Oliver Procedure

Merging Records
Overview

Merging records in Authority Control will tidy your database.

1. **Cataloguing > Authority Control.**
2. From Function Menu choose desired Authority File.
3. Perform a **Sort** function to put entries in alphabetical order.
   - Function menu.
   - **Sort**.
   - Select Lead Term.
   - Ascending.
4. Function Menu > **Merge**.
5. Select the term you wish to remove by clicking the checkbox next to each.
6. Select the replacement term by clicking on the term.
7. A confirmation screen will be displayed before the changes are made.
8. Check the changes about to be made before clicking Confirm.
9. A screen showing the result of your merge will be displayed.
10. Select Proceed.
Merging records when the terms are not alphabetically together

1. An example of such a search might be ... You wish to merge the subject heading ‘World maps’ and ‘Maps’.
2. Start your search by opening the search window.
3. Field Alias: Choose LeadTerm > type maps > Add.
4. Join by: tick OR.
5. Field Alias: Choose LeadTerm > type world maps > Add.
6. You should now have this search criteria in the Any words window:
   
   **LeadTerm CO "maps" OR LeadTerm CO "world maps"**

7. Click Search and you will now see your two subject headings only.
8. Continue with the merge.
9. **Note**: The subject heading ‘World maps’ will show other subject headings if you have any in your system with the word ‘world or maps’ in them. To do an exact search replace the CO with =
10. It will now look like this and will guarantee only two subject headings.

   **LeadTerm CO "maps" OR LeadTerm = "world maps"**