

## Merging Duplicate Records for Juvenile Materials in SWAN

This is a quick summary of the policies agreed upon by the SWAN Catalog Committee.

When you are merging records for juvenile books, please follow the SWAN Catalog Committee Guidelines for Merging Duplicate records (attached). In particular, please remember to:

1. Retain all 586 notes. These will now be indexed at the Mobius Union Catalog so cluster records need to retain them.
2. Retain 505s.
2. Retain all 650 b1 subject headings. These AC headings will also be indexed in the Union Catalog.
3. The SWAN Catalog Committee agreed that in addition to field 586, title access to awards will be provided through field 830 b0. There are a number of records that have this info tagged 440 or 690. Please revise these to 830 b0s as you encounter them.
4. The following is an alphabetical list of awards. Please use the form of name below in field 830:

Mildred L. Batchelder Award book, 19xx

Mildred L. Batchelder Award honor book, 19xx

Black Caucus of the American Library Association Fiction Award book, 19xx

Black Caucus of the American Library Association Fiction honor book, 19xx

Black Caucus of the American Library Association First Novelist Award book, 19xx

Black Caucus of the American Library Association Nonfiction Award book, 19xx

Black Caucus of the American Library Association Nonfiction honor book, 19xx

Caldecott Medal book, 19xx.

Caldecott Medal honor book, 19xx.

Andrew Carnegie Medal for Excellence in Children's Video winner, 19xx

Coretta Scott King Author Award book, 19xx

Coretta Scott King Author Award Honor book, 19xx.

Coretta Scott King Illustrator Award book, 19xx.

Coretta Scott King Illustrator Award Honor book, 19xx.

Newbery Medal book, 19xx

Newbery Medal honor book, 19xx

Missouri Building Block Picture Book Award nominee book, 19xx-19xx

Missouri Building Block Picture Book Award book, 19xx-19xx

Show Me Readers Award nominee book, 19xx-19xx

Show Me Readers Award winner, 19xx

Mark Twain Award nominee book, 19xx-19xx

Mark Twain Award winner, 19xx

I will add local authority records with the appropriate cross-references to SWAN when the database is returned from authority processing.

Thanks for your help! Please let me know if there are any questions.

-Karen Letarte