Learn how to use the MarcTag maintenance screen in Amlib.

**Overview**

From the Marc Tag Maintenance screen you are able to perform the following tasks:

- Mass Delete Unused Authorities
- Mass Merge Duplicate Shared Authorities
- Change a tag to an Authority/ Non- Authority
- Add a subfield to a tag (replaces existing) or leave blank to delete subfield
- Rebuild an Authority Key
- Rebuild the keywords for an Authority
- Rebuild the Keywords for a non Authority
- Rebuild all the Keywords

These options are available **Main > Authorities > MarcTagMaintenance** screen. Marc Tag Maintenance should generally be undertaken following the advice of Amlib Support, so if you are unsure of any options please contacts the Help Desk.
Mass Delete Unused Authorities

To mass delete Authorities that are not being reference by catalogue records select this option. Schools that import the SCIS Authority File should not perform this task, as they will want to keep the unused headings for future use.

1. In Amlib go to Main > Authorities > MarcTagMaintenance
2. Choose the Marc Tag Maintenance Task from Field 1 – Mass Delete All Unused Authorities
3. Under field 2, use the **Select Tags**... button select the tag the maintenance task is to apply the deletion to. Some tasks allow multi selection of tags, whilst some will allow only one tag. Tick the tags you want to delete the unused authorities from and select **OK**

4. Under field 3 select the **Options**... button to choose the deletion level from Level 1, Level 2 or Level 3 then select **OK** (these are explained further below)
Mass Delete Unused Authorities – See options in more detail below

<table>
<thead>
<tr>
<th>OPTION</th>
<th>EXPLANATION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 options that can be chosen. Level 1 will delete the least data, Level 3 the most data:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Level 1</strong>: Only Authorities that have never been used on your database will be deleted. Therefore subject headings that have been used as a See, See also, RT, NT etc. will not be deleted</td>
<td>See below in Table format “Mass Delete Unused Authorities”</td>
</tr>
<tr>
<td></td>
<td><strong>Level 2</strong>: Will delete Authorities that</td>
<td><strong>NB</strong>: As schools import SCIS Authority headings, they may not wish to delete the Unused headings</td>
</tr>
<tr>
<td>OPTION</td>
<td>EXPLANATION</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>are not attached to a Catalogue record but will retain Authorities where one of the references (NT, BT etc.) is attached to a Catalogue record</td>
<td>Level 3: Will delete any Authority that is not directly attached to a Catalogue record</td>
</tr>
</tbody>
</table>

5. Press **F3 Start** to begin the task

6. A confirmation message will be seen, select **OK**

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**EXAMPLE – WILL THE TERM BE DELETED??**

<table>
<thead>
<tr>
<th>Term</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Only Authorities that have never been used on your database will be deleted. Therefore subject headings that have been used as a See, See also, RT, NT etc. will not be</td>
</tr>
<tr>
<td>Level 2</td>
<td>Will delete Authorities that are not attached to a Catalogue record but will retain Authorities where one of the references (NT, BT etc.) is attached to a Catalogue record</td>
</tr>
<tr>
<td>Level 3</td>
<td>Will delete any Authority that is not directly attached to a Catalogue record</td>
</tr>
</tbody>
</table>

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## EXAMPLE – WILL THE TERM BE DELETED??

<table>
<thead>
<tr>
<th></th>
<th>deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cats</td>
<td>0</td>
</tr>
<tr>
<td>Cats</td>
<td>0</td>
</tr>
<tr>
<td>NT Kittens</td>
<td>0</td>
</tr>
<tr>
<td>Cats</td>
<td>0</td>
</tr>
<tr>
<td>NT Kittens</td>
<td>1</td>
</tr>
<tr>
<td>Cats</td>
<td>0</td>
</tr>
<tr>
<td>NT Kittens</td>
<td>1</td>
</tr>
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<td>Cats</td>
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<td>NT Kittens</td>
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<td>Cats</td>
<td>1</td>
</tr>
<tr>
<td>NT Kittens</td>
<td>0</td>
</tr>
<tr>
<td>Cats</td>
<td>1</td>
</tr>
</tbody>
</table>
Mass Merge Duplicate Shared Authorities

This is a Mass merge process and the system automatically merges any duplicate shared Authority - for example Subject headings or Authors, without allowing the User to first view any duplicates. It will keep the fuller authority and merge the shorter version to the larger version.

