

# Serials Titles with Duplicate Bib Records

When you encounter duplicate records for a given continuing e-resource title, usually through a search by ISSN or title/periodical title, compare the records for their source of copy (OCLC or Serials Solutions) and for any attached orders or serial controls. If you identify two or more duplicate records in Sirsi, determine which one to keep using the following criteria:

1. If none of the records have an order and/or print serial control attached:
  - a. Prefer the Serials Solutions full SSJ record. This record should already have the ssj number in the Title Control, 001, and 035 fields. If not, ensure that it is in all three places.
  - b. Copy the 035 (OCoLC) from any duplicate OCLC-sourced records into the keeper record
  - c. If the Serials Solution record is a temporary (ssib) record, prefer the OCLC record instead.
  - d. Delete all other records
  - e. At the end of this process the preferred record should have the following:

```
Title control number: ssj00012345
001 ssj00012345
035 (WaSeSS)ssj00012345
035 (OCoLC)12345678
```

2. If one duplicate record has orders and/or a print serial control attached
  - a. Prefer the the record with orders/controls attached
  - b. Copy the Serials Solutions ssj number into 001, 035 and title control number fields as above
  - c. Copy the 035 (OCoLC) from any duplicate OCLC-sourced records into the keeper record
  - d. Do not transfer ssib numbers to the keeper record in any case
  - e. Delete all other records
3. If two or more duplicate records have an order and/or print serial control attached, you will need to choose one record to keep
  - a. Prefer the record with the print serial control attached, since a control cannot be relinked
  - b. If there is no print control, keep the record with the most orders attached
  - c. Electronic serial controls can be deleted and do not need to be recreated
  - d. Relink all other orders to the keeper record. **Note:** Ensure the orders are not duplicates of one another
  - e. Copy the Serials Solutions ssj number into 001, 035 and title control number fields of the keeper record as above
  - f. Copy the 035 (OCoLC) from any duplicate OCLC-sourced records into the keeper record
  - g. Do not transfer ssib numbers to the keeper record in any case
  - h. Delete all other records

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## Further information

### SSIB records

Serials Solutions distributes brief bibliographic records for titles where they do not have access to a fuller record from CONSER, NLM, or their other sources. These "ssib" records are transient, in that they are sent to subscribers who ask for brief records as part of the 360Marc service, but both the temporary record and its identifying number are deleted when a full record becomes available. The full record will have a number starting with the prefix "ssj" and that is a permanent SerSol ID, which will be maintained by replacement over time. If you find an ssib record in Symphony that duplicates another record for that title, no matter what the other record's source, you may feel free to simply delete the ssib record. On the odd chance that the ssib record has an order and/or control attached, follow the de-duplication procedures above under #2, except be sure to **remove the ssib number from the flexkey, 001, and 035**. Otherwise, 360Marc will attempt to delete that record automatically when it is replaced by a full record later on. If it has orders or controls attached it shouldn't be possible to delete it in Symphony, but it will still come up on an error report, with the result that someone will have to manually check it.

### Blacklight roll-up for Serials Solutions records

Roll-up in Blacklight is the mechanism which enables the catalog to display a single record where each institution has submitted separate ones. In general, the OCLC number serves as the roll-up key, since all four TRLN participant institutions use OCLC as their main source of bibliographic records. In 2012, the TRLN Endeca Operations Committee noted that NCSU, Duke and UNC were all using 360Marc as their main source for e-resource metadata, but that these records often lacked an OCLC number to enable record roll-up. A decision was made to establish the ssj number as the primary roll-up key for e-journals and e-books. When that identifier is not present, the OCLC number will be used.

### Why keep the OCLC number in 035?

Maintaining the OCLC number in our Serials Solutions records continues to be important so that we can maintain our holdings in WorldCat. For this reason, we protect 035 from overlay. If you overlay an OCLC record with a 360Marc record any 035 present will be retained in the resulting record. This is why there are many records with multiple 035 (WaSeSS), as each 035 represents an automatic overlay.