Merging records in Polaris

Make sure to check match points carefully. It is better to err on the safe side and report possible duplicate records on the SHARE website if you aren’t absolutely 100% sure about a merge or if you don’t feel comfortable merging records. Please use the form called Duplicate Record Merge Request found under cataloging forms. Check the title, subtitle, statement of responsibility, edition statement, publisher, date, page number/description, series, languages, widescreen vs. full screen statement, special features, and OCLC control number to determine if you have a match. If the OCLC number does not match, but everything else does, it is best to send it in on the duplicate record merge request form for a closer look. Never merge an Abraham Lincoln Presidential Library bib record. Please send those in, as well.

This icon in Polaris will help you find duplicate records. After opening a bib record in the MARC record view, click this icon and you may get a list of possible duplicates. Remember to check each one carefully because they are not always matches.

Move this window over to the right side to keep it out of the way and double click on the bib record, from the bottom section of this window that you would like to check. Arrange the bib records side-by-side and check the match points.
The bib record that you want to keep must be the first one you search. If the 2nd record is better, close the first record and the replace/check for duplicate box and start again. Notice, in this case, that the 2nd record does not have an OCLC control number, but everything else matches. After determining that the first record is best and that they do indeed match, we close the 2nd record, make sure that the record is still highlighted, and choose “replace selected.”
You will get a message asking if you are sure. Click OK.

After merging the records, you should delete any extra 035 fields. Make sure to leave one set of OCLC control numbers (035s) in your bib record. Sometimes there is only one 035 containing an OCLC control number, but there is usually a pair.

In this case, the lines highlighted in blue can be deleted. 912s can also be deleted from the record.

Delete them and save the bib record. The item records have automatically been moved to the saved record.