



SNACSchool 4.0

Module 5: Merge

Updated February 2022

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.

The SNAC **Browse** search allows you to see duplicates and/or near duplicates positioned close to one another in alphabetical order. We are going to be looking at the example of the musician **Buffy Sainte-Marie**.

Browse

All Types Sainte-Marie, buffy Search

Name Entry	Resources	Relations
<input type="checkbox"/> Saint Elizabeth Catholic Church (Richfield Center, Ohio)	1	0
<input type="checkbox"/> Saint Elizabeth Hospital (Dayton, Ohio)	1	0
<input type="checkbox"/> Saint Elizabeth's Hospital	1	1
<input type="checkbox"/> Saint Elizabeth's Hospital (Washington, D.C.)	2	1
<input type="checkbox"/> Saint Elizabeths Hospital (Washington, D.C.)	14	10
<input type="checkbox"/> Saint Elizabeth's of Hungary Church (Denver, Colo.)	1	0
<input type="checkbox"/> Saint Elmo (Colo.)	1	0
<input type="checkbox"/> Saint Elmo (Tenn.)	1	1
<input type="checkbox"/> Saint Emanuel Baptist Church	1	1
<input type="checkbox"/> Sainte Marie, active 1702-1711, French colonel, De la Motte Regt	1	0
<input type="checkbox"/> Sainte-Marie, Buffy	6	4
<input type="checkbox"/> Sainte Marie (Car ferry : 1893)	1	0
<input type="checkbox"/> Sainte Marie (Car ferry : 1913)	1	0
<input type="checkbox"/> Sainte-Marie, Count Roger de, called Joseph Derley writer of plays	1	0

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.

<input type="checkbox"/>	 Sainte Marie, active 1702-1711, French colonel, De la Motte Regt	1	0
<input type="checkbox"/>	 Sainte-Marie, Buffy	6	4
<input type="checkbox"/>	 Sainte Marie (Car ferry : 1893)	1	0

For this example Buffy Sainte-Marie’s “main record” is the only one that will be in correct order under browse. In many other instances they might be next to each other.

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 “Buffy Sainte-Marie” as well as “Sainte-Marie, Buffy.” Be aware sometimes the names might even be spelled incorrectly (“Buffy St. Marie” or “Buffy Sainte Marie”).



In some cases it's a good idea to do an advanced search to make sure you find all the variations of a name. It's a good way to also find honorifics and titles

Search

All Types ▾

Buffy S*

Off

Search Biographies

On

Advanced Search

Off

Faceted Search

The following commands may be used for advanced searching

Found 7 results in 230.11 ms.

[Sainte-Marie, Buffy \(6\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

[Buffy Sainte Marie \(2\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

[Saint Marie, Buffy. \(1\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

[St. Marie, Buffy \(1\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

[St. Marie, Buffy. \(1\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

[Buffy Saint-Marie \(1\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

[Malvina Reynolds, Buffy Sainte-Marie \(1\)](#)

(person)

No biographical history available for this identity.

Select this Identity Constellation to compare

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.

Here, we know it's the correct Buffy Sainte-Marie by looking at the collection of Mary Ellen Hillaire.

St. Marie, Buffy

Detailed View Revision History Sources Export Edit Reserve for Editing

Biography Resources Relationships Places Subjects Occupations Activities

Archival Resources

Show 10 entries Search: Title, Role, Repository

Role	Title	Holding Repository
referencedIn	Mary Ellen Hillaire Papers, 1950-1983, 1970-1982	The Evergreen State College Archives and Special Collections

Previous 1 Next

Mary Ellen Hillaire Papers, 1950-1983



Overview of the Collection

Creator Hillaire, Mary Ellen
Title Mary Ellen Hillaire Papers
Dates 1950-1983 (inclusive)
1970-1982 (bulk)
Quantity 9.058 cubic feet and 56.92 linear feet : 2142 audiocassettes, 44 audiotapes, 64 videos, various formats, 1518 slides, and 148 artifacts.

Collection Num...

Summary This collection documents the life and work of Mary Ellen Hillaire from 1950 to 1983. She was the first woman and Native American hired as faculty at the Evergreen State College.





Repository The Evergreen State College, Malcolm Stilson Archives and Special Collections.

Archives and Special Collections
Daniel J. Evans Library
L2309
The Evergreen State College
2700 Evergreen Parkway NW
Olympia, WA
98505
Telephone: 360-867-6126
Fax: 360-867-6790
archives@evergreen.edu

- [Shelby, Linn \(speaker\)](#)
- [Silverman, Binswanger \(speaker\)](#)
- [Smith, Shirley \(speaker\)](#)
- [St. Marie, Buffy \(speaker\)](#)
- [Stewart, Damon H. \(speaker\)](#)
- [Stewart, Dr. \(speaker\)](#)

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

Note: the records don't have to be on the same "page" to select.

-  St. Marie, Agnes A.
-  St. Marie, Buffy
-  St. Marie, Buffy.
-  St Marie de Bethléem Monas

-  Saint Margaret's School (Boise, Idaho)
-  Saint Marie, Buffy.
-  Saint-Marie, Rachels.

-  Saint Emanuel Baptist Church
-  Sainte Marie, active 1702-1711, French colonel, De la Motte Regt
-  Sainte-Marie, Buffy
-  Sainte Marie (Car ferry : 1893)

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.

