

MARS Reports Authority Change Reports

General Principles

1. There may be more errors than just death dates. After you search a name, it pays to look around in the index for other records which need to be changed. For example, frequently there are entries for an author without any dates at all. If you only search using dates, you will miss these.
 - For example, if you see an entry for **Faulkner, William** (with no dates), you need to investigate to see if this is 'the' William Faulkner and add the death dates. (I was just looking around for a good example, and came across two Faulkner records with no dates. They are for his Nobel Prize acceptance speech, so there is no question which Faulkner this is. I have fixed both records).
2. I have found many instances where a birth date or death date is off by one or two years.
 - For example, be suspicious if you are looking for records by **Cadmus, Paul, 1904-** and you see an entry for a work by **Cadmus, Paul, 1903-**. You need to take a look at these records. 99 times out of 100, I have found in these instances that the authors are the same person.
3. Sometimes the names are from TOCs in 970 fields. In a 970 the |f is the authoritative form of name. For these, just copy the 100 from the authority record into the |f, but remember to replace any |d or |q, etc. with a space, as these subfields are not recognized in a 970.
 - For example, to correct a 970 |f for **Faulkner, William** you would transcribe the |f thusly: |f **Faulkner, William, 1897-1962.**
 - Note that I deleted the |d and replaced it with a space

There are 2 ways to process these reports. 1) You can work directly from the PDF file, or, 2) you can print out the PDF and work from paper. The steps for each are outlined below.

Working directly from the PDF file

1. Have open the PDF file of changes and Millennium Global Update
2. Copy the correct form of name from a record in the PDF file
 - First click on the Select Text button -- this allows you to highlight text
3. Search the MilCat Author index
 - Paste the name from the PDF file into the search box
 - Delete the subfield 'a' if necessary (when you highlight and copy in the PDF, the subfield 'a' may come along for the ride and needs to be deleted)
 - Delete the dates before searching to get the most general search (see General Principles above)

4. Go to Millennium Global Update (<Ctrl><Tab> is the mouseless way to toggle between the two programs)
5. Select Index-Author (for Name changes) or Index-LC Subject (for Subject changes)
6. Paste in the correct form of name
7. Substitute the Millennium subfield code character (the pipe character |) for the \$
8. Backspace to get rid of the death date
9. Click Search
10. Be sure to un-highlight any records you don't want to change.
11. Go to Command Input tab
 - Select Change Variable Length Field
 - Leave Use Displayed Field checked
 - In the REPLACE line, paste in the name and add a period at the end if appropriate.
12. Preview -- never start processing without carefully looking at the previewed records.
13. Process
14. Go back to regular MilCat search box and search the heading to make sure every heading got changed. Occasionally, especially if there are a lot of entries, one won't 'take'.

Working from paper printouts

1. Type the name in the MilCat search box. I usually truncate it, typing only the last name and first letter of the first name. If you type the full name, be sure to not include the death date.
2. Open the authority record and copy the 100 field
3. Go to Millennium Global Update (<Ctrl><Tab> is the mouseless way to toggle between the two programs)
4. Select Index-Author (for Name changes) or Index-LC Subject (for Subject changes)
5. Paste in the correct form of name
6. Backspace to get rid of the death date
7. Click Search
 - Go to Command Input tab
 - Select Change Variable Length Field
 - Leave Use Displayed Field checked
 - In the REPLACE line, paste in the name and add a period at the end if appropriate.
8. Preview -- never start processing without carefully looking at the previewed records.
9. Process