OCLC Error Reports

Topics:
Authority searching in OCLC
OCLC Significant Change Report for SWAN (LC Name)
OCLC Deleted Records Report (LC Name)
OCLC Replacement Records for SWAN (LC Name)

The various error reports allow SWAN to be alerted of changes to authority records. Previously, SMSU had been handling changes in names and titles as noticed. Notification of changes in LCSH came through Cataloging Service Bulletins.

In order for references to work correctly in SWAN, it is important that SWAN has the most current authority records. Current authority records also provide the opportunity to correct split files and resolve other errors preventing users from finding all SWAN has by a given person, subject, etc. For more information on the authority format in general, see the OCLC Authority User guide at http://www.oclc.org/oclc/man/5411aug/frames_man.htm.

Authority searching in OCLC

There are a number of ways one can search the OCLC Authority File (AF). Commas are very important when searching the authority file. If a comma is omitted, one might not arrive in the portion of the index desired. The authority file is not case-sensitize. For more information on finding authority records using OCLC's CatME, try http://www.oclc.org/catme/quickreference/.

Make sure you have set things to search the AF. The default is the online catalog (OL).

Phrase searching

pn Dickens, Charles	Personal name
co Southwest Missouri State University	Corporate name
cn Viticultural Science Symposium	Conference name
ti Series on engineering mechanics	Title (series, uniform title)
su bowling	Subject headings
sb pictorial works	Subject subdivisions

If one knows the year of birth and year of death or the year of birth, one can add the information following the first name.

For example,
pn Dickens, Charles 1812-1870
pn Dickens, Charles 1812

Derived searching
Derived searching follows the same patterns used for derived searching in the OCLC online catalog; however a left bracket is needed before the search string.

Derived author
[4,3,1
Where four represents the first four letters of the last name, three represents the first three letters of the first name, and one represents the first letter of the middle name.

Derived title
[3,2,2,1
Where the three represents the first three letters of the first word in the title, the twos represent the first two letters of the second and third words of the title respectively, and the one represents the first letters of the fourth word of the title.

Derived subject
[5,3
Where the five represents the first five letters of the first word of the subject heading and the three represents the first three letters of the second word of the subject heading. If the subject heading does not have a second word, end the search string with the comma.

Derived searching

[dick,cha,	Personal name
[sout,mis,s	Corporate name
[viti,sci,s	Conference name
[ser,on,en,m	Title (series, uniform title)
[bowli,	Subject headings
[picto,wor	Subject subdivisions

Numeric searching
If one has the OCLC-assigned authority record number, one may search numerically using an asterisk, number sign, or index label.

[*537071 or [#537071 or fin an 537071

If one has the LC-assigned authority record control number, one may search numerically or by index label.

[80-157168 or fin ln 80-157168

OCLC Significant Change Report for SWAN (LC Name)

This report lists records that contain changes in the 1XX, 4XX, and/or 5XX fields. The records contain no changes in the authority control numbers.

1. In GUICAT, try an author search for Puddu, Giancarlo
   The error report states the 1XX has been changed and 4XX added.

   1XX changed
   4XX added
   LDR 00647cz 2200157n 4500
   001 n 83071686
   003 DLC
   005 20010317064222.0
   008 830225n| acannaabn |a aaa
   010     $an   83071686
   035     $a(OCoLC)oca00953669
   040     $aDLC$cDLC$dDNLM$dUk
   100 1 $aPuddu, Giancarlo
   400 1 $aPuddu, G.$q(Giancarlo)
   670     $aHughston, J.C. Patellar subluxation and dislocation, 1983 (a.e.)$b.t.p.
   (Giancarlo Puddu, M.D., Rome Italy)
   670      $aRehabilitation of sports injuries, c2001:$bCIP t.p. (Giancarlo Puddu) b.k. t.p.
   (G. Puddu) verso (Giancarlo Puddu, M.D., Prof.; Clinica "Valle Giulia", Rome) data
   sheet (b. Dec. 23, 1943)

2. In the OCLC AF, type [pudd,gia,

3. From the index screen, select Puddu, Giancarlo

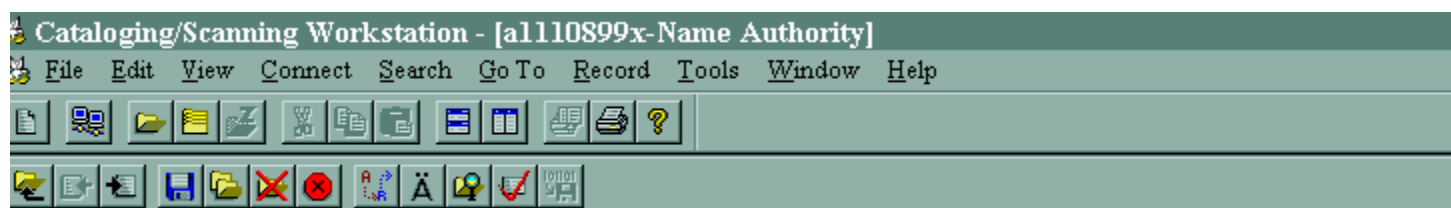4. Delete the old authority record in SWAN.

