

Non-filing indicators Report Instructions

- Open the following:
 - LTI non-filing indicators report
 - Word document for copying and pasting from that report those LTI 'corrected' incorrectly. This is to send back to them
 - Millennium
 - Cataloging web page>Foreign languages. May use local articles document, LC articles document, and translating services to ascertain correct treatment
- Go through annual Authorities Updating Non-filing indicators report, checking for accuracy of the changes and for whether or not LTI has made the change in the record in MIDCAT
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- Look at change and title etc. on report. Is it correct?
 - Yes.
 - Go on to next entry
 - No.
 - Do a title search
 - Correct non-filing indicator. It's not necessary but ok to correct the skip character
 - If language of item is miscoded, fix both in III fixed fields and 008; while you're in 008 correct other fields, and correct the place of publication in the III fixed fields as well
 - Copy and paste entry from LTI report to your document. Include any useful information (e.g. title in French or, I put note at top saying if lang was incorrectly coded, I have put the actual language in parentheses following the entry)
- If you aren't sure whether the change is correct, check any of the following:
 - The full bib record, the articles documents (local & LC), a translation site.
 - If you still can't decide, assume they're correct and add a 246 for the other choice.
- The procedures are the same for the monthly Authority Express report.

LTI has software to identify correct filing indicators. They add lots of partial titles and stuff to the database to help them in the future. That's why reporting errors back to them is essential. If they agree with your disagreement, it will be fixed there; if not, it won't be and they'll change ours again next time.