

Complete Database Cleanup

A clean and up-to-date MARC record database saves you time and money.

- ✦ **Make searches easier with updated and kid-friendly subject headings**
- ✦ **Include more items from your existing collection into your school's chosen reading program by updating information in the MARC record**
- ✦ **Add missing information and make items easier to find with record cleanup and de-duplication.**
- ✦ **Make collections easier to organize with standardized call number prefixes, cutters and Dewey numbers**
- ✦ **Keep your database clean going forward with superior MARC record access and cataloging tools that make it easy to customize and enhance new MARC records coming into your database.**

Here's what you get with the Complete Cleanup...

✦ **Cleanup Options**

Choose from our extensive list of options to get what you need to make your database work at its best. See the back of this flyer for specifics, including call number standardization, updating brief records, adding or updating subject headings and reading program information.

✦ **Personalized Service and Amazing Support**

We start with an email with detailed instructions for exporting and sending us your database. When you're ready, all you have to do is select your options and send us a copy of your database. And the best part? We do the cleanup for you. We walk you through the process and report on the results.

✦ **Keep Your Database Clean for a Year with BestMARC™**

A year subscription to BestMARC™ is included in the cleanup. BestMARC™ is our cloud-based MARC record database management platform where you can find, edit and download records all in one interface with built-in search capability for hard-to-find records. Use *Subject Explorer* to add search fields your patrons will really use. The *Library Profile* allows you to set defaults for consistent MARC creation and edits and our *Account Management* screen helps you monitor all the activity on your BestMARC™ account.

The records are amazing – matter of fact we really can't say "cleaned" we need to say "all new MARC records" because that is really what they are. Dixon USD just started using Alexandria the week of January 11, 2016. I know that the library tech who handles the middle & high school is thrilled with being able to "find" titles because there are now subject headings. What a concept!!

Thank you all so much for making a purse out of a pig!

Patty Turner - Sacramento City USD Library/Textbook Service

We give you a comprehensive database cleanup that will reinvent your collection database, and the tools you need to keep it clean going forward.

✱ Brief to Full Records

- ✱ Add missing information, such as summary notes, tables of contents, publisher or other key item information, when such information is available in our databases

✱ Subject Headings

- ✱ Update outdated subject headings with the latest in authorized terminology from...
Sears Library of Congress LC Children's
- ✱ Update politically sensitive subject headings
- ✱ Add Kid-Friendly™ subject headings such as "Bugs" for "Arachnids" or "Planes" for "Aircraft"
- ✱ Remove or change "Juvenile Fiction" or "Juvenile Literature"
- ✱ Remove redundant subject headings, keeping only the specified variations
- ✱ Put the subject headings in numerical order

✱ Reading Programs & Guided Reading Level Services™

- ✱ Accurately add reading levels and reading program information to your records for these programs.
Lexile®
Accelerated Reader®
Reading Counts®
Fountas & Pinnell®

✱ Record Standardization

- ✱ Call number prefixes
- ✱ Dewey numbers - If you have records with overly specific Dewey classification numbers, we can truncate them to a certain number digits after the decimal point
- ✱ Cutters - choose the character length and capitalization of the cutter
- ✱ Standardize General Materials Designation (GMD) and Control Fields for each collection
- ✱ Add standardized prices to holdings information

✱ Record Cleanup

- ✱ Add missing physical descriptions to non-book titles (when available)
- ✱ Add national and state awards
- ✱ Remove unwanted 900-999 fields
- ✱ Clean up title articles by moving them to the beginning of the title and coding the record to ignore them when sorting the records
- ✱ Ensure that commas are followed by a space
- ✱ Merge duplicate records

Don't See the Service You Need?

Ask us about special requests.

Not sure what your database needs? We can help with that too.

Call or email us today to schedule a FREE Database Diagnostic report. This report shows you just how Mitinet can help you clean up your database and get even more out of your collection.