing and again following completion of Manual Review

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BIBLIOGRAPHIC DISTRIBUTION FILES

5–1. Bibliographic File Returned (*check one*)   *Guide Page 5:2*

- ☐ Provide file of all bibliographic records
- ☒ Provide only changed bibliographic records (*complete Question 5–2*)
- ☐ Do not provide any changed bibliographic records

5-2. Bibliographic Record Change Types (*check all that apply*)   *Guide Page 5:2*

Return only bibliographic records that contain at least one of the following changes

- ☒ All Changes
    - ☐ All Heading Updates
        - ☐ Authority Cleanup Subfield Updates
        - ☐ Heading Flips
        - ☐ Heading Splits
        - ☐ Heading Tag Flips
        - ☐ Additional 'Significant' Heading Changes
        - ☐ Headings Changed During Manual Review
    - ☐ All MARC Updates
        - ☐ Significant MARC Updates
    - ☐ Enrichment Field Added
- ☐ Matched Records
- ☐ Custom Task Change resulting from the following tasks: _____
  _____
  _____
- ☐ Records from the following Sources: _____
  _____
- ☐ Records with at least one of the following features: _____
  _____

5–3. Bibliographic Record Change Stamp (*check all that apply*)   *Guide Page 5:4*

- ☒ Add Modifying Agency Subfield (040‡d) containing the change stamp "WaOLN"
- ☐ Add the change stamp "MARS" in a ‡a subfield in field (please provide desired field tag): _____
- ☐ Add the change stamp "M" in Leader byte 23
- ☒ Update the 005 Date and Time of Latest Transaction; Add 005 if missing
- ☐ Do not add any Record Change Stamps

5–4. Bibliographic File Segmentation (*check one*)   *Guide Page 5:5*

- ☐ Provide bibliographic records in a single file
- ☒ Provide bibliographic records in files containing a maximum of *20,000* records per file

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AUTHORITY RECORD DISTRIBUTION FILES

6–1. Authority Record Sources (*check all that apply*)   *Guide Page 6:2*

Include authority records from the following sources in the authority distribution files:

- ☒ LC Name Authority File (NAF) *(includes LC Children's if selected in Question 3–2)*
- ☒ LC Subject Authority File (SAF) *(includes LC Children's if selected in Question 3–2)*
- ☒ NLM MeSH Authority File
- ☐ NLC Canadiana Authorities
- ☐ MARS-generated "brief" authority records
- ☐ Do not provide any authority records

6–2. Hierarchy (*check one*)   *Guide Page 6:4*

- ☒ Provide authority records for all levels of hierarchy
- ☐ Provide authority records for full headings only

6–3. "Interesting" Authority Records (*check one*)   *Guide Page 6:4*

- ☒ Provide all authority records that matched bib headings
- ☐ Provide only "interesting" authority records

6–4. Ending Punctuation (*check one*)   *Guide Page 6:4*

- ☒ Do not modify the ending punctuation in LC authority records
- ☐ Delete ending punctuation in LC authority records

6–5. Authority File Segmentation (*check one*)   *Guide Page 6:5*

- ☐ Distribute all authority records in a single file
- ☐ Distribute authority records in two files: Names/Series/Uniform Titles in one file & Subjects in a second file
- ✱ ☒ Distribute authority records in three files: Names/Uniform Titles in one file, Subjects in another, and Series in a third   *∗ and Mes- in 4th fl*
- ☐ Distribute authority records in four files: Names, Subjects, Series & Uniform Titles

6–6. Delete Status Authority Records - Electronic Distribution (*check one*)   *Guide Page 6:5*

- ☐ Not applicable - all authority records are being distributed at one time
- ☐ Distribute delete status authority records in the same files with new and updated authority records
- ☐ Distribute delete status authority records in separate files from the new and updated authority records

6–7. Delete Status Authority Records - Printed Report (*check one*)   *Guide Page 6:6*

- ☐ Do not generate a printout of delete status authority records
- ☐ Provide a printout of delete status authority records **in addition to** the machine readable records
- ☒ Provide a printout of delete status authority records **instead of** machine readable records *(leave Question 6–6 blank)*

6–8. Unmatched Heading Records (*check one*)   *Guide Page 6:6*

- ☐ Not applicable—MARS Authority Update & Notification Service not desired
- ☒ Generate Unmatched Heading Records to enhance MARS Authority Update & Notification Service

6-9. MeSH Authority Record Control Numbers (*check one*)   *Guide Page 6:4*

- ☐ Not applicable - MeSH Authority Records not desired
- ☐ Distribute MeSH Authority Records as created by NLM, with the control number only in the 001 field
- ☒ Distribute MeSH Authority Records with the NLM control number in both the 001 and 010 fields

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MERLIN OCLC.MARS Profile

Addendum to Profile 6

6-5. Authority File Segmentation

Provide authority records according to the MOBIUS Custom File Segmentation:

```
File           Authority Tags                    Bib Usage
Name           100, 110, 111                     1xx, 4xx, 7xx, 8xx
                                                     (not x30 or 440)
Subject        100, 110, 111, 130, 150, 151      6xx (including 630)
Title          130                               130, 440, 730, 830
```

Plus a file of MeSH authority records.

