

# LAGANZ Transcribathon Index Card QA Notes

Version 1.0 | 18 Jul 2021, 7.30pm | G Hamilton

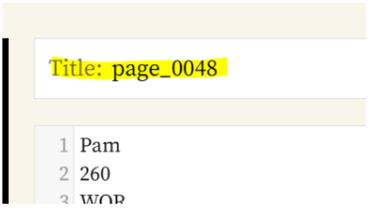
These are the QA fixes in priority order. Many of these QA fixes help with pattern matching and extraction or conversion of data at later stages. Consistency through all cards saves effort later.

**Make sure you are in Correct mode** ie on the Correct tab as you scroll through cards - its important to see and pay attention to the line numbering in the text editor.

Check with Gavin at [board@laganz.org.nz](mailto:board@laganz.org.nz) to be allocated a group of cards for QA. **Thank you!**

#	Description of Fix or Check Required	Looks Like	Should Become	Notes
1	Card text is correct   Look for typos and spelling mistakes			Pay particular attention to line numbering. Sometimes the call number (top left) has been omitted. Look for any spelling mistakes that might be incorrectly recognised text. Some obvious spelling mistakes in the original card or repetition of words, eg (" of the ...") can be corrected in the text.
2	No empty lines   No red dots	14 Acc. No. 412 15 16 •	14 Acc. No. 412	
3	Long titles and descriptions on one numbered line ie. not 'breaking' across two lines	6 Translated by Elizabeth Jennings with a selection of Michelangelo's drawings 7 and an introduction by Michael Ayrton •	6 Translated by Elizabeth Jennings with a selection of Michelangelo's drawings and an introduction by Michael Ayrton.	Scan the line numbering from top to bottom as one QA step. A new line number starting with a lower case word is a giveaway.
4	Pages (leaves) as lower l not a 1. This is tricky!	WHO, 1988 6 9l. 7 Attached is	WHO, 1988 6 9l. 7 Attached is The 1 is not as tall as the lower case l.	These are most prevalent in the Pam Pamphlets series. Always check last numeral before full stop. If it's a 1, that's a red flag to compare with card and change to lower case l not 1.
5	Publication imprint standardised on [place of publication], [publisher], [year]	5 London, Pan Books, 1983.	5 London: Pan Books, 1983. Other examples: Bondi Junction, NSW: The Assn., 1989. Tallahassee, Fl.: Naiad Press, 1983.	The order is colon (:), then comma (,), then full stop (.) at end. Older items in the catalogue sometimes have a comma (,) after place of publication, change it to a colon. Full stops after abbreviations for states in US or Australia etc are OK.
6	Publication imprint on its own line.	5 Steering committee on evaluation methods: report of the second meeting, 6 Geneva. 11-12 January 1990. Geneva: WHO, 1990.	5 Steering committee on evaluation methods: report of the second meeting, Geneva. 11-12 January 1990. 6 Geneva: WHO, 1990.	Watch too for where title information ends and publication information starts.
7	Series information (always in brackets) following page nos or illus. info should go on its own line.	7 7l. (SPA/INF/87.2)	7 7l. 8 (SPA/INF/87.2) Other examples (International Studies In Human Rights, v. 26)	Series information generally follows the page numbering and illustration information. It might be a series reference number or a title of a series eg International Studies in Human Rights, or Penguin Classics.
8	Edition statements on their own line or multiple lines if 2+	materials ... 5 1st ed. January 1991. 6 Bangkok: Unesco AIDSED Centre, 1991.	materials ... 5 1st ed. January 1991. 6 Bangkok: Unesco AIDSED Centre, 1991.	Edition statements often appear to run on as part of long titles. Look for statements like: • "First published ..." • "2nd rev. ed."
9	CARD 2 etc clear of the call number elements	1 189. 21 2 CARD 2 3 HOM 4 HOMOPHOBIA.	1 189. 21 2 HOM 3 CARD 2 4 HOMOPHOBIA.	If CARD 2 appears mixed in with the call number elements, move it to just after the call number. Complete call number examples are: 189.21 Pam MS q190.11 HOM 213.91 129 TAT NAT

