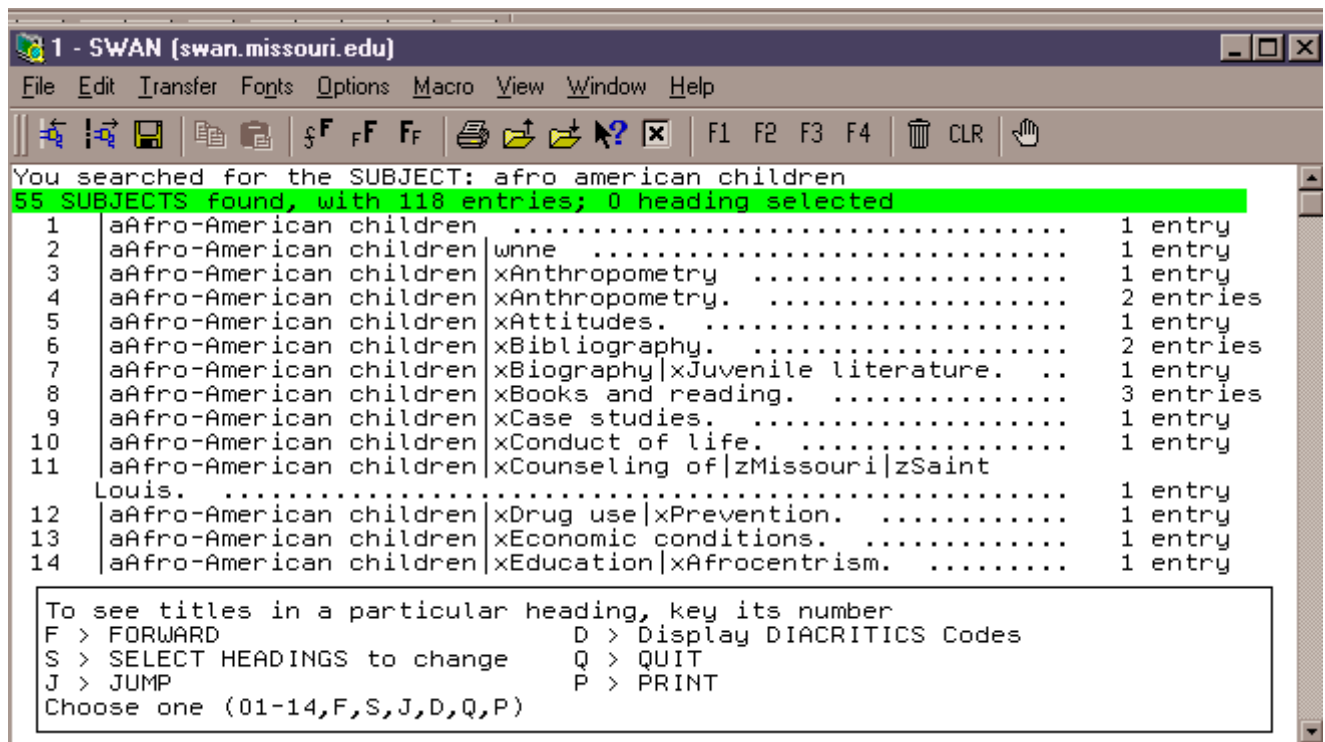


## GLOBAL CHANGES IN CHARACTER-BASE

Global changes are a quick and effective way to make changes to a large group of records at one time. In order to access this function, go to the character-based system and use the general login. From the main menu, choose **D** for Database maintenance. Then choose **G** to Globally update headings. Next, login using your initials and password. Like verifying headings in the character-based system, you will receive a screen asking what kind of heading you wish to update. Use the following codes to type in the search you want the system to perform:

