**Record Merge Field Transfers**

040 symbols in subfield $c and subfield $d of the merged records (except OCL and OCLCQ) are kept in the subfield $d of the retained record **ONLY** when data transfers from the merged record(s).

If the 019 and/or 029 are the only fields that transfer to the retained record, the symbols in the 040 field subfield $c and subfield $d will **NOT** transfer to the 040 $d of the retain record.

**Category 1:** Always transferred.

* 019 029

**Category 2:** Usuallytransferred when present in the record being merged and not present in the record being retained.

**( \* ) – See specific section below for more information**

* 006 007 010 015 016 020 022 024 027 028 030 031

033 037 041 043 045 047 048 **050\*** 052 055 **060\*** 070

072 074 080 **082\*** 083 084 085 088 086 **090\*** **092\*** **096\***

258 300 305 306 336 337 338 340 344 345 346 347

377 380 381 382 383 384 **4xx\*** 504 505 506 520 526

**533\*** 538 542 546 586 **6xx\*** **751\*** 753 **776** **8xx\*** 856 891

938 **936\***

**NOTE:** Rules for transfer are quite complex and are documented in program design documents. Many fields (for example, field 024) have specialized tests for uniqueness. If the fields are determined to be ‘unique’, they will be transferred to the retained record.

* + Field 856: All unique URLs should transfer to the retained record.

**Section 1:** **Call number fields (050/090, 060/096, 082/092); MeSH 6xx**

**050/090**

* If there are no LC call numbers present in the retained record, the system will only transfer the first call number it comes to in the merge sequence.

**060/096/6xx**

* The National Library of Medicine (NLM) fields assigned by NLM (tags 060, 069, and 6xx second indicator ‘2’) are always retained and replace medical fields in the retained record regardless of the source.

**Example:**

An LC record is the retained record and contains medical fields, the medical fields from the NLM merged record replaces the medical fields in the LC record.

**082/092**

* If the 082/092 is already present in the retained record, then no others will transfer.
* If there is no 082/092 present in the retained record, then all unique occurrences of DDC numbers (082) assigned by LC (040 $c DLC or 082 second indicator ‘0’) are transferred from the merged record(s) to the retained record.
* If there are no LC assigned DDC numbers in the retained or any of the merged records, all unique DDC numbers (082 or 092) are transferred to the retained record. Any 092 field that is already present in the retained record, or that is transferred from any of the merged records, is converted to an 082 field. If the 092 field has first indicator value of ‘0’ or ‘1’, that value is used and the second indicator is set to ‘4’. Otherwise, the indicators are set to ‘04’.

**082/092 Notes:**

* To be considered the same, the numeric portion (ignore alpha prefixes and suffixes; if an alpha suffix is followed by numerals, ignore them too) must be the same left to right to the length of the shorter of the two numbers. Example: 735.29 and 735.295 would be considered the same.
* If the field only contains alpha and no numeric, then all unique occurrences are kept of the sequences of ‘Fic’, ‘E’, and ‘B’ and are put in an 082 14. All other 082/092 fields containing only alpha characters are not transferred.

**Section 2: Series (4xx/8xx)**

* Traced series are always retained over untraced series. See scenarios below for more information:

Scenarios:

|  |  |  |  |
| --- | --- | --- | --- |
| Case | Retained Record | Delete record | Merge Decision |
| A | No series | No series | No series |
| B | No series | Untraced series | Retain untraced series |
| C | No series | Traced series | Retain traced series |
| D | Untraced series | No series | Retain untraced series |
| E | Untraced series | Untraced series | No series merge; retain untraced series in retained record |
| F | Untraced series | Traced series | Retain traced series; delete series from retained record |
| G | Traced series | No series | Retain traced series |
| H | Traced series | Untraced series | Retain traced series |
| I | Traced series | Traced series | No series merge; retain traced series from retained record |

**Section 3: Fields 533 & 583**

* Fields 533 and 583 will not transfer if the field does not have a unique subfield $5 entry.
* All 533 and 583 fields that have unique subfield $5 entries will transfer to the retained record.

**Section 4: Subject headings (600-651 & 653-662)**

* Subject headings are transferred based on the second indicator value. Headings with different values are transferred from the merged record to the retained record.

**Example:**

The retained record has:

650 \_0 Conflicts of interests $z United States.

600 10 Baker, Robert Gene.

The duplicate record has:

610 10 United States. $b Department of Justice.

The corporate subject heading will **NOT** transfer from the duplicate record to the retained record since the second indicator values are the same.

**NOTE:** Subject headings with second indicator value **‘7’** that have unique subfield $2 entries will transfer to the retained record.

**Section 5: Field 751**

* Field 751 will transfer if the field is not present in the retained record.
* All 751 fields that have unique subfield $2 entries will transfer to the retained record.

**Section 6: Field 936**

* Field 936 should ONLY be present in Serials format records, however may be encountered on other format records.
* The 936 field will NOT transfer if the record number in the 936 field IS the record number of the delete record or if the record number is in the 019 field of the retained record.

**Merge Decision Matrix**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | LC or PCC Full  [blank] or 1 | LC or PCC Less Than Full | UKM; AUT; National Libs | NLM Full | NLM Less Than Full | NLC English | Member |
| LC or PCC  Full  [blank] or 1 | Ask OCLC **\*1** | Ask OCLC  **\*2** | Merge to LC | Merge to LC | Merge to LC | Merge to LC | Merge to LC |
| LC or PCC Less Than Full | Ask OCLC  **\*2** | Ask OCLC  **\*2** | Retain Most Complete **\*\*** | Merge to NLM | Retain Most Complete | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** |
| UKM; AUT; National Libs | Merge to LC | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** | Merge to NLM | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** |
| NLM Full | Merge to LC | Merge to NLM | Merge to NLM | Ask OCLC | Ask OCLC | Merge to NLM | Merge to NLM |
| NLM Less Than Full | Merge to LC | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** | Ask OCLC | Ask OCLC | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** |
| NLC Eng | Merge to LC | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** | Merge to NLM | Retain Most Complete **\*\*** | Ask OCLC | Retain Most Complete **\*\*** |
| Member | Merge to LC | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** | Merge to NLM | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** | Retain Most Complete **\*\*** |

**\*\*Retain most complete based on content, NOT the number of fields. If the records being compared are equal in completeness, retain the record with the most holdings.\*\***

Encoding Level J: Treat as member; OK to merge; transfer 010 to $z.

Encoding Level 5 or 7: Retain most complete based on content, NOT the number of fields.

LC encoding level 8: Retain LC record.

NLC French records (040 $b fre) may be merged with other records that are also cataloged in the French language. In general, retain the most complete French language of cataloging record.

AGL, GPO: Treat as member; OK to merge.

National Libraries: UKM, AUT, NZ1, and other future Resource Files. **See also** section *UKM CIP (Cataloging-in-Publication) Guidelines* in the document *Field by Field Comparison for Merging Duplicate Records in WorldCat* for special instructions for UKM CIP records.

**\*Ask OCLC (**[**BibChange@OCLC.org**](mailto:BibChange@OCLC.org)**) only when there is a conflict in LCCNs. Otherwise:**

**\*1:** Retain most recent record.

**\*2:** Retain most complete record based on content, NOT the number of fields.

**PCC is considered equivalent to LC. So, if both PCC and LC records are present, then retain the most complete based on content.**