



INDEXING NEWSPAPERS: ARTICLES & BMDS

UPDATED DECEMBER 2019

VITA 6.1

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INTRODUCTION

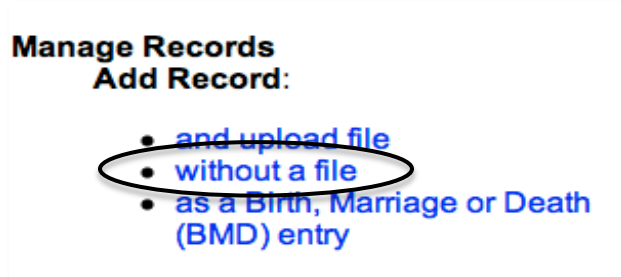
Whether you are just indexing newspaper or you have full-run newspaper collections that include digitized issues, you should start with creating Newspaper Publication records to act as “parents” for your index content. This helps gather your index records but also ensures that any future digitization of newspaper can be linked to your index records for reciprocal discovery.

See the Managing Newspaper Publications & Issues Manual for details on creating and managing Publication records.

Articles and clippings can be indexed simply with a headline (title), Publication of origin, Publication date, page locations, and indications of the type of article being described or they can have full metadata records and scans associated with them.

ADDING ARTICLE/CLIPPING RECORDS

To add a basic Article index record, choose Add record without a file from the main menu:



Add the Article title or headline

Select Newspaper Publication title from the drop down list (start typing the publication title; the more characters, the closer matching the drop down list will be)

The screenshot shows the 'Add Record without file upload' form. The 'Title' field contains 'Proton Girl Shoots Father'. The 'Templates' dropdown is set to '[Select one of the options below]'. The 'Publication Title' field has a search bar with 'fleshert' entered, and a dropdown list showing 'Flesherton Advance'. The 'Publication Date' field is empty. The 'Media type' section has radio buttons for 'Image', 'Text', 'Video', 'Object', 'Audio', and 'Publication'.

Add the Publication date—i.e. date of issue—using the YYYYMMDD format (this will display in natural language on the record)

Media type—select “Newspaper” as primary media type

The screenshot shows the 'Add Record without file upload' form. The 'Title' field contains 'Proton Girl Shoots Father'. The 'Templates' dropdown is set to '[Select one of the options below]'. The 'Publication Title' field has a search bar with 'fleshert' entered, and a dropdown list showing 'Flesherton Advance'. The 'Publication Date' field contains '19090409' and is circled in red. The 'Media type' section has radio buttons for 'Image', 'Text', 'Video', 'Object', 'Audio', 'Publication', 'Genealogical Resource', 'Newspaper', 'Place', and 'Ship'. The 'Newspaper' radio button is selected and highlighted with a red arrow. The 'Add record' button is at the bottom right.

Then click the “Add record” button to proceed to the Descriptive data screen.

ARTICLE METADATA

A few notes about using these screens:

- If available, the image associated with the article is inherited from the Publication record.
- Red "friendly reminders" flag important missing elements and the non-public status of the record.
- Once the article record is complete, you can add a BMD or another article to the same issue by clicking the Add BMD or Add Article/Clipping link in the navigation area of the screen

[Main Menu](#) >> [Search](#) >> [Results](#)
Create new record: [with uploaded file](#); [without upload](#) ([Duplicate Record](#)) [View entry in Public site](#)
[Add BMD](#) [Add Article/Clipping](#)
Jump to: [Names](#) [Publication](#) [Full Text](#)

Display	File/Tech Data	Descriptive Data	Geographic Data	Administrative Data	Groups	Links
Delete						

You added a new record at 6 Oct 2010 12:40:22
No Item Type has been assigned.
There is a link to another record but not the specific page.
No Files have been attached.
This record will not display in the Public Sites.

Descriptive Data

[Update Record](#)


Public Display? [Help](#)
☐ Yes ☒ No

Media Type [Help](#)
Newspaper
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types [Help](#)
☐ Image ☒ Text ☐ Collection ☐ Video ☐ Object ☐ Audio ☐ Website ☐ Genealogical Resource

Item Type [Help](#)
☐ Advertisements ☐ Charts ☐ Clippings ☐ Maps ☐ Photographs

Title [Help](#)
MacIntosh Estate



No Comments

Public Display

Yes/No

Can be toggled anytime

Media Type

Media Type is assigned on the Add Record screen

The Primary media type can be changed, but it does determine the template for metadata entry for the record.

