



SNACSchool 3.1

Module 5: Merge

Updated August 2020

Merge allows SNAC editors to merge together multiple, duplicative records for the same entity by searching, selecting, and automatically combining all the elements from all the records designated for the merge action.

Here are a number of duplicates, and/or near duplicates, for Gloria Steinem. These varying forms result from the ingest of varying name entries from finding aids and other resources during SNAC's research and development phase.

<input type="checkbox"/>	 Steineman, Ulrich
<input type="checkbox"/>	 Steineman, W.
<input type="checkbox"/>	 Steinem, Gloria
<input type="checkbox"/>	 Steinem, Gloria, 1934-
<input type="checkbox"/>	 Stein, Emil 1853-1919
<input type="checkbox"/>	 Stein, Emmanuel.

This is the demo version. Edits made to these Constellations will not be permanent.

Browse

All Types Steinem, Gloria Search

	Name Entry	Resources	Relations
<input type="checkbox"/>	Stein, Elliott, 1928-	1	1
<input type="checkbox"/>	Stein, Elliott M.	1	1
<input type="checkbox"/>	Stein, Elmer A.	3	0
<input type="checkbox"/>	Steinel, Mike	1	1
<input type="checkbox"/>	Steineman, Diana.	1	1
<input type="checkbox"/>	Steinemann - Brevet.	1	1
<input type="checkbox"/>	Stein, Emanuel, 1908-1985	2	4
<input type="checkbox"/>	Stein, Emanuel and family	1	1
<input type="checkbox"/>	Steineman, Ulrich	1	1
<input type="checkbox"/>	Steineman, W.	2	2
<input type="checkbox"/>	Steinem, Gloria	46	38
<input type="checkbox"/>	Steinem, Gloria, 1934-	49	51
<input type="checkbox"/>	Stein, Emil 1853-1919	1	1
<input type="checkbox"/>	Stein, Emmanuel.	1	1

The SNAC **Browse** search allows you to see duplicates and/or near duplicates positioned close to one another in alphabetical order.

Step 1:

Locate the “main record”, or the record into which you will merge other records.

This will take time as editors must make all efforts to identify the correct record to retain, and which ones to remove during the merge.

Clear duplicate

“Main record” for Gloria Steinem















<input type="checkbox"/>	 Steineman, Ulrich
<input type="checkbox"/>	 Steineman, W.
<input type="checkbox"/>	 Steinem, Gloria
<input type="checkbox"/>	 Steinem, Gloria, 1934-
<input type="checkbox"/>	 Stein, Emil 1853-1919
<input type="checkbox"/>	 Stein, Emmanuel.

Step 1 continued ...

It's important to know that during SNAC Research and Development, ingest, data resulted from a large number of finding aids, and in some cases, may have been uncontrolled. You may find one entity's name presented in a number of configurations.

A good example is a person name in “**first name, last name**” configuration. Make sure to search “Gloria Steinem” as well as “Steinem, Gloria.”

<input type="checkbox"/>	 Gloria, Sister.
<input type="checkbox"/>	 Gloria's Scandinavian Gifts (Tacoma, Wash.)
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem.
<input type="checkbox"/>	 Gloria Steinem.

If a heading appears vague, follow the links to **Archival Collections**, **Related Resources** and **Related Names in SNAC** to confirm a match. You may have to scan linked archival finding aids and CPF links to finalize your merge decision.

COLLECTION Identifier: MC 586; T-351

Records of Sojourner, 1920-2004 (inclusive), 1975-2002 (bulk)

FOUND IN: [Schlesinger Library, Radcliffe Institute](#) / Records of Sojourner, 1920-2004 (inclusive), 1975-2002 (bulk)

COLLECTION ORGANIZATION

Records of Sojourner, 1920-2004 (inclusive), 1975-2002 (bulk)

- Series I. ADMINISTRATIVE FILES, 1975-2002, n.d. (#1.1-17.4.1...
- Series II. FINANCIAL RECORDS, 1976-2002, n.d. (#2.1-17.4.1...
- Series III. GENERAL CORRESPONDENCE, 1980-1993, n.d. (#3.1-17.4.1...

ITEM Identifier: MC 586; T-351, PD.213.

