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M7.1   SUMMARY

DCM M7.2 presents concise instructions for using the MARC Record Validator (most often called "Validator") add-on program to check records saved in the LC ILS database. DCM M7.3-M7.6 provide more detailed information on Validator with respect to background, scope, LC policies, operation, and some specific problems.   Some common Validator messages, including those which can be disregarded, are provided in M7.7. Information here is current for Validator **v. 2.9.0 (July 2013)**.

DCM M7 does not cover the Authority Validation feature of Voyager that pops up after clicking on "Save to DB." It also does not cover the Voyager MARC validation check that occurs when saving a bibliographic record if an invalid tag, indicator or subfield code is used.

Note: There is no validation check on most intellectual errors in MARC tagging. For example, a 110 tag for a personal name in an authority record will not be flagged as an error by Validator or Voyager's validation.

DCM M7 supersedes former Bibliographic Workflow Training Document #33.

M7.2   CONCISE VALIDATOR INSTRUCTIONS

M.7.2.1 All Records

Theses instructions apply to all records for which Validator can be used. Specific instructions for each record type are given in M7.2.2-M7.2.4.

Why use Validator:	Use Validator to discover and correct predictable errors that keep your records from functioning as intended or prevent CDS from distributing them.
Which records to validate:	Apply Validator to **bibliographic** records intended for distribution, **holdings** records, and all **name, title, or name/title authority** records in the LC ILS database (*not* to item records or subject heading authority records).
When to use Validator:	For best results, apply Validator after **each time you save** any of the above (new records or modifications of existing ones) in the LC ILS database.
Preparing to use Validator:	Before applying Validator to a record, confirm that: 1) A cataloging module session is open and is the active window. 2) The record to be validated is displayed "on top" in the cataloging session window.
How to apply Validator:	Apply by either method: 1) Click "Validate record" in the Record Validator window. *or*

	2) Input "**Ctrl + Left arrow**" to use a macro that starts and applies Validator.
How to act on Validator results:	Evaluate whether messages identify errors. If so, correct errors. Save the record after changes are made. Revalidate.

M7.2.2   Bibliographic Records

If the top box of the validation results window says, "No MARC errors in this bibliographic record," click on "Close."

If the validation results window has other messages in any of the boxes:

- **Correct** errors identified in the **top** box (at once) or **bottom** box (before the record is completed).
- **Evaluate** whether messages in the **middle** box identify errors (if so, correct them) or not (if not, close the results window).
- If changes have been made, save the record and revalidate.

See M7.7.1 for some common messages that appear in the results window for bibliographic records.

After you validate the bibliographic record, the holdings and item record icons will be grayed out. If your next task is to create or edit holdings or item records linked to the validated record, save the bibliographic record again to reactivate the icons.

M7.2.3   Holdings Records

If the top box of the validation results window says, "No MARC errors in this holdings record," click on "Close."

If the validation results window has other messages in any of the boxes:

- **Correct** at once messages that appear in the **top** box of the validation results window unless the message and situation matches what M7.7.2 says can be disregarded.
- **Evaluate** messages that appear in the **middle** box and correct them as necessary.
- If changes have been made, save the record and revalidate.

After you validate the holdings record, the holdings and item record icons will be grayed out. If your next task is to create or edit an item record linked to the validated holdings record, click on "Get Bib" to return to the bibliographic record.

M7.2.4   Authority Records

Use Validator only on authority records in the name authority file (NAF), e.g., name/title authority records.

If the top box of the validation results window says, "No MARC errors in this authority record," click on "Close."

If the validation results window has other messages in any of the boxes, evaluate whether the message identifies an error, and correct as appropriate. There are some messages that incorrectly identify an "error" when the data is correct. See M7.7.3 for some messages that indicate "errors" that can be ignored in some NARs.

If changes have been made, save the record and revalidate.