The screenshot shows a web form for adding a record. It includes sections for Publication Title, Publication Date, Display Date, Pagination, Creator Name & Role, Additional Contributor Name & Role, and Subjects. The Subjects section has a dropdown menu open showing a list of numbers 1 through 6. At the bottom, there is an 'Update Record' button.

Publication Title Help
Markdale Standard (Markdale, Ont.)

Publication Date Help
30 Apr 1942

Display Date
Display Date: Display Date is for those things like "Spring 2010" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.

Pagination Help
Page from linked issue: Select from list below
Section: Select from list below Column:

Creator Name & Role
Name:
Role: ○ [n/a]

Additional Contributor Name & Role Help
Name:
Role:

Subjects Help List of assigned Subjects
Assign Subject Term(s) from Thesaurus:

One subject term per box. Enter a minimum of three letters to start the search. Keep typing to narrow the search or scroll down the list. Click to select. The numeric "ID" for the term will appear in the input box. When you click the [Update Record] button these boxes should either contain numbers or be blank. If there are partial words/letters, an error will be generated.
Add New Subject Term: (not in Thesaurus)

Enter a term here if it will not appear in the subject lookup boxes above. It will be added as "Unauthorized" to the Thesaurus and then automatically assigned to this record.

Update Record

Secondary media type

If Newspaper is selected, Text is auto-selected as Secondary Media Type
For articles—Text or Image are likely appropriate choices
For BMDs – choose Genealogical Resource

Item Type

For articles use "clippings," "photographs," or other appropriate item types to describe the physical content of the article you are indexing. **Note:** to have full text display, use Clippings (see below)

Title

Will be carried forward from the Add Record screen and can be edited here

Publication Title

Assigned on the Add Record screen and will be linked to available issue records.

If this is incorrect, Delete the record and start again

Display date

Use only for dates that are non-numeric, e.g. Spring 1945

Publication Date

The Publication date is carried forward from Add Record screen and auto-linked to any existing issue, therefore cannot be edited. If the date is incorrect, Delete this record and add new record with correct date

Pagination

Add Section name if appropriate

Choose or assign page number—select from drop down menu if there is a linked issue.

Add column number if known to help users find the item on a page.

Creator name

Enter name of author, photographer, etc. and their role from the byline, if appropriate

Additional Contributor names

Use when an article has multiple creators who contributed to the content, e.g. multiple authors or an author (Creator) and a photographer (Additional Contributor)

Subjects

Use Subject headings to describe the topics of the article. Use authorized terms whenever possible to help with aggregation.

Begin typing subject headings then select from the drop down list that appears with existing thesaurus entries. You can add a new subject heading to the thesaurus (these will be flagged as Unauthorized).

Subjects are linked to allow users to bring back all records in your collection with the same subject.

Personal Name(s) [Help](#)

MacIntosh, John; MacIntosh, Martha; Leavins, Roswell;

Corporate Name(s) [Help](#)

Description [Help](#)

Notes [Help](#)

Language(s) in item [Help](#)

☒ English
☐ French

Mystery Question [Help](#)

Publisher [Help](#)

Place of Publication [Help](#)

Names

Think of these fields as “tags” that will be linked to other instances of those names within your agency’s records. Subject headings are also linked.

Personal Name(s)

Enter any personal names in reverse order, e.g. Campbell, Ruby or Smith, Dr. John W.

Separate individual names with semicolons

Organizational indexing policy should require consistent name entry format

Corporate Name(s)

Enter corporate names in natural form, e.g. D.M. McKinnon & Sons, **not** McKinnon & Sons, D.M.

Separate individual corporate names with semicolons

Description

A quick description or, if full text is included, the description field can remain blank

Notes

For details that inform the object but are not recorded as part of the object itself

Languages in the item

Choose English, French or select another language if necessary

Multiple languages can be selected if multiple languages are contained in the object

Mystery question


Ask the user a question about the article or article content

Users answer by entering a comment on the public side

Publisher/Place of Publication

This information is supplied as part of the Publication record you have already created, but enter publisher name and place only if different from parent newspaper

ARTICLE DATES

Dates  **Help**

Date of Original
Date of Original is intended to be a user friendly description of the date. One example of a useful entry in this field would be **Spring 2010**. If filled in, this value will be the one displayed to the user. Otherwise, if there is a sortable date, it will be displayed instead in the form: **6 Oct 2010**.

