

**Standards for Merging and Replacing Duplicate Records  
SWAN Cataloging Committee June 2000**

**Monographic Records**

1. Monograph records bearing the same OCLC number

OCLC number in field 001 or 019. Records may be merged without consulting other cataloging units.

2. Monograph records without an OCLC number

A. Provisional records bearing the same title as an OCLC record.

Existing records may be merged without consulting other cataloging units. If a new record is entering the database from OCLC, overlay of the existing provisional record is preferred.

B. Provisional records bearing a variant title from the OCLC record

Do not merge or overlay. Notify the originating cataloging unit that a possible duplicate from OCLC is being added. It is the responsibility of the originating cataloging unit to resolve the conflict.

C. Non-OCLC retrospective Conversion Records

May be merged with an OCLC record for the same title and edition without consulting other cataloging units. The merging cataloging unit will set the appropriate Icode 1 value so that holdings of the originating library can be uploaded to OCLC.

3. Multiple records, Different OCLC Numbers

Multiple records for the same work, with different OCLC numbers, may be merged without consulting other cataloging units. The merging cataloging unit will notify the originating cataloging unit of the OCLC records from which that unit's holdings should be removed.

4. Multiple records, Different Bibliographic Levels

If there are multiple records at varying bibliographic levels for the same work (e.g., serial record vs. monograph records for separate volumes), retain all bibliographic records or consult the holding libraries before resolving.

5. Considerations for Merging Records

A. Retain all indexed fields. See Appendix for a list of these.

B. Retain all local data. (590, 690 fields)

C. Choose as the record to be retained the records below, in order of preference:

1. DLC record: DLC|cDLC, DLC/XXX|cDLC, DXXX/DLC|cDLC, DLC|cXXX

2. NLM, NAL record

3. Records with pcc, lccopycat, core or lcnccp (obsolete) in the 042

4. The AACR2 record

5. The record that can most easily be modified to result in the most complete and accurate record.