6 Add Maybe Same Auto Merge

Selected Constellations

You have the following Constellations selected:

- St. Marie, Buffy
- St. Marie, Buffy.
- Sainte-Marie, Buffy
- Buffy Sainte Marie
- Buffy Saint-Marie
- Saint Marie, Buffy.

Clear All Selections

Relations
1
2
0
1
1
1
1
1
1
1

Step 3: Once the merge is done, SNAC will create a brand new entity with a new permalink and SNAC ID

Start editing!

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.

Sainte-Marie, Buffy

Sainte-Marie, Buffy / Detailed View

Name Entries History Demographics Relations Corporate Description Sources

Control Data

Name Entries

Information
Entity Type * person

Name Entries *
<p>Sainte-Marie, Buffy <i>Computed Name Heading</i></p> <p>Name Components</p> <p>: Sainte-Marie, Buffy</p>

Cite

Options

Information

- Collection Locations
- Basic View
- Revision History
- Source Summary

Visualizations

- Connection Graph
- Radial Graph

Export As

- JSON
- EAC-CPF XML

Identity Constellation Identifier(s)

Permalink	http://snaccooperative.org/ark:/99999/ZMKIzLWm
Ark ID	http://snaccooperative.org/ark:/99999/ZMKIzLWm
SNAC ID	84488766

Sainte-Marie, Buffy, 1941-

Computed Name Heading

Name Components

≡	Surname	x ▾	Sainte-Marie	⊖
≡	Forename	x ▾	Buffy	⊖
≡	Date	x ▾	1941-	⊖

+ Add Component

Preference

Preferred

Language

eng

Script

Latn

Rules

authorizedForm

+ Add Rule



Cite



Undo



Trash

When editing, make sure to parse and edit the names and variants; sent preference.

Trash incorrect name forms.

St. Marie, Buffy.

Computed Name Heading

Name Components

: St. Marie, Buffy.



Cite






Edit






Trash

Exist Dates - Single Date

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

Exist Dates - Single Date

Date Machine-Readable	1934	 Cite	
Date Natural Language	1934		 Edit
Type			 Trash
Fuzzy Range			
Descriptive Note	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.

Steinem, Gloria, 1934- Variant names

Detailed View Revision History Sources Export Edit Reserve for Editing

Biography Resources Relationships Places Subjects Occupations Activities

Filters:



Connection Graph Radial Graph

Show 10 entries

Search: Relation or Name

Relation	Name
associatedWith	9 to 5, National Association of Working Women (U.S.)
associatedWith	Abzug, Bella S., 1920-1998
associatedWith	Baevsky, Sonya,
associatedWith	BARBARA DEMING, 1917-1984
associatedWith	Bingham, Sallie.
associatedWith	Boston Women's Health Book Collective
associatedWith	Boston Women's Health Book Collective.
correspondedWith	Carden, Maren Lockwood
associatedWith	Carden, Maren Lockwood.
associatedWith	Catherine East, 1916-1996

Showing 1 to 10 of 98 entries

Previous 1 2 3 4 5 ... 10 Next

Note also that when you merge, if there are duplicate resources or relations they will be repeated. If there is time, go through and trash those duplicates.

Sainte-Marie, Buffy, 1941- Variant names

Detailed View Revision History Sources Export Edit Reserve for Editing

Biography Resources Relationships Places Subjects Occupations Activities

Filters:



Connection Graph Radial Graph

Show 10 entries

Search: Relation or Name

Relation	Name
associatedWith	Broadside.
associatedWith	Broadside.
associatedWith	Franklin, C. L. (Clarence LaVaughn), 1915-1984


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/w6h8157t>, displayed below. ✕

United States. Department of State Variant names

 Detailed View

 Revision History

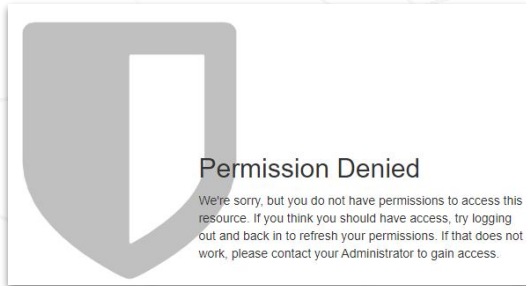
 Sources

 Export ▾

Hide Profile



Things to be aware of when merging:

- If another person has a record checked out on their dashboard you will NOT be able to merge. You will get an error message. Go back and see what might be checked out (even on YOUR dashboard) and message the editor to release the record. (This is another good reason to merge a few records at a time)



- When in doubt, leave it out! If you're not 100% sure if the constellations should be merged, err on the side of caution
- During the initial ingest there might have been honorifics ingested (Mrs., Lord, etc.). Do a search or if you think the person might have an honorific attached, do a browse there.

<input type="checkbox"/>	 Mrs. A Adams
<input type="checkbox"/>	 Mrs. A. A. Nielsen

<input type="checkbox"/>	 Lord Alfred Bruce Douglas, 1870-1945
<input type="checkbox"/>	 Lord Alfred Daylos

<input type="checkbox"/>	 King Gustal XVI
<input type="checkbox"/>	 King Gustav of Sweden