

### III Headings Reports

- Most of the headings reports can be cleared without checking because their function is superseded by LTI processing or for other reasons.
- It's most efficient to do a whole report at once and clear it by closing it and choosing to clear the entire report. Alternatively, you can check off the headings you've finished and choose 'Clear'; then when you close the report, do **not** clear.
- Run each report separately.
- When you run a report, the default is not to include records without a catdate. You can uncheck that box or not, but, if you run all reports on only records without catdates, then run the reports occasionally (quarterly?) on all records because those no catdate records are clogging the report cache.
- Another choice is by date, but not the date ranges are for entered date not for catdate.

#### Reports:

- **Headings used for the first time**
  - Clear without checking. We use LTI reports instead.
- **Invalid Headings**
  - Check. They're sometimes heading problems we've missed.
  - You may want to exclude records without a catdate and allow LTI to fix them, but we're not sending to LTI very often right now.
  - Watch out for United States > Soviet Union, Economics > Oeconomica, Sin > China, and so forth...
- **Duplicate entries**
  - Check.
  - Definitely include records without a catdate.
  - Duplicate records are acceptable if
    - They're from different institutions (Sheldon, College, Ilsley) *or*
    - One is Ilsley Adult and the other Sarah Partridge Adult
  - Otherwise, resolve the duplicate, usually by emailing the appropriate person—Lynn for GovDocs, Michele for Order records.
- **Blind references**
  - Clear.
  - Blind references aren't a problem for us because our catalog is scoped and they don't display to users unless they search the entire database (including Ilsley and Sheldon)
  - Also, if you delete authority records, we won't get them back when we actually use the heading unless the authority record has changed.
- **Duplicate authority records**
  - Check. Usually caused by overzealous manual importing
- **Updated bibliographic headings**
  - Check
  - These are headings III has flipped. Make sure the flip is appropriate (no United States > Soviet Union...)

- **Near matches**
  - Useful to look at them unless too many.
  - Some are actually headings we want to change
  - Others are caused by initialisms (periods vs spaces) or & vs 'and' and can be ignored.
- **Records busy, not updated**
  - Check
- **Non-unique 4xxs**
  - Clear. These are ok.
- **Cross-thesaurus matches**
  - Clear. Is always empty anyway.