# Bibliographic Deduplication

Hello, when cataloging items for your library and/or importing bibliographic records, you may want the system to be able to determine whether a record is a duplicate, and what to do with the matching records.

In this session you will learn how Bibliographic Deduplication, commonly referred to as “bib dedup”, works in Polaris; and how to view the table of rules that are applied to incoming records to check for duplicates.

All incoming records in Polaris are checked for duplicates, against your current records; based on rules which define what fields to check, between the new and existing records.

For example, this Import Report, shows that Duplicate detection will run on the records in this File, and records will be saved as provisional if any errors, such as a record that matches one of the duplicate criteria, are found.

We’ll look at what criteria is included in each of these groups shortly. For more information about how to configure Import Profiles used, please watch the Import Profiles sessions in the Polaris Core Training kit.

When Polaris indicates that there might be a duplicate record because it has matched at least one of the rules in the bib dedup table. The pop-up will tell you which rule it matched and give you the option to replace a record if it is a duplicate.

To view the dedup rules table, in Polaris System Administration, click Settings and Tables. On the Settings tab, change the Module to Cataloging, then locate Bibliographic Deduplication. Click Configure to view and modify the rules.

In the pop-up window, you can see the groups of dedup rules. When you select a Group, you can see which of the Deduplication Rules apply to it in the list below.

For example, Group 5, is for: ISSN - the International Standard Serial Number. This group of rules will check for the ISSN in the 022, subfield A, and the 06 and 07 fields in the leader. If the incoming record has the same ISSN in one of these fields as in an existing record, it will be marked as a duplicate.

Dedup rules are preconfigured and cannot be deleted. However, you can create new rules and add it to an existing group. If you need a new rule or group, please contact your Project Manager.

Click Save and Close if you made any changes; otherwise, click Cancel.

You now know how deduplication works in Polaris and how to view the Bibliographic Deduplication table in Polaris System Administration.

Thanks for watching!