M7.3   BACKGROUND AND SCOPE

M7.3.1   Background

The MARC Record Validator (most often called "Validator") is an add-on program that LC staff apply when working in LC ILS cataloging module sessions at any stage in processing. It checks data conditions in many (but not all) records in the LC ILS database and reports predictable errors for correction, thereby helping assure the quality of those records and related services.

Validator's primary purpose is to help eliminate predictable errors that (a) reduce structural integrity of records so they cannot function as intended, (b) prevent distribution of records by Cataloging Distribution Service, (c) cause problems for other systems that receive records from LC, and (d) cost LC staff time and resources for resolution of those problems.

Validator's functional role is **in addition to** MARC validation of each record by the LC ILS, not a replacement for it. Therefore, staff still must set cataloging session preferences to have "Bypass MARC validation" **unchecked** (see DCM M6.3).

Validator checks:

* LC local MARC content designation (e.g., 906 subfields)
* structural validity of some data (e.g., LCCN formatting in 010)
* some dependent data conditions (e.g., presence of field 263 when Leader/17 has value "8").

Validator used to check for more errors. Unfortunately, some of these checks do not work currently. A future upgrade may resolve this issue.

History: Gary Strawn at Northwestern University originally developed the Validator program. David Williamson adapted it for the LC ILS environment. PSD and ILS Program Office staff coordinate the addition of new checks to be incorporated into Validator.

M7.3.2   How Validator Operates

Validator does not work directly on the master record in the LC ILS database. When you apply Validator to a record, the program writes a copy of the record to a special work file that only Validator uses, and then applies its checks to that copy. This is why when you run Validator you will see a "Save as" window open briefly and then another window open briefly with a message such as "This record was saved in : VALID.BIB" or "This record was saved to the work file."

After those windows disappear, the record's title bar will look different. This table shows the text that appear in a record's title bar before and after running Validator:

Before Validator:	After Validator:
Bib [record no.]: *245 data*	VALID.BIB: *245 data*
Hldg [record no.] for bib [record no.]: *245 data*	VALID.HLD: *852 location & call no.*
Auth [record no.]: *1XX heading*	VALID.AUT: *1XX heading*

M7.3.3   Scope: Types of Record

Validator is designed to operate on **bibliographic** records, **holdings** records, and **name, title, and name/title authority** records in the LC ILS database. (It also works on series authority records, but, as of June 2006, LC catalogers do not create or modify SARs.)

Validator does not operate on item records. If Validator is run on an item record, a variety of errors will occur. **Do not run Validator on an item record.**

Validator does not operate accurately on subject heading authority records nor should it be used on subject authority records. (It appears to work but is "confused" and gives anomalous error reports.)

M7.3.4   Scope: Status of Record Input/Update

Generally, Validator makes copies for checking (see M7.3.2) from records already saved in the LC ILS database. Therefore, you must **save to DB** (aka, "boat") new records before applying Validator to them. This is true for new records created in the LC ILS database and new records imported into the LC ILS database

It is recommended that you save an existing record before applying Validator to resolve any Voyager MARC validation problems or heading validation problems.

M7.3.5   Levels of Validation

Most staff use Validator at the **full validation** level when working on records beyond the initial bibliographic control stage. When in doubt, use full validation. (See M7.5.2 for instructions on setting the level of validation option if you need to change it.)

Use **limited validation** *only* if your work responsibilities include creating and modifying only initial bibliographic control (ibc) records at pre-cataloging stages of processing.

M7.4   POLICY FOR VALIDATOR USE

LC **encourages** staff who work in the cataloging module to apply Validator after each time they save a new or modified in-scope record in the LC ILS database (see M7.2).

LC **requires** all staff who do end-stage processing to validate new or modified **holdings** records. LC **requires** all staff who do cataloging to validate new or modified **name, title, and**

name/title authority records. LC **requires** all staff who do cataloging and end-stage processing to validate new or modified **bibliographic** records that are or will be **distributed outside LC**.