Christopher Gould, 11/21/2002

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Reports

7–1. MARS Report (*complete both "a" and "b"*)   *Guide Page 7:3*

   a. Produce a report based on the following MARS report codes: _N001, N006_

   b. Sort the report by (*check one*):
- ☐ Report Code (*with bib control numbers from bibliographic field _____*)
- ☒ Record (*with bib control numbers from bibliographic field _001_*)
- ☐ Heading (*without bib control numbers*)

7–2. MARS Report (*complete both "a" and "b"*)   *Guide Page 7:3*

   a. Produce a report based on the following MARS report codes: _N019_

   b. Sort the report by (*check one*):
- ☐ Report Code (*with bib control numbers*)
- ☒ Record (*with bib control numbers*)
- ☐ Heading (*without bib control numbers*)

7–3. MARS Report (*complete both "a" and "b"*)   *Guide Page 7:3*

   a. Produce a report based on the following MARS report codes: _____

   b. Sort the report by (*check one*):
- ☐ Report Code (*with bib control numbers*)
- ☐ Record (*with bib control numbers*)
- ☐ Heading (*without bib control numbers*)

7–4. MARS Report (*complete both "a" and "b"*)   *Guide Page 7:3*

   a. Produce a report based on the following MARS report codes: _____

   b. Sort the report by (*check one*):
- ☐ Report Code (*with bib control numbers*)
- ☐ Record (*with bib control numbers*)
- ☐ Heading (*without bib control numbers*)

7–5. Custom Heading Report (*describe criteria*)   *Guide Page 7:5*

   a. Generate a report of all headings matching the following criteria: _____

   b. Sort the report by (*check one*):
- ☐ Record (*with bib control numbers*)
- ☐ Heading (*without bib control numbers*)

7–6. Custom Edit List (*describe criteria*)   *Guide Page 7:6*

Generate a report of all records matching the following criteria (e.g., containing split headings): _____

Records in edit list should include the following fields (e.g., 001, 010, 1xx, 245 and 6xx): _____

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AUTHORITY UPDATE/NOTIFICATION	

8–1. MARS Master Authority File Input Source (*check one*)   *Guide Page 8:5*

☒ Generated from current or previous MARS Authority Control Project

☐ Create from authority records to be provided by the library (*complete Question 8-2 below*)

8–2. MARS Master Authority File – File Layout (*check one*)   *Guide Page 8:5*

☐ 1 File – All Authority Records in a Single File   ☐ 3 Files – Names \ Subjects \ Series

☐ 2 Files – Names \ Subjects   ☐ 4 Files – Names \ Subjects \ Series \ Titles

☐ Create a separate MeSH Authority File

8–3. Authority Update Frequency (*check one*) **Desired start date:**_____   *Guide Page 8:5*

☒ Quarterly

☐ Monthly

☐ Other: _____

☐ Do not provide Authority Update Service (*skip to Question 8–9*)

8–4. Authority Types to be Updated (*check all that apply*)   *Guide Page 8:6*

☒ LC Names   ☒ LC Subjects   *(see attachment)*

☒ MeSH   ☐ Canadiana Names

☒ Local Authority Records – Compare against the following authority file(s): *Names, Uniform Titles, Series, Subjects*

Note: If the library sends local deletes and adds, please deliver them the week before the scheduled update.

8–5. Authority Update Service - Record Distribution Format (*check one*)   *Guide Page 8:7*

☐ Provide New & Update Authority Records in a single MARC file

☒ Provide New Authority Records in one MARC file, and Update Records in a separate MARC file

☐ Do not provide authority records in a MARC file

8–6. Authority Update Service - Selection Criteria for Authority Distribution (*check one*)   *Guide Page 8:8*

☐ Forward all new and updated authority records (*leave question 7 blank*)

☐ Forward only authority records that are 'interesting' and have 'significant' changes (*answer question 7 below*)

☐ Forward only authority records that are 'interesting'

☒ Forward only authority records that have 'significant' changes (*answer question 7 below*)