Date of Event Depicted/Described
Date of Event Depicted/Described is intended to refer to a second date if the object is referring to events at a different time than previous dates. An example would be a column or a painting referring to events 50 years in the past.

Earliest Year

Latest Year

Earliest/Latest year Use this when the dates are ambiguous (e.g. between 1900 and 1914, but the object wasn't dated), or where the events spanned a number of years (e.g. obituary of someone who lived between 1815 and 1891).

Date of Original—a “friendly” date, i.e. natural language

Date of event—if different from date of original

e.g. for incidents that happen during the week and reported only once a week, after the fact.

Also “friendly” format e.g. War of 1812, Fall 1989, etc.

Earliest and Latest years—assign range for fuzzy searching by end users or leave blank and same year will be auto-generated from Publication date

ARTICLE FULL TEXT

Full Text **Help**

```
All persons, having claims upon the Estate of the late
John MacIntosh of Thurlow, Esquire, deceased, are
requested to deliver the same, properly attested, to the
subscribers, within three months, that the same may be
adjusted; and all persons indebted to the said estate
are requested to make payment without delay.<br/>
Martha MacIntosh, Administratrix.<br/>
Roswell Leavins, Administrator.<br/>
<i>Thurlow, 24th December, 1815.</i> 31 W6
```


To display the full text of an article or clipping in the public record view, transcribe content or copy and paste fully legible text into the Full Text input box (be sure to use Clipping as an item type)

Formatting full text display

Use simple HTML (as shown above) or create paragraph breaks by clicking the Enter/Return key on your keyboard 2x.

Click “Update” at any time to commit changes to your record

Publication:

Kingston Gazette, 20 Jan 1816, p. 2

Description

Comments (0)

Full Text

All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.
Martha MacIntosh, Administratrix.
Roswell Leavins, Administrator.
Thurlow, 24th December, 1815. 31 W6

Media Type:

Newspaper

Item Type:

Clippings

Date of Original:

20 January 1816

Date of Event depicted:

24 December, 1815

Subject(s):

[Estate](#)

[Death notification](#)

Personal Name(s):

[MacIntosh, John](#) ; [MacIntosh, Martha](#) ; [Leavins, Roswell](#)

Language Of Item:

English

Geographic Coverage:

[Canada - Ontario - Kingston](#)

Latitude: 44.22976

Longitude: -76.48098

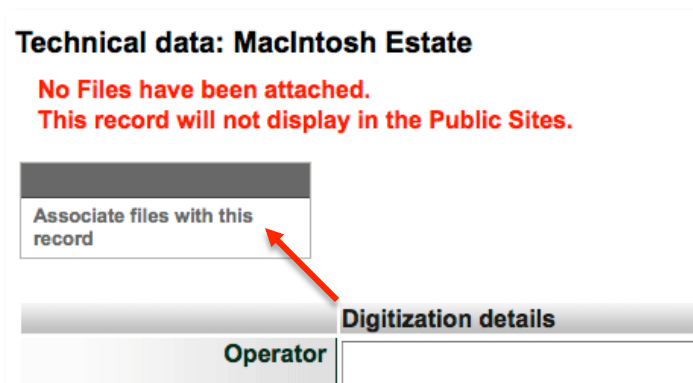
Contact:

ADDING IMAGE FILES TO ARTICLES & CLIPPINGS

Article/Clipping records without files will adopt the Publication image, like this:



To add a unique scan or image, open the File/Tech data screen and click on “Associate a file with this record”



Choose Thumb & Regular (Choose Thumb & Regular & Full if you want users to see a detailed image). Allow the tool to resize the image file. Label & Split PDF (ignore). Then, select your file, click "Start Upload" and wait until the "continue" button appears. Click to continue.

Add file to record

Title	Proton Girl Shoots Father
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select File

+ Add file... Start upload Cancel upload

A thumbnail of the file will be presented on the File/Tech data screen. The regular will appear with the record. For more information about the files themselves, click on Details/Edit

File summary

Thumbnail
File Exists: <https://data.vitoolkit.ca/Partners/Test60/Test600005285571.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitoolkit.ca/Partners/Test60/Test60000528557.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

On the Data Management and Public details screens, the clipping will display as well as a linked page view and linked issue image

MacIntosh Estate

Publication:
Kingston Gazette, 20 Jan 1816, p. 2

Description **Comments (0)**

Full Text

All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.