If a record needs validation (see above), LC **requires** staff to validate it at the time when it is completed. If an ABA unit has different staff do descriptive cataloging, subject cataloging, and end-stage processing as separate stages, LC **requires** validation of records at the times when each of those steps is completed.

M7.5   DETAILED INFORMATION ON USING VALIDATOR
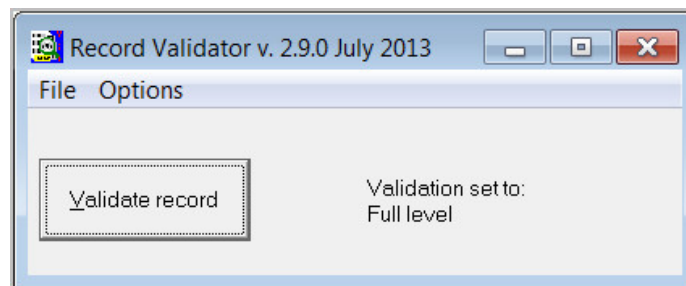
M7.5.1   Starting Validator

Some ways of applying Validator require starting the Validator program as a separate step, before applying it. Do so by any of the following methods.

Desktop folder: (a) Double click and open the Voyager Unicode folder on the workstation desktop. (b) Double click and open the ILS Add-On folder. (c) Double click the Validator icon to start Validator.

Start button: (a) Click the Start button on the workstation screen. (b) Select "Programs / Voyager Unicode / ILS AddOon." (c) Select and click the Validator icon to start Validator.

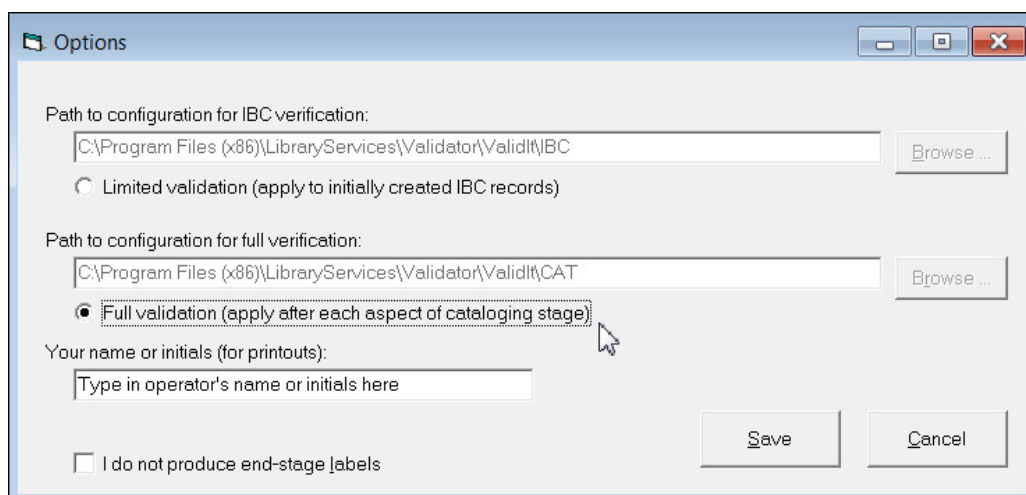*Shortcut:* Double click the shortcut on your desktop to start Validator.

Starting Validator opens the Record Validator window.

See M7.5.3 for a **macro method** that starts and applies Validator in a single step.

M7.5.2   Setting Validator Options

Click "Options" on the Record Validator window's menu bar to open the Options dialog box.

The paths (C:\Program Files…) given in the "Path to configuration" boxes are pre-set and protected from you changing them.

If you need to change the level of validation, click "**Limited** validation ..." or "**Full** validation ..." (see M7.3.5) so that it is *checked*.

Optionally: Input your name, initials, etc. so that it appears on any printouts that you use Validator to make.

