**Manual QC for non-NYU ACO records edited in Connexion**

Records will have a 999 $e field which contains designations for one or more of the 3 types of errors found in the record: ERROR-880, ERROR-SERIES, or ERROR-MISC

These error types may need the following corrections:

* ERROR-880: Add 880 script fields for all of the following selected “key fields”:
  + 100, 110, 111, 130
  + 240, 245, 246, 250, 260, 264
  + 440 (change to 490/8XX), 490, 800, 810, 811, 830
  + 700, 710, 711, 730
* ERROR-880: Link any unlinked 880 fields found in the record (i.e., 880s having a sequence number of “-00” in the subfield $6) with their corresponding parallel Romanized field
* ERROR-SERIES: Add a traced series heading for each 490 field in the appropriate 800, 810, 811, or 830 field, and make sure that the 490 field has the 1st indicator value of “1” to designate that it is traced
* ERROR-MISC: Review the miscellaneous errors found for that record in the errors .txt report and correct if applicable
* After all updates have been made, save the .mrc file of updated MARC records exported from OCLC Connexion using the following naming conventions:

|  |  |
| --- | --- |
| Original file to edit: | Updated file from OCLC Connexion: |
| [batchname]\_3\_errors\_all.mrc | [batchname]\_3\_updates\_1.mrc |
| [batchname]\_4\_errors\_all.mrc | [batchname]\_4\_updates\_#.mrc |

\* The “batchname” is the institutional code (e.g., NNU, NNC, NIC, etc.) followed by an underscore “\_” and then the batch date as YYYYMMDD.

\* The **#** symbol above represents the round of updates being processed.

Examples:

NNC\_20150116\_3\_updates\_1.mrc

NNC\_20150116\_4\_updates\_2.mrc

NNC\_20150116\_4\_updates\_3.mrc

…etc.