

## 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.

Control n...	Owner	Title	Author	Format	Linked items	Status
2081129	SHARE	Diesel trucks	Rich, Mark J.	Book	5	Final

  

Control ...	Owner	Title	Author	Format	Linked items	Status	System-detected duplicate
877726	SHARE	Diesel trucks	Rich, Mark J.	Book	2	Final	LCCN;ISBN;Author/Title;Title/260\$c

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.

### Bibliographic Record

Control number: 2081129      Owner: SHARE (sys)

Title: Diesel trucks

Tag	Ind	Data
LDR		cam 22 i 4500
001		2081129
005		20080907030900.0
008		780406s1978 ilua j 001 0 eng
010		1a 78007345
020		1a0516038818
020		1a9780516038810
035		1a(OCOLC)ocm03843006
035		1a(OCOLC)3843006
035		1a(RPLS)AAV-1971
040		1aDLC1cDLC1dBAKER1dBTCTA1dYD
042		1alcac
049		1aIHQA
050	00	1aTL2301b.R5
082	00	1a629.22/4
092		1a629.22
100	1	1aRich, Mark J.
245	10	1aDiesel trucks /1cwritten and photograp
260		1aChicago :1bChildrens Press,1cc1978.
300		1a43 p. :1bcol. ill. ;1c24 cm.
440	0	1aOn the move
500		1aIncludes index.
520		1aText and illustrations describe the cor
650		1aDiesel trucks1vJuvenile literature

### Bibliographic Record

Control number: 877726      Owner: SHARE (sys)

Title: Diesel trucks

Tag	Ind	Data
LDR		nam 22 i 4500
001		877726
005		19920309150300.0
008		780406s1978 ilua j 001 0 eng
010		1a 78007345 /AC
020		1a0516038818
035		1a458880
050	00	1aTL2301b.R5
082		1a629.22/4
100	1	1aRich, Mark J.
245	10	1aDiesel trucks /1cwritten and photographed by Mar
260		1aChicago :1bChildrens Press,1cc1978.
300		1a43 p. :1bcol. ill. ;1c24 cm.
440	0	1aOn the move
500		1aIncludes index.
520		1aText and illustrations describe the components of
650	0	1aTruck tractors1vJuvenile literature.
650	1	1aTrucks.
910		1aCTL0423617
913		1aRICDTRU99
999		1a458880
912		1aLINC-458880

The bib record that you want to keep must be the first one you search. If the 2<sup>nd</sup> record is better, close the first record and the replace/check for duplicate box and start again. Notice, in this case, that the 2<sup>nd</sup> 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 2<sup>nd</sup> record, make sure that the record is still highlighted, and choose “replace selected.”

Replace / Check For Duplicates (Bibliographic Records)

Retain this record:

Control n...	Owner	Title	Author	Format	Linked items	Status
2081129	SHARE	Diesel trucks	Rich, Mark J.	Book	5	Final

Records to replace:

Control ...	Owner	Title	Author	Format	Linked items	Status	System-detected duplicate
877726	SHARE	Diesel trucks	Rich, Mark J.	Book	2	Final	LCCN;ISBN;Author/Title;Title/260\$c

Replace All Replace Selected Cancel Help

You will get a message asking if you are sure. Click OK.

Polaris

Are you sure you want to replace bibliographic record 877726?

OK Cancel

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.

```
035      ‡a(OCOLC)ocm03843006
035      ‡a(OCOLC)3843006
035      ‡a(RPLS)AAV-1971
035      ‡a877726
035      ‡a458880
```

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

```
---
912      ‡aRolling-1833140
912      ‡aSILNET-345989
915      ‡a1833140
```

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