Disregard the check box at lower left, which corresponds to a feature that LC does not use. (Spine labels and periodical labels are generated by different programs.)

Click "Save" to store your choices or "Cancel" if there are no changes to save or you do not want to store changes that you made.

M7.5.3   Applying Validator
Preparation: Before applying Validator to a record, confirm that:

- A cataloging module session is open and is the active window.
- The record to be validated is displayed in the cataloging session window.

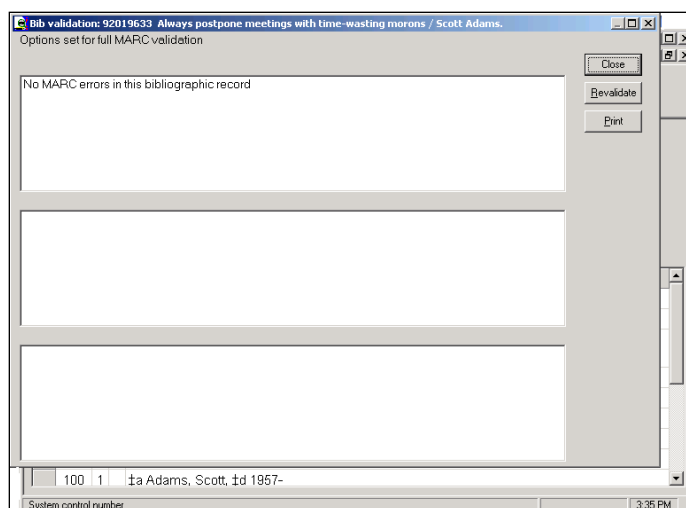Apply Validator to a record by either of the following methods:

Mouse click: (a) Start Validator by any of the methods in M7.5.1 (or make it the active window if it is already open). (b) Click "Validate record" in the Record Validator window.

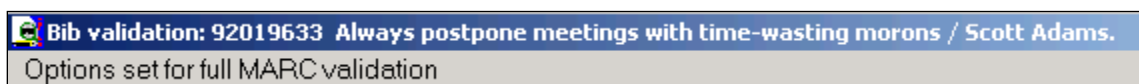*Macro:* Input "Ctrl + Left arrow" to activate a macro that starts and applies Validator. *Note:* This does not require starting Validator first in a separate step, but also works if Validator is already open.

M7.5.4   Validation Results Window
After application, Validator displays a validation results window as the active window on the desktop, with the cataloging session window in the background.

The title bar reflects what kind of record was validated.

Optionally: To make a record printout that includes Validator results, click "Print" in the validation results window.

The validation results window present reports in one or more of three boxes.

If Validator found no errors to report, "No MARC errors in this ... record" appears in the top box. Close the results window and continue working.

Note: Validator does not currently check the validity of many MARC tags and indicators. You may still receive a message from Voyager's MARC Validation when you try to save a record that contains an error. These errors should be corrected as well.

For instructions about other messages that appear in the validation results window, see M7.2.2-M7.2.4 and M7.7.

After correcting errors, save the record and revalidate the record.

M7.6   TROUBLESHOOTING SPECIFIC PROBLEMS

Some common problems that occur when using Validator are listed below with suggested solutions.

1) *System error message:* "Can't find any Voyager record with which to work"
Solution: Open a bibliographic, authority, or holdings record before running Validator.

2) *System error message:* "Run time error …"
Solution: This usually occurs when JLGReveal or another program that uses a lot of clipboard space is open. Close the program and click on "Validate record" again.

3) *System error messages mentioning* "ActiveX Object" *or* "ValidItDII class"
Solution: These are symptoms of a bad Validator installation. Consult with your division AOC to determine if reinstallation of Validator on your workstation is required.

4) ***Very*** *slow Validator operation*
Solution: This indicates high demand on your system resources. Try to improve conditions closing unnecessary programs.