Martha MacIntosh, Administratrix.
Roswell Leavins, Administrator.
Thurlow, 24th December, 1815. 31W6

Media Type:
Newspaper

Item Type:
Clippings

Date of Original:
20 January 1816

Date of Event depicted:
24 December, 1815

Subject(s):
Estate
Death notification

Personal Name(s):
MacIntosh, John ; MacIntosh, Martha ; Leavins, Roswell

Comment on this item

Create electronic postcard

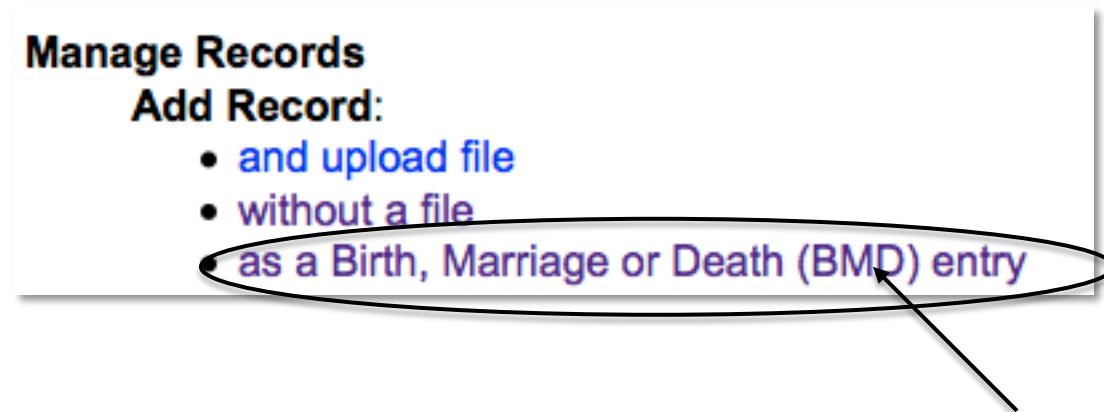
Kingston Gazette,
20 Jan 1816, p. 2

intLinkedRecordID(206): 3111

Kingston Gazette,
20 Jan 1816

ADDING BMDS

From the main menu



Agency Managers can set up a quick-pick list of Publications to appear on the Add BMD Entry screen

Add Publication title

Select from the quick list ...

Add BMD Entry

Publication Title	<input type="radio"/> Georgetown Gemini <input checked="" type="radio"/> Kingston Gazette <input type="radio"/> Oakville Beaver (Oakville, ON)
Publication Date	<input type="text"/> Note: Publications in this context are typically newspapers or other serial publications to which individual entries are going to be associated. If the title of the publication isn't available add it here first and be sure to identify it a Newspaper in "media type" . Publication Date is intended to be a real date and should be entered in the form: 20101004 (YYYYMMDD).
BMD Event Type	[Scroll down to select] <input type="button" value="v"/> This value is required.

or type title of another Publication ...

Add BMD Entry

Publication Title	<input type="radio"/> Georgetown Gemini <input checked="" type="radio"/> Kingston Gazette <input type="radio"/> Oakville Beaver (Oakville, ON) mark Markdale Standard (1888): ID: 72069
Publication Date	
BMD Event Type	[Scroll down to select] This value is required.

or add a new title by clicking on the “add it here first” link ... (See Newspaper Content Management manual about Publication Records)

Add BMD Entry

Publication Title	<input type="radio"/> Georgetown Gemini <input type="radio"/> Kingston Gazette <input type="radio"/> Oakville Beaver (Oakville, ON) Note: Publications in this context are typically newspapers or other serial to which individual entries are going to be associated. If the title of the publication is not available add it here first and be sure to identify it a Newspaper in “media type”.
Publication Date	<input type="text"/> Publication Date is intended to be a real date and should be entered in the format 20101004 (YYYYMMDD).
BMD Event Type	[Scroll down to select] This value is required.

Enter the Publication date of the BMD (Note: you can add the date in natural language or machine-readable format, e.g. Jan 13, 1816 vs. 18160113—either will work)

Select the category of BMD you are indexing

Click “Add”

Add BMD Entry

Publication Title	<input type="radio"/> Georgetown Gemini <input checked="" type="radio"/> Kingston Gazette <input type="radio"/