10	<b>Bracket pairs match</b> - opening and closing	5 The global strategy for AIDS pr 6 [Geneva: WHO, 5 May 1987] 7 7l.	6 [Geneva: WHO, 5 May 1987] 7 7l.	OCR sometimes gets the brackets wrong. It might recognise them as a J, lower case l, a 1, or an. SCheck against the card (maybe you will need to zoom in) and make sure the opening and closing brackets match, usually square brackets [ ] or parentheses ( ).
11a	<b>Subject or main entry numbering</b> - add full stops after numerals.	10 I. Smashing b 11 II. Internation Toronto, 1985	10 I. Smashing bc 11 II. Internation Toronto, 1985.	Applies to 1. 2. 3. As well as I. II. III. IV. etc.
11b	<b>Subject or main entry items</b> on their own line.	7 Coverage of NZ is grossly incompetent. 8 1. AIDS epidemic. I. AIDSED Centre. 9 Acc. No. 4258	8 1. AIDS epidemic. 9 I. AIDSED Centre. 10 Acc. No. 4258	Also closed up full stop in this example.
12	<b>Cards - blue or white - with just numbers</b> - rename Title from page_#### to DIVIDER-####.		 Examples: DIVIDER-PAM-400-499 DIVIDER-245	Untick them as Blanks. Unless there is genuinely no handwritten or printed text on them.  All UPPERCASE, only use hyphens as spacers start with DIVIDER-. Include the text and numbers you can see on the card. Cards may be blue or white. Only use hyphen (-) as separator. Retain full stop eg DIVIDER-215.71.  Do retain text in the numbered line text editing area below as well.
13	<b>Close spaces before page number abbreviations p. and l. etc.</b>			
14	<b>Close spaces before commas (,) and ensure a space follows.</b>	e second meeting, Geneva, 29-31	second meeting, Geneva, 29-31	
15	<b>Close spaces before full stops (.) including in abbreviations.</b>			
16	<b>Close spaces before colons (:)</b> and ensure a space follows.	PARKINSON, PHIL Hate literature in New Zealand: an historical survey.		The card may show a gap, but we prefer to close them up as our standard convention.
17	<b>Info in square brackets on a new line can start with an initial capital.</b>	4 Hate literature in New Zealand: an historical survey. 5 [unpublished paper prepared for the Indecent Publications Tribunal] 1992?	5 [Unpublished paper prepared for the Indecent Publications Tribunal] 1992?	
18	<b>Full stops added to abbreviations.</b>	10 I. Gaines, Steve, jt. auth. Or 4 Toronto: Pro 5 56p. illus. 6 Includes also	10 I. Gaines, Steve, jt. auth. Or 4 TORONTO: PRO 5 56p. illus. 6 Includes also	Common ones include (meaning in brackets): - illus. (illustrations, illustrated or illustrator) - jt. auth. (joint author) - comp. (compiler) - ed. (editor OR edited) - transl. (translator or translated) - Acc. No. (accession number) These ones stay together with no space after n.: [n.p., n.d.] not [n. p., n. d.]
19	<b>Copies in accession numbers</b>	12 Acc. No. 038 13 Acc. No. 515 (copy 2)	12 Acc. No. 038 13 Acc. No. 515 (Copy 2)	If a Copy number is mentioned in an accession number (Acc. No.) line standardise on using parentheses around the (Copy 1), (Copy 2) information. There is no full stop after the number.
20	<b>Author/creator's birth year followed by a hyphen</b>	3 KRONHAUSEN, Phyllis 1929 4 Erotic fantasies: a study of the sex	3 KRONHAUSEN, Phyllis 1929- 4 Erotic fantasies: a study of the sex	A creator eg an author or editor's birth year should be followed by a hyphen, not a space and a hyphen.

21	<p><b>Only when your QA is complete:</b>  <b>Rename page_#### in Title field</b> as indicator that final QA is <b>done</b>.</p>		<p>Examples:</p> <p>LAGANZ-PAM-260-WOR  LAGANZ-PAM-260-MANN  LAGANZ-QUARTOS-169.7-HAM  LAGANZ-MS-169  LAGANZ-OCTAVOS-L347-BAN</p>	<p>All uppercase. No spaces. Retain full stops. Use hyphens as separators except in the alpha part after the number (run together as one word).</p> <p>Replace lower 'q' with 'QUARTOS-' which means adding a hyphen. Replace lower 'f' with 'FOLIOS-' - including adding a hyphen. No need to replace upper G or L - these stay with the number - no hyphen added.</p> <p>Don't include 'CARD 2' or 'CARD 1' information. We will eventually combined the info from the 2 (sometimes 3) cards into one entry. It is helpful if both cards have the same QA'd final page Title.</p> <p>If a number is not recognisable eg corrector has used 123.[?]45 for example, replace the [?] with a capital X. The [?] will not export cleanly if it stays in the Title field.</p> <p>Any you are not sure of leave to Gavin - email the URL of the card page to <a href="mailto:board@laganz.org.nz">board@laganz.org.nz</a>.</p>
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