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| Report | Invalid Headings |
| Library or Cluster? | Library |
| Triggered by | Updates to bib records |
| What does it tell me? | Indexed entry of Heading in a bib record matches the indexed entry of an authority SEE FROM (4xx) heading |
| What do I do? | Check the headings in the bib record and the authority record.  Bib heading correct: Do nothing;  Bib heading incorrect: change bib heading to the one listed in the authority Main Entry (1xx);  If there are lots of incorrect headings, suppress and unsuppress the authority record to trigger Automatic Authority Control. |
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| Report | Duplicate Entries |
| Library or Cluster? | Library |
| Triggered by | Updates to bib or patron records |
| What does it tell me? | More than one bib in the catalog has the same OCLC # OR more than one patron record has the same Barcode |
| What do I do? | Bibs: Check to see if the bib records should be “merged” (transfer attached records from one bib to another and delete the duplicate);  Patrons: Not much you can do, unless you can have the patron’s barcode changed. |
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| Report | Busy Matches |
| Library or Cluster? | Library |
| Triggered by | Automatic Authority Control |
| What does it tell me? | Automatic Authority Control attempted to update a heading in a bib record, but was unable to because the record was “in use” |
| What do I do? | Update the bib heading to the one listed in the authority Main Entry (1xx) |

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| Report | Blind Headings |
| Library or Cluster? | Cluster |
| Triggered by | Updates to authority records |
| What does it tell me? | The Main Entry (1xx) in the authority record does not match any bib heading |
| What do I do? | If you want to retain the authority record for any reason (parent heading, etc.), code the record as a Blind (ACODE1 = b);  If you do not want to retain the authority record, code the record as a Delete:   * ACODE 2 = a (Name), d (Subject), k (Children’s Subject), t (Title) * ASUPPRESS = d * Add “[DELETE]” at the end of the Main Entry (1xx) heading |
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| Report | Duplicate Authority Records |
| Library or Cluster? | Cluster |
| Triggered by | Updates to authority records |
| What does it tell me? | Multiple authority records have the same Main Entry (1xx) |
| What do I do? | Look at the authority records to determine whether they are duplicates or whether one is superseded by the other;  If so, delete the older record;  If not, do nothing. |