Activists: Steinem, Gloria, 1989-1993 (2 photographs)

Gloria Steinem

Detailed View | Revision History | Sources | Export | Edit | Reserve for Editing

Biography | Resources | Relationships | Places | Subjects | Occupations | Functions

Archival Resources

Show 10 entries Search:

Role	Title	Holding Repository
referencedIn	Records of Sojourner, (inclusive), (bulk), 1920-2004, 1975-2002	Schlesinger Library, Radcliffe Institute

Showing 1 to 1 of 1 entries Previous Next

FOUND IN: [Schlesinger Library, Radcliffe Institute](#) / [Records of Sojourner, 1920-2004 \(inclusive\), 1975-2002 \(bulk\)](#) / [Series VII. VISUAL MATERIALS, 1920-2001, n.d. \(#PD.1-PD.1118.81.17-83.24\)](#) / [Subseries C. Photographs: Individuals, 1920-2001, n.d. \(#PD.147-PD.1118\)](#) / Activists: Steinem, Gloria, 1989-1993 (2 photographs)

Dates

- 1920-2004
- Majority of material found within 1975-2002

Language of Materials

Materials in English.

Step 2: Designate the records to merge by checking the box to the left of the names.

Once you've decided on the records to merge, click the **Auto Merge** button at the top right.

Please note ... you don't have to merge them all at once. You can choose just two or three at a time as you pare down the list of duplicates.

A list of four records, each with a checkbox on the left and a green person icon followed by the name 'Gloria Steinem'. The first two records have their checkboxes checked (blue checkmarks), and the last two have their checkboxes unchecked (empty boxes).

<input checked="" type="checkbox"/>	 Gloria Steinem
<input checked="" type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem
<input type="checkbox"/>	 Gloria Steinem

Step 3: Once the merge is done, SNAC will prompt you to **edit** the new record.

Please note that ALL of the headings from ALL of the merged records are now in the new main record. Editors should remember to edit away, or **Trash** any duplicate **Name Entries** from the **Core Data** tab of the new record. Remember to check other Tabs, History, Demographics, etc., for other duplicate entries

When done, **Send for Review** as usual.

The screenshot displays the SNAC interface for a record. An 'Actions' menu is overlaid on the top left, containing 'Edit' and 'Reserve for Editing' options. The main record view shows a 'Name Components' section with fields for Surname (Steinem), Forename (Gloria), and Date (1934-). Below this, there are fields for Preference (Preferred), Language (eng), Script (Latin), and Rules (authorizedForm, rda). A red arrow points from the 'Trash' button in the 'Actions' menu to the 'Trash' button in the record's sidebar.

Actions

- Edit
- Reserve for Editing

Gloria Steinem
Computed Name Heading

Name Components

Preference Not Preferred

Language

Script

Rules

Steinem, Gloria, 1934-
Computed Name Heading

Name Components

Surname : Steinem

Forename : Gloria

Date : 1934-

Preference Preferred

Language eng

Script Latin

Rules authorizedForm rda

Exist Dates - Single Date

Date	1934-03-25
Machine-Readable	
Date	March 25, 1934
Natural Language	
Type	Birth
Fuzzy Range	-
Descriptive Note	

Cite
Edit
Trash

Exist Dates - Single Date

Date	1934
Machine-Readable	
Date	1934
Natural Language	
Type	
Fuzzy Range	-
Descriptive Note	

Cite
Edit
Trash

Trash this date

Also remember that any **Exist Date** and **Place** name data from all the merged records are now combined into one.

Editors should remember to “edit away”, or “Trash” any duplicate entries from all tabs of the record: **History, Demographic, etc.** In this example of dates you can see an incomplete date that needs to be trashed.

When done, **Send for Review** as usual.

What happens to the old SNAC IDs after the merge is complete?

When two or more records are merged, their IDs are kept in the system and are given a sort of "forwarding address" to the new merged record. The old record IDs are kept so we can point users to the new records, and so we can track where merged constellations came from. If you click a bookmark to an old ID, it will look up the new one and send you there.

When this occurs, SNAC provides a notice like this one ...

Notice: Please update your bookmarks. The Constellation you requested has been merged into a new identifier, <http://n2t.net/ark:/99166/w67n0zc2>, displayed below. ✕

Department of State Alternative names

 Detailed View  Similarity Assertions 2  Revision History  Sources  Export ▾

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