1. In Amlib go to Main > Authorities > MarcTagMaintenance
2. Choose the Mass Merge Duplicate Shared Authorities Task from Field 1

<table>
<thead>
<tr>
<th>OPTION</th>
<th>EXPLANATION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Merge Duplicate Shared Authorities</td>
<td>This merges authorities that have identical Search keys and merges them to one Authority without User Intervention</td>
<td>John Smith (1866-1924) and John Smith (1948-) are different authors but they have the same Search string – these would be merged if this option is run</td>
</tr>
</tbody>
</table>
3. Under Box 2 highlight the Marc Tag to which to apply the task then select **OK**. If merging Subject Headings, tick the Tag for the 650. You will need to redo the other tags if they are required e.g. 651

2. Specify which Marc Tags to apply the change to:

   (none)

   Select Tags...

4. Ignore Fields 3 and 4 as these are not required for this task

5. Press **F3 Start**

6. You will receive a notification, select **OK**
Change a Tag to be an Authority/Non Authority

This example uses the 490 tag but the process is the same for the 440 tag.

1. Make sure you are logged out of the Catalogue module
2. Navigate to Main > Authorities > Marc Tag Maintenance
3. From Box 1 Choose Change a Tag to be Authority/Non Authority

4. In Box 2 click Select Tags button

5. Find the find 490 tag, highlight and click OK
6. In **Box 3** Click the Options button

3. **Select other options relating to the Maintenance Task:**

   (none)

   ![Options button](image)

7. Select **Combined Authority/Non Authority** and change the Authority Column to **N** for Subfield v. Click **OK**
8. Click **F3 Start** - this process will take some time

9. You will receive a confirmation message, notifying of any merging of duplicates if these occurred. Select **Yes**
10. Navigate to Main > Authorities > Marc Tags

11. Highlight Tag 490, and press F7 SubF. Ensure Subfield v is set to N in the Authority column.

12. Go back into Catalogue and the procedure for adding and modifying Series will have altered—see instructions on adding a series when using split Authority.

### Add a Subfield to a Tag (Replaces Existing) or Leave Blank to Delete Subfield

#### Adding a Subfield

1. In Amlib go to Main > Authorities > MarcTagMaintenance

2. From box 1 select Add a subfield to a tag (replaces existing) or leave text blank to delete subfield.
3. Beside box 2 select the Select Tags button. Highlight the tag to which the change will apply i.e. 856 tag and select the OK button.

4. Box 3 is optional and allows you to select a saved file of Authorities to apply the change to. Generally you will be applying a change to all occurrences of the tag within the database so this box may be ignored.

5. In Box 4 enter the subfield and text to be added as below, or to delete data from a subfield leave the text box blank. For additional information on deleting a subfield see below.

6. Press F3 Start to perform the addition of the Subfield data. Once the processing is complete you will see a notification of how many subfields have been added or deleted in the database.
Deleting a Subfield

It is also possible to remove a Subfield from a nominated Authority Tag. For example, remove the Statement of Responsibility data from the 245 Tag (Subfield c). Nominate the Tag and Subfield as shown above in steps 3-5 but leave the text box blank. If no data is added, the existing subfield will be deleted when you select **F3 Start**.
1. Choose the Marc Tag Maintenance Task: (NB Options 1 and 2 subject to Group Security)
   Add a subfield to a tag (replaces existing) or leave text blank to delete subfield

2. Specify which Marc Tag(s) to apply the change to:
   245

3. Select other options relating to the Maintenance Task:
   (none)

4. New subfield type:  c  Enter Text below (200 chars)

5. Press the ‘F3 Start’ button to perform the Maintenance

You will see this warning message, and then select Yes to delete all instances to the 245c tag from the database.