☐ Other: _____

8–7. Authority Update Service - 'Significant Change' Criteria for Authority Distribution (*check all that apply*)   *Page 8:8*

Forward records only if they have undergone at least one of the changes indicated below:

☐ Record Deleted   ☐ 64X Changed, Added or Deleted

☒ 010 Changed   ☐ 667 Changed, Added or Deleted

☒ 1XX Changed   ☐ 670 Changed, Added or Deleted

☒ 4XX Changed, Added or Deleted   ☐ 680 Changed, Added or Deleted

☒ 5XX Changed, Added or Deleted

8–8. Authority Update Service - Delete Status Record Distribution Format (*check one*)   *Guide Page 8–8*

☐ Provide Delete Status Authority Record in New & Updated Authority Record File(s)

☐ Provide Delete Status Authority Records in a single, separate file

☐ Provide Delete Status Authority Records separate files corresponding to each New & Updated Authority Record File

☒ Provide Delete Status Authority Records in a Printout Only

☐ Do Not Provide Delete Status Authority Records

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Profile 8—Page 1

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AUTHORITY UPDATE

Significant Change Report (left margin, vertical)

8–9. **Significant Change Report** (*check one*)   *Guide Page 8:9*

☐ Provide a printed "Significant Change Report"

☒ Do not provide a printed "Significant Change Report"

8–10. **Significant Change Report - Record Selection Criteria** (*check one*)   *Guide Page 8:9*

☐ Include all new and updated authority records (*leave question 6 blank*)

☐ Include only authority records that are 'interesting' and have 'significant' changes (*answer question 11 below*)

☐ Include only authority records that are 'interesting'

☒ Include only authority records that have 'significant' changes (*answer question 11 below*)

☐ Other:_____

8–11. **Significant Change Report - 'Significant Change' Criteria** (*check all that apply*)   *Guide Page 8:9*

Include records only if they have undergone at least one of the changes indicated below:

☐ Record Deleted   ☐ 64X Changed, Added or Deleted

☒ 010 Changed   ☐ 667 Changed, Added or Deleted

☒ 1XX Changed   ☐ 670 Changed, Added or Deleted

☒ 4XX Changed, Added or Deleted   ☐ 680 Changed, Added or Deleted

☒ 5XX Changed, Added or Deleted

Current Authorities Service (left margin, vertical)

8-12. **New Bibliographic Record Processing Frequency** (*check one*)   *Guide Page 8:12*

☐ Weekly

☐ Monthly

☒ Quarterly

☐ Other:_____

☐ Do not provide Current Authorities Service

8–13. **Bibliographic Record Distribution** (*check one*)   ~~and BNA ToC~~   *Guide Page 8:12*

☐ Return all bib records

☒ Return bib records that change in MARS Authority Control Processing (*complete Question 14 below*)

☐ Do not return bib records; Distribute authority records only

8-14. **Bibliographic Record Change Types**   *Guide Page 8:12*

Return only bibliographic records affected by specific types of changes. Complete Profile Question 5-2. If the change criteria for the basefile processing is different than for ongoing bibliographic record processing, describe the differences:

_N/A_

8–15. **Authority Control Specifications** (*check one*)   *Guide Page 8:12*

☐ New specifications are included in separate copies of Profiles 2, 3, 4, 5, 6, and 7, as appropriate (*please write on profiles "For Current Authorities Service"*)

☒ Specifications are identical to those in Profiles 2, 3, 4, 5, 6, and 7, as appropriate

☐ Specifications are identical to those in Profiles 2, 3, 4, 5, 6, and 7, as appropriate, with the following differences:

_____

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MERLIN OCLC.MARS Profile

Addendum to Profile 8

8-2. MARS Master Authority File – File Layout

4 files: Name, Subject, Title, MeSH

8-4. Authority Types to be Updated

Strike out "Local Authority Records"

8-6. Authority Update Service – Selection Criteria for Authority Distribution

Change to "Forward all new and updated authority records"

8-7. Authority Update Service – 'Significant Change' Criteria for Authority Distribution

Strike out all selections

8-13. Bibliographic Record Distribution

Strike out "and BNA TOC"

Christopher Gould, 11/21/2002

8-4. Attachment

Please run Notification on the Local Authority file *without replacing the records in the file*, as per the following from Bob Thomas, WLN (9/26/00).

```
MARS is able to do the following:

   - Compare the 1xx heading in Merlin Local Authorities against LC;
   - Provide a printed report of any matches found;
   - NOT apply those updates to the Merlin Local Authorities file within
MARS.

The MARS Master Authority File for Merlin Local Authorities would
remain unchanged until an update was received from you.
```

Obsolete
No Local History
File for MERLIN

11/21/02
CAG