



MARC Mechanic Express™ Options:

Use this list of options to decide what tasks you want to complete with MARC Mechanic Express.

- 1. Standardize Collections:** Identify all collections in your records and allow for changes in collections and call number prefixes. *Note: You may want to develop a standard collections list before beginning Mechanic Express.*
- 2. Standardize Dewey Numbers:** Truncate your Dewey numbers up to 8 digits after the decimal point, if your Dewey numbers are too specific. **Truncate Dewey to digits.**
- 3. Standardize Cutters:** Choose the character length and capitalization of a cutter (for example, capitalize only the first letter or all letters within the cutter). For biographies, choose whether to include the entire name or use a standard number of characters.

1st letter capitalized	All upper case	Standardize # of characters to
Whole last name for biographies		Same # of characters as all others

- 4. Set General Materials Designation (GMD) & Control fields for each collection.**

Set GMD	Leave as is
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- 5. Standardize prices:** **Set a minimum price** **Set general price in fields missing price information**

- 6. Subject Headings:**

- Update outdated subject headings with the latest in authorized terminology from...

Sears	Library of Congress	Library of Congress Children's	All three standards
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- Update politically sensitive subject headings. **Update** **Leave as is**
- Add Kid Friendly™ terminology to subject headings. **Update** **Leave as is**
- Remove or change "Juvenile fiction" and "Juvenile literature".

Juvenile Fiction:	Remove	Leave as is	Change to "Fiction"
Juvenile Literature:	Remove	Leave as is	
- Remove redundant subject headings, keeping only specified variations.

Sears	Library of Congress	Library of Congress Children's	All three standards
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- Put the subject headings in numerical order. **Update** **Leave as is**

- 7. Clean up records:**

- Add missing physical descriptions to non-book titles. **Update** **Leave as is**
- Add national and state award notes to the 586 field. **Update** **Leave as is**
- Remove all 900-999 fields with unneeded Library of Congress information. **Update** **Leave as is**
- Clean up title articles by moving them to the beginning of the title. **Update** **Leave as is**
- Ensure that commas follow a space. **Update** **Leave as is**

- 8. Add or clean up Lexile® and reading program information:**

- Lexile:** **Add** **Remove** **Leave as is** **Add Lexile® & Mitinet Measures™ in the 521 field**
- Scholastic Reading Counts®:** **Leave as is** **Delete** **Move to correct field (526)** **Delete if not in 526**
- Accelerated Reader®:** **Leave as is** **Delete** **Add: Enterprise** **Test List to 526**

**If you have questions or need more information about these options,
please contact your representative. We are happy to help.**