You may need to complete the following tasks covered in separate instruction guides:

- Rebuild the Marc Display within the Catalogue (Catalogue Maintenance - Rebuild the Marc Display) for those tags that have changed
- Refresh Stockitem Display (Stockitem Autolink) if any Stockitem Line Displays are affected
Rebuild an Authority Key

If an authority parameter is altered, the authorities already on the system will not be altered to the new parameter. By running this option, the authorities will be refreshed according to the new parameters. If you are not sure that the Rebuild Authority Key needs to be run, check with Amlib Support. This example uses the situation where we have removed the associated dates from being used in the search key in Marc Tag Subfields) and need to refresh the Authors.

Note: This function MUST only be completed when all users are off the system, including NetOpacs as rebuilds can take a long time to complete.

You can see an example of the current Authority Key by going to **Main > Supervisor > Authorities** and searching for an authority. The Authority key appears below:

To Rebuild the Authority Key:

1. In *Amlib* go to **Main > Authorities > MarcTagMaintenance**
2. From Box 1 select **Rebuild an Authority Key**
3. From Box 2 click the **Select Tags** button, highlight the tag you wish to rebuild and select **OK**.

Note that more than one tag can be selected here

4. In Box 3 select the **Options** button
5. Two options are presented here—Refresh the Catalogue Display and Refresh the Stockitem Display. Generally both options should be selected, then press OK.

6. Select F3 Start and a message will display once the process is complete.
Rebuild the Keywords for an Authority

Rebuilding the keywords for an Authority is for a retrospective rebuild if in the subfields for any tag for the column “Create keyword “has been changed at all.

An example of when this would need to be run is when an existing Tag is changed in regard to keyword code e.g. Series Code changed from T to Z Keyword codes. Another example is if a 245 k subfield is given an N for Create Keywords.
1. In Amlib go to **Main > Authorities > MarcTagMaintenance**
2. From Box 1 select **Rebuild the Keywords for an Authority**
3. In Box 2 click on the **Select Tags** button
4. Highlight the Marc Tag to rebuild the keywords for, and click **OK**
5. Box 3 is not used for this procedure, leave blank
6. Press **F3 Start**
7. A processing notification will be seen, as will a confirmation message

Rebuild the Keywords for a Non-Authority

Rebuilding the keywords for a Non-Authority is for a retrospective rebuild if in the subfields for any tag the column “Create keyword “has been changed at all. An example is to change notes fields to have create keywords.

Note: This function MUST only be completed when all users are off the system, including NetOpacs, as rebuilds can take a long time to complete

1. In Amlib go to Main > Authorities > MarcTagMaintenance
2. From Box 1 select Rebuild the Keywords for a Non- Authority
3. In Box click on the Select Tags button
4. Choose the Non-Authority Marc tag you are rebuilding the keywords for and click OK
5. Box 3 is not used for this procedure, leave blank
6. Press **F3 Start**
7. A processing notification will be seen, as will a confirmation message

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**Rebuild all the Keywords**

Rebuilding all the keywords is for a retrospective rebuild if several subfields for any tag the for the column “Create keyword “has been changed at all. This would be run where the “Create Keyword” for several different tags has changed- for example an existing Tag is changed in regard to keyword code e.g. Series Code changed from T to Z Keyword codes or a 504 Tag is given an N Keyword code.

Note: This function MUST only be completed when all users are off the system, including NetOpacs, as rebuilds can take a long time to complete

1. In *Amlib* go to **Main > Authorities > MarcTagMaintenance**
2. From Box 1 select **Rebuild all the keywords**
3. In Box click on the **Select Tags** button
4. Click the **Select All** button then **OK**. Note this process is designed to refresh all tags, it is not possible to only
choose a few tags

5. Box 3 is not used for this procedure, leave blank

6. Press **F3 Start**

7. A processing notification will be seen, as will a confirmation message

### Rebuild Keywords

- Rebuilding 26,057 Keyword fields...
- **Current Tag:** 020
- **Processing Record:** 30 of 26057

### Rebuild Keywords

- 25057 Keyword fields have been processed.
- 25057 Keyword fields have been rebuilt.
- 18371 of a total of 18371 Auth Keyword fields have been rebuilt.
- 7606 of a total of 7606 Non Auth Keyword fields have been rebuilt.
- 3 Invalid Auth Keyword fields have been deleted.
- 1 Invalid Non Auth Keyword fields have been deleted.

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