**Manual QC for ACO records**

* Add 880 script fields for all of the following selected “key fields”:
  + 100, 110, 111, 130
  + 240, 245, 246, 250, 260, 264
  + 440, 490, 800, 810, 811, 830
  + 700, 710, 711, 730
* Link any unlinked 880 fields found in the record with their corresponding parallel Romanized field
* If there are key fields for which an Arabic script 880 field is not applicable (e.g., for titles or names in non-Arabic languages), add a subfield $e to the end of the 999 field with the text “OK”
  + 999 \\$iNNC\_2236833$o(OCoLC)14511933$eOK
* Review and correct any errors listed in the MISCELLANEOUS ERRORS list, if applicable
* Save the file of updated records exported from OCLC Connexion using the following naming conventions:

|  |  |
| --- | --- |
| Original file to edit: | Updated file from OCLC Connexion: |
| [batchname]\_3\_errors\_880s.mrc | [batchname]\_4\_updates\_880s.mrc |
| [batchname]\_3\_errors\_misc.mrc | [batchname]\_4\_updates\_misc.mrc |
| [batchname]\_5\_errors\_880s.mrc | [batchname]\_5\_updates\_[**#**]\_880s.mrc |
| [batchname]\_5\_errors\_misc.mrc | [batchname]\_5\_updates\_[**#**]\_misc.mrc |

\* The **#** symbol above represents the round of updates being processed starting after the initial edits.