The heart of Libraries Australia is the Australian National Bibliographic Database (ANBD), which records over 50 million items held in Australian academic, research, national, state, public and special libraries.

It is vital to maintain the quality and currency of bibliographic records and holdings in the ANBD to support national resource sharing and discovery services.

In a major effort to improve the quality of the ANBD, Libraries Australia has implemented a number of strategies and programs.

In this brochure, we have entitled these:

- Duplicate Detection Program (DDR)
- Libraries Australia Cataloguing (CBS) Relate Software
- Reducing brief record duplicates
- Adding Table of Contents (TOC) data from YBP and Library of Congress

To help maintain and improve the quality of ANBD and to support accurate matching, we ask libraries to:

1. Create quality records and retain correct record identifiers to support record matching (ANBD numbers: LCCN, OCLC numbers, LSN)
2. Add the Australian Content Indicator ‘anuc’ code for Australian material
3. Update out-of-date holdings
4. Add new and improved holdings
5. Provide detailed holdings whenever possible
6. Get in touch if you need technical advice on contributing and maintaining your holdings
What Libraries Australia is doing to improve the quality of the ANBD

- **Duplicate Detection Program (DDR)**

Libraries Australia began running the duplicate detection software across the ANBD in 2008. Over 2.3 million duplicate records have been deleted to date since DDR was first implemented, using LC numbers, ISBNS, and OCLC numbers. The NLA is looking to also configure and run DDR using author/title keys.

- **Libraries Australia Cataloguing (CBS) Relate Software**

Libraries Australia has implemented the Relate software which matches headings in bibliographic records with the corresponding authority record. When a matching authority record is found, the preferred heading and authority record control number are inserted into the bibliographic record. This will improve the quality of bibliographic records by replacing non-preferred headings with the preferred form. Once all records are processed, libraries will then be able to request an Authority Record file tailored to their collection.

- **Reducing brief record duplicates**

Libraries Australia plans to delete records which are older than five years, have no holdings and do not have Australian content. This will reduce duplicates which are too brief to deal with through matching programs.

- **Adding Table of Contents (TOC) data from YBP and Library of Congress**

The enrichment of bibliographic records with Table of Contents (TOC) data has increased with the inclusion of TOC data from YBP and the Library of Congress. This data is regularly harvested and inserted into ANBD records.
What member libraries can do to improve the quality of the ANBD

1. Create quality records and retain correct record identifiers to support record matching (ANBD numbers: LCCN, OCLC numbers, LSN)

Libraries should:

- Check carefully for copy before creating new records - refer to guidelines for identifying and reporting duplicate records www.nla.gov.au/librariesaustralia/services/cataloguing/duplicate-records/,
- Retain ANBD numbers in the local catalogue in records obtained from Libraries Australia and include them when records are re-supplied to Libraries Australia. The AN number is exported through the Record Export Service, Products and Z39.50,
- Include Local System Numbers in records sent to Libraries Australia, and
- Ensure that the integrity and uniqueness of ANBD and Local System numbers is maintained in local catalogues, and in files sent to Libraries Australia.
2. Add the Australian Content Indicator ‘anuc’ code for Australian material

The ‘anuc’ code is used to identify Australian material. It is very important to add the ‘anuc’ code to Libraries Australia records because it:

- identifies records that are included in various acquisition products, including RAP (Recent Australian Publications), and
- enables users to limit their searches on Libraries Australia to Australian material.

It is Libraries Australia policy to add the Australian Content Indicator ‘anuc’ code to bibliographic items if:

- the author was born or has lived in Australia for a substantial period of time,
- the work is considered to have significant Australian content, or
- the work has been published in Australia.
3. Update out-of-date holdings

Libraries Australia encourages libraries to ensure their holdings are kept up-to-date and to implement strategies to update their holdings regularly; however there are options for libraries with out-of-date holdings.

Where regular updates have not been possible, or if a library has to undertake a major weeding or collection relocation, Libraries Australia provides the Global Holdings Update Service for updating and deletion of holdings.

For more details of about the Global Holdings Update Service, go to: www.nla.gov.au/librariesaustralia/services/cataloguing/holdings-update/

If you have less than 100,000 holdings, consider using an exclude list or a spreadsheet to update holdings:

- **Holdings deletion using an exclude list** - a file of MARC records from a library’s collection is run through match/merge algorithms in the Record Import Service, and a list of record numbers is generated for records considered to be matches on Libraries Australia. Any holdings which do not appear on this list are deleted.

- **Identification of new and deleted holdings by comparing spreadsheets** - this method is available to libraries that are able to export their entire catalogue to a spreadsheet. It involves comparing a spreadsheet of records from a library’s local system with that library’s holdings on Libraries Australia to identify new records to be added to Libraries Australia and records to be deleted.

Libraries should ensure they change the URL string present in many records, if for example, their department acronym changes.

Major refreshes of library holdings, where all of an organisation’s holdings are deleted from Libraries Australia and then a complete file of their current holdings is reloaded, should be considered as a last resort.
4. Add new and improved holdings

Libraries have a number of different options for contributing their holdings to Libraries Australia:

- **Record Import Service (RIS)** – import files of bibliographic records into the ANBD automatically using RIS rather than cataloguing them individually. Libraries can catalogue on their local system and add, change or delete holdings to the ANBD.

- **Libraries Australia Web Cataloguing** - provides a quick and effective way of adding, editing or deleting library holdings on the ANBD.

- **Libraries Australia Cataloguing Client** – Windows-based software which supports cataloguing directly to the ANBD. Libraries can create and edit bibliographic records and holdings and import records from external databases.

For more details of these services, go to:  
5. **Provide detailed holdings whenever possible**

It is important that an item’s existence and where it is held is recorded. Libraries Australia encourages libraries to contribute their holdings even when items are not available for ILL. Even if document delivery is not permitted, the addition of bibliographic records and holdings to Libraries Australia still provides many benefits for resource sharing and resource management.

Libraries Australia encourages libraries to add their call numbers and other statements regarding access in their holding statements (e.g. ‘not for loan’ or ‘available for authorised users only’) to facilitate the Inter Library Loan (ILL) process.

In particular libraries should if possible provide detailed holdings for serials to prevent other libraries making ILL requests for issues that are not held. While Libraries Australia encourages libraries to make their resources available for ILL, this is not a condition of adding holdings to Libraries Australia.

Examples of non-generic holding statements:

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850   $aANL$b2284578$cS 905 JOU$eVol. 2, no. 3 (Spring 1969)
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6. Get in touch if you need technical advice on contributing and maintaining your holdings.

Training and support is available for member libraries and the Libraries Australia team can work with libraries experiencing technical difficulties in contributing and maintaining their holdings. For more information or assistance:


Contact us: www.nla.gov.au/librariesaustralia/contact/

Libraries Australia Help Desk: 1800 026 155