   Do not attempt to code the old record for deletion (ASUPPRESS=d). If you code the old record for deletion, it will appear on the weekly duplicate headings report. Since the old record in SWAN and the new record in OCLC contain the same control numbers, there is no need to code the new authority record to be uploaded by the vendor.

5. Export the new authority record.

6. If the change occurred in the 1XX field in the authority record, you will want to make sure the access points in the bibliographic records match the new 1XX field.

7. Cross the record off the error report and move to the next record listed.

OCLC Deleted Records Report (LC Name)

This report lists authority records that no longer exist in the OCLC AF. In some instances, a different form of a name was established and a new authority record was created. In order to resolve the error using GUICAT, search the author index with the name found in the 100 field on the report.

For example, search the author index in GUICAT for Baker, J. M.
Notice the LC-assigned control number in the 010.

There are numerous ways to locate corrected authority record in OCLC. Derived searching is one of the quickest and least typing intensive methods.

On the error report under the deleted record, the phrase "replaced by record #n" appears followed by the LC-assigned control number. The simplest means of locating the replaced record is to do a numeric search on the LC-assigned control number or the invalid LC-assigned control number.

Deleted record
Replaced by record #n   85306586
LDR 00397dz   2200121n 4500
001   n   85339575
003   DLC
005   19860424063241.9
008   860306n| acannaab |n aaa|||
010      $an **85339575**
040      $aDLC$cDLC
100 1 $aBaker, J. M.
670      $aAuthor's Impact of oil poll. on living res., 1983:$bt.p. (Dr. J.M. Baker) p. 48 (Field Studies Council, Orielton Field Cen., Pembroke, Dyfed, Wales)

1. In the OCLC AF, type either the replacement or new LC-assigned control number from error report
    [85-306586

    or the invalid LC-assigned control number (in 010 above)
    [85-339575

    Do not forget to include the hyphen when searching by LC-assigned control number. If one forgets the hyphen, OCLC will return a message of no matching records.

2. Delete the old record.

    Do not attempt to code the old record for deletion (ASUPPRESS=d). If you code the old record for deletion, it will appear on the weekly duplicate headings report. Since the old record in SWAN and the new record in OCLC contain the same control numbers, there is no need to code the new authority record to be uploaded by the vendor.

3. Export the replacement record from OCLC into SWAN

4. Search SWAN to make sure the access points in the bibliographic records match the new 1XX in new name authority record in SWAN.

5. Cross the record off the error report and move to the next record listed.

OCLC Replacement Records for SWAN (LC Name)

The replacement records report for LC Names contains authority records that are needed, but are currently not in SWAN. Resolving errors on this report will greatly reduce the number of initial N001 (heading does not match at any level) reports. Above each entry, the phrase "new record" appears.

1. In GUICAT, try an author search for Ryan, Patrick H.

If the record is already there, do not continue.

2. Next, search the OCLC AF for the needed record using whichever search method you prefer.

   pn ryan, patrick h or [ryan,pat,h or [00-032387

3. Export the correct authority record into SWAN.

4. Since the vendor does not have a copy of the new record in the vendor history file, it needs to be coded to upload. This prevents SWAN from receiving a duplicate authority record in the future.

5. Next, search GUICAT again for the newly exported authority record.

6. Change the ACODE2 to "a" for LC Name and save the changes.


```
Cataloging/Scanning Workstation - [al6308049-Name Authority]
File  Edit  View  Connect  Search  Go To  Record  Tools  Window  Help

ACODE1        -        ACODE2    a        ASUPPRESS    -        RECORD #    al630
CREATED    09-21-2001  UPDATED  09-21-2001  REVISIONS    2

001    oca05349138
003    OCoLC
005    20010921175133.0
008    001013n| acannaabn        |n aaa      cnz n
010    nr 00032387
040    PU|beng|cPU
100 1  Ryan, Patrick H.
670    Augustine [VR] : late have I loved thee, c1992:|bcredits (produced by Patrick
       Ryan)
```

7. Cross the record off the error report and move to the next record listed.