5) *Validator does not work correctly the first time it is used in a cataloging module session*
Solution: If the Validator window closes, reopen it and validate the record again. If the Validator window is still open, close it, reopen it, and validate the record again. This is usually a timing or file direct problem that resolves itself after the initial use of Validator in a day.

M7.7   SPECIFIC VALIDATOR MESSAGES

A list of common error or potential error messages that appear for each type of record is provided in this section. Comments and references to other instructions are provided as bullets to help with resolving the error or explain when the message can be disregarded. These lists are merely examples. Many other error messages requiring resolution may appear in the "Validation results" window.

If you have questions about Validator messages (for example, what conditions they identify or what action you should take), consult with David Reser (dres@loc.gov) in the ILS Program Office.

M7.7.1   Bibliographic Record Validator Messages

Top Window:

Both dates 1 and 2 are blank in the 008
  - *See DCM B5.14*

010 (…) length incorrect; must be 12 characters (including spaces)
  - *See DCM C3*

Bad prefix length in 010 (…); should be 3, including spaces
  - *See DCM C3.2*

Bad prefix length in 010 (…); should be 2 spaces
  - *See DCM C3.3*

050 not present
- *Appears when 906$b=cbc*

Middle Window:

If current cataloging has descriptive cataloging form (Leader/18) = i, should 040$e be rda?
- *Disregard if message appears when validating older, completed bibliographic records (e.g., pre-1981 records cataloged using AACR1)*

ISBN (…) has incorrect length or bad data
- *ISBN should be 10 or 13 digits; if ISBN with other than 10 or 13 digits appears in manifestation, record in subfield $z*

Date in 263 field is for a month in the past (…), adjust?
- *Disregard for CIP records that have not had CIP Ver*

700 Indicator 1 set to obsolete value (multiple surname); change to "1"?
- *Change to 0 or 1 as appropriate*

Bottom Window:

Cataloging appears to be completed; change encoding level accordingly?
- *Appears when Ldr/18 value does not match condition 906$b=cbc*

Cataloging appears to be completed but record contains 097; delete?
- *If appears with "050 not present" message" in copycat record, change 097 to 050*

M7.7.2   Holdings Record Validator Messages

Top Window:

852 indicator 1 is 0, both subfields $h and $i should be present
- *Disregard if cataloging is not complete*

852 $b normalizes to nothing
- *Add appropriate sublocation (e.g., c-GenColl)*

852$b should not start with "s-" or "w-" or "z-"
- *Disregard for resources stored offsite*

Middle Window:

Since LC class number for music (ML or MT) should 852$b be c-Music?
- *Disregard for resources stored offsite or resources assigned to c-Asian or c-AMED because of language*

M7.7.3 Authority Record Validator Messages

Top Window:

Invalid character (spacing underscore) in 024/a [or other fields and subfields with URLs]
- *Disregard if used in a URL*

Invalid character (spacing tilde) in 046/s [or other subfield]
- *Disregard if recording an approximate date*

Prefix required in 010 (…)
- *Usually appears when an LCCN for a bib. record is used in an authority record*

010 (…) length incorrect, must be 12 characters (including spaces)
- *Check for a trailing blank space in older LCCNs*

400 $a normalizes to nothing
- *Usually disregard in records with non-Latin script references*

Middle Window:

Romanization scheme (008/07) should be fill unless record is part of pinyin conversion project
- *Disregard in pre-2001 CJK records*

Should Headings use-subject added entry (008/15) be 'a' (checked)?
- *Disregard if 667 note says not valid for subject use*

Should Headings use-subject added entry (008/11) be 'a' (checked)?
- *Disregard if 667 note says not valid for subject use*

There are numerals in 400$c, is this correct?
- *Usually disregard in records with non-Latin script references*

Bottom Window:

400 Comma missing between $a and $d
- *Disregard in NARs with Arabic and Hebrew script references with subfield $d and an "Arabic" comma (U+060C)*