**a** author  
**d** subject  
**t** title

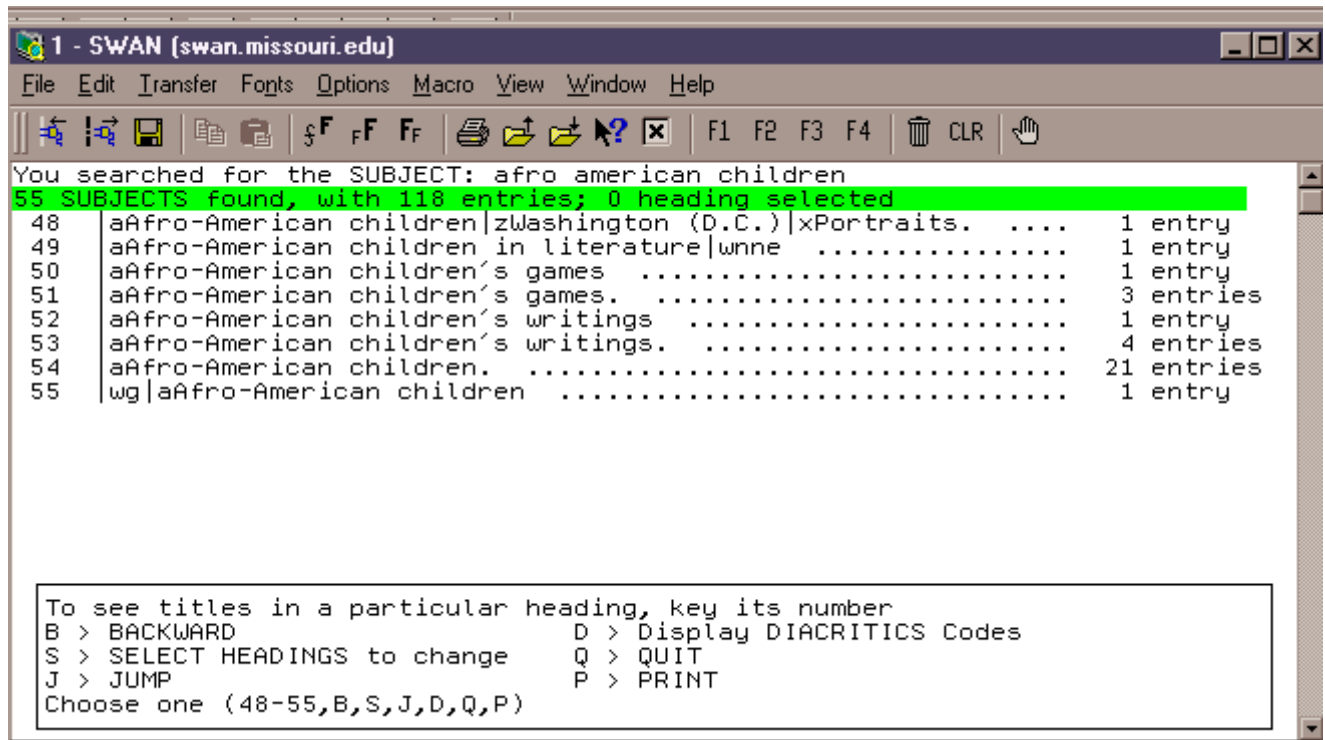
E.g. dafro american children would find all the entries with Afro-American children as a subject heading. Note no space appears between the “d” at the beginning and the rest of the search string.



One nice feature of the global change function is the ability to update whole headings with multiple subfields or to update a single subfield within a string.

In order to change all bibliographic records with the older, invalid form of the heading (Afro-American children) to the newer, valid form of the heading (African American children), one needs to search for all occurrences of the subject heading. With a heading used as frequently in SWAN is this heading is, it may take more than one pass to correct the heading. Also, it is important to note using a period or not using a period at the end of the search string changes the results.

In order to find the headings that contain the heading Afro-American children only, you will need to move forward to the end of the list.



Line 54 contains the heading Afro-American children with no additional subdivisions. These will need to be changed separately. In order to change the 21 entries listed on line 54, type **S** to select the headings to change. At this point, you are prompted to select the line number of the item(s) to change. After typing 54 and hitting return, you will notice an asterisk appears out to the side of the selected line number(s).

Next, select **C** to change selected headings. At this point, it is very important that you type the exact heading you wish to change. If not, you will receive an error message that the subfield does not match any selected headings. If the heading you wish to change ends in a period, you will need to include this when typing the string for the heading you wish to change. You will also need to make sure you include it when typing the changed heading.

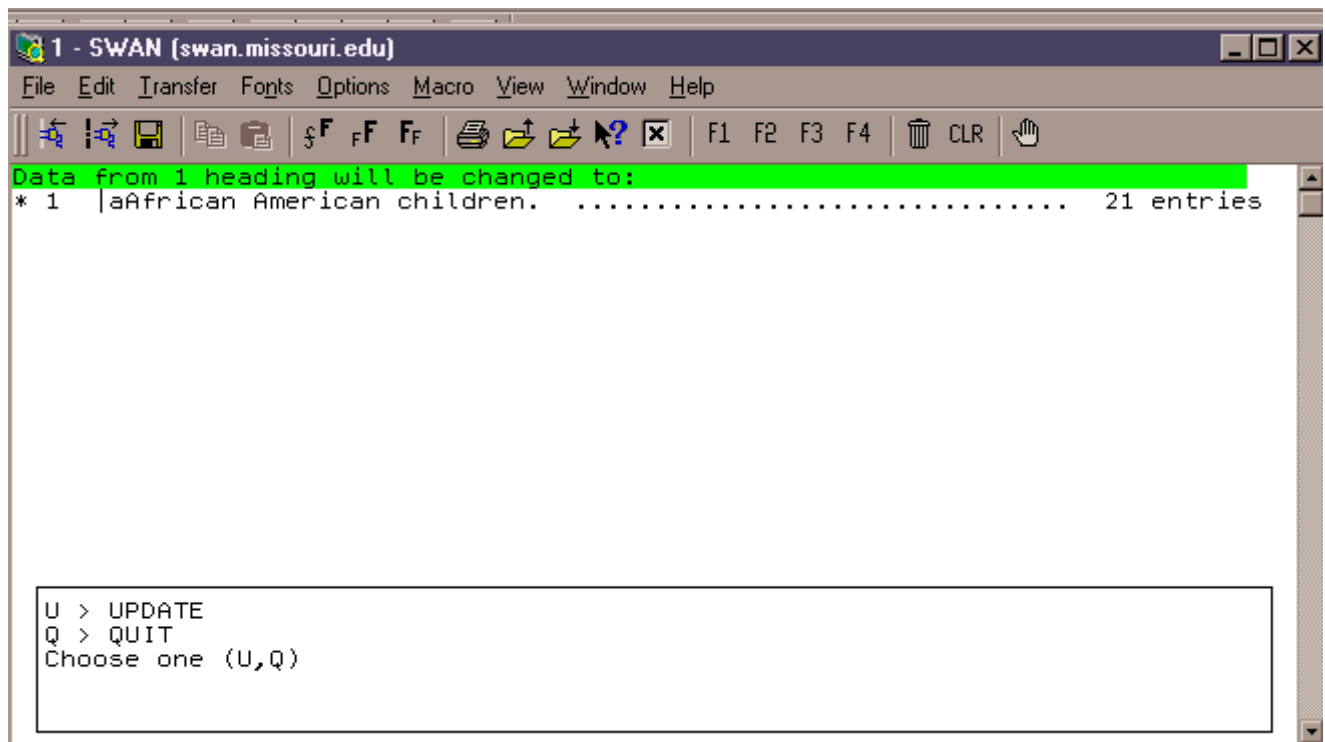
For this example, the subfield you wish to change is:

Afro-American children.

