

Resolving Duplicates in Millenium Cataloging

Work from Duplicates Headings Report (cag) dated 3/18/04 (soscommon/library/reference/temp/DEDUP)

Using Millenium Cataloging, search by OCLC number.

Open all records

- 3 is likely the maximum to easily work with at one time
- Click on Window menu, Tile Vertically to view records simultaneously
- one record will have OCLC DEDUP in the 003 and will be the "b record" on the DeDup List
- depending on Settings, your initial display will be the Item display, click on Edit icon in the tool bar for bib record display.

Compare records and select record to keep

- Open [OCLC Bib Formats and Standards](#) as a reference for MARC field information
- These fields should match: 260 Publication information. Likely place for nonmatch is date.
010 LC control number (subfield a)
020 ISBN or 022 ISSN
300 Physical description
- Scan remaining fields

Save all indexed fields from the record(s) to delete which are not in the record to keep

- Copy and paste: 010, 020, 022
019 (OCLC cross refs)
050, 090, 082, 086, 092 (call number/classification)
505, 520, 590 (notes fields)
6xx (subj access), 7xx (added name/title access), 830 (series added access)
- If you have questions about the most authoritative access heading, consult librarian.
- When in doubt, copy and paste any additional information from about-to-be-deleted records or consult with librarian.
- Add # to the end of the 003 field when keeping an OCLC DEDUP record
- If the record to keep is not an OCLC DEDUP record, check Bcode3 on bib to verify it's coded "--" Display Local/Central; if it is not, it may need to be resolved by librarian.

Any letter or character highlighted in red in the bib record is an error.

- Most likely error is in the 008, right click to expand field and correct error
- Other errors in tagging may need to be resolved by librarian.

Move item records to the record to keep

- On record to delete, go to Item Summary, "check" all item records.
- Click on Edit menu on record to delete
- Click on Transfer Attached, select bib record number of the record to keep
- Select Transfer all attached records, DELETE source bib
- View summary holdings on record to keep and save changes.

Add location codes of holding libraries to record to keep (double click on location field) and save changes.

Add **done** to record from Dup List and add date.

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5/11/04 additions Laura, Matt & Susan

5/13/2004 11:01 AM SusanM.