

Fields to Delete in Copy Cataloging ****DRAFT****

SWAN has agreed that the following data should be deleted before importing records into the SWAN database. Some of these fields may be stripped automatically via WorkFlows import settings or OCLC Connexion configuration. Others may be automated in the future.

Field	Portion to Delete	Note
020	\$c	Price information may be misleading to patrons when item replacement costs differ.
020 \$z	Entire field.	Invalid ISBNs should be deleted unless they appear on the item in hand. eBook ISBNs should never appear on records for print materials.
020, 024, 028	Entire field (Delete if...)	Fields pertaining to manifestations that would not be considered the same record must be deleted. For example, do not include Large Print or Audiobook ISBNs on records for a regular print version.
245	\$h	SWAN does not retain the \$h GMD. This subfield will be automatically removed during MARCIVE processing within one month of cataloging. Do not include this field in original cataloging.
6xx _3 6xx _4 6xx _5 6xx _6	Entire field.	Subject headings with second indicator 3, 4, 5, and 6 are not retained. These fields are automatically removed if importing records via SmartPort or a pre-configured bibload report in WorkFlows.
6xx _7 \$2 bisacsh 6xx _7 \$2 sears	Entire field.	These fields cannot be automatically stripped on import. SWAN may automate their removal in the future.
6xx (Non-English)**	Entire field.	Aside from the above fields, SWAN also does not retain any subjects from non-English language sources. <i>Discuss with Cat. Adv.</i>
856	Entire field.	Remove 852 fields linking to cover images, publisher abstracts, and electronic versions of resources requiring sign-in.

Do Not Delete the Following Headings

Field	Portion	Note
6xx _2	Do not delete.	6xx _2 fields refer to Medical Subject Headings (MeSH). Please retain these fields. If you are overlaying a record containing these fields, and the incoming record does not contain them, these must be transferred to the incoming record before import.
655 _7 \$2 gsaft	Do not delete.	Although SWAN prefers \$2 lcgft headings, \$2 gsaft headings will be converted to lcgft equivalents through MARCIVE processing,

		deleted if the conversion already exists in the record, or retained if no conversion can be found. These headings may enhance keyword searching.
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