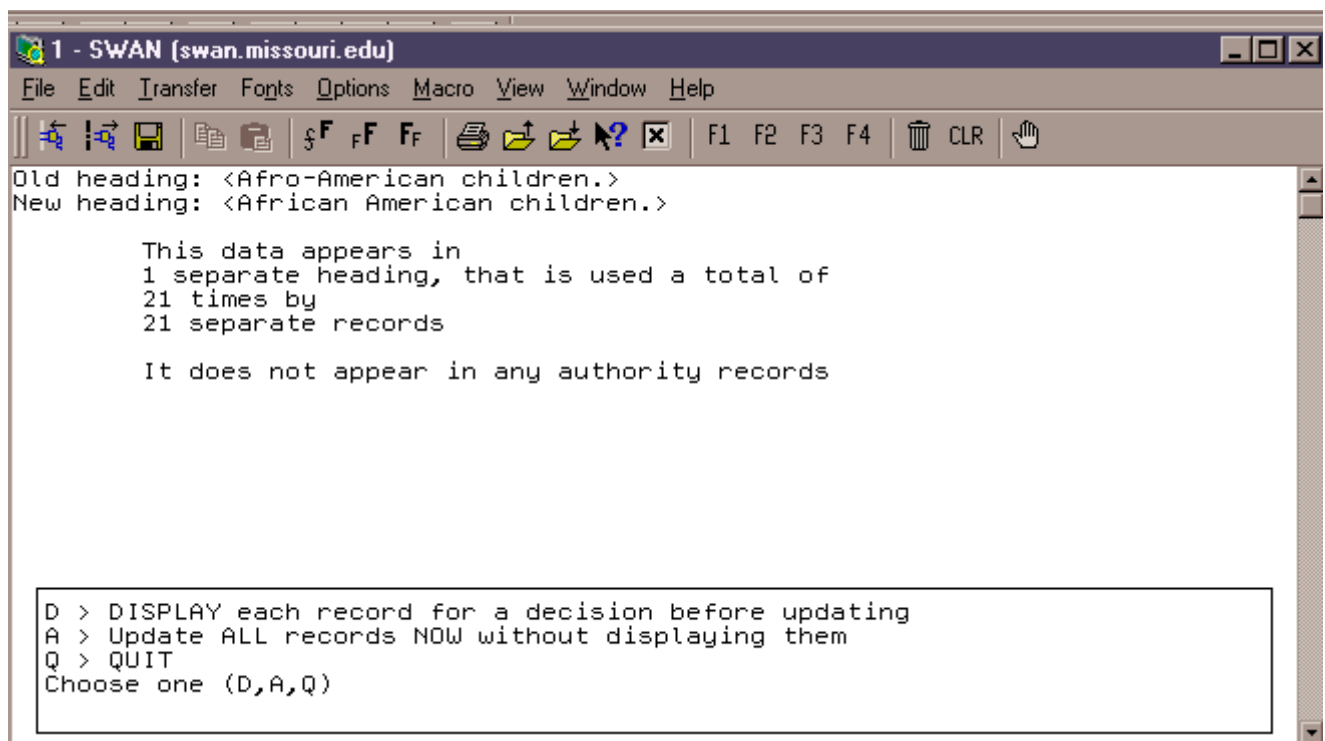
The heading you wish to change it to is:

African American children.

In this case, you would want to type exactly what you see in line 54, capitalization and punctuation included. One helpful hint is to use the copy and paste feature from the tool bar. This prevents typos. You will then be prompted to provide the heading you wish to change to.



Finally, type **U** to update.



At this point the system asks you whether you wish to update everything now without displaying (**A**) or display each record for a decision before update (**D**). If the heading appears in any authority records, you will have the option of altering the authority records. Do not do this. Since

authority records are vendor supplied and a vendor history file exists, it is better to just download the new authority record from OCLC and code the old record for deletion. Problems occur when one begins to change perform global changes on the authority records themselves.

One final note, the changes you make here often alter many bibliographic records so it is very important to make sure you know exactly what you want to change.