

New Records Create Duplication - Resolution by Linking Items

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If an OCLC request is entered in the Union Catalog Request Bank and an item record is created but the record is not exported, the filled request record will load to your bank as new. If you have a record in your database for this item, (it was entered manually as a cfly OR you have requested a record to replace a brief record) you will have duplicate records for the same item. The filled OCLC records overlay on a control number contained in the OCLC Request Record that is exported at the time the request is generated at the Union Catalog. Therefore, if you did not export that request record to your bank the filled record will not overlay anything.

Following is the sortie report message generated when such an occurrence happens:

EXAMPLE:

"Record: 06-0011006 Generated by "I" or "N" mode

RESOLUTION:

1. From the Cataloging Menu select "**Create and Update Bibliographic Records.**"
2. You will be prompted for a record number. **Enter the record number of the new record** to determine the title.
3. After you have determined the title, **press [PF1]** to exit the record.
4. At the prompt for record number, **press [PF2]** to search for the title identified in step 2 above.
5. At the prompt "**Is this the correct record?**" If it is the OCLC request record you are looking for and wish to replace with the newly loaded OCLC record, enter a **Y**.
6. At the prompt "Field to modify" enter the line number for "**Item.**"
7. Select "**Link items**" from the menu.
8. At the prompt "Item number" enter one of the item numbers listed.
9. At the prompt "Record number" enter the record number from the report for the OCLC record that was loaded as new.
10. Once all items have been linked to the new OCLC record, press **[PF1]** at the prompt "Item number:"
11. At the prompt "Field to modify:" press **[PF1]**.
12. If you been granted privileges to delete records you will see the prompt "Do you want to delete this record?" Respond with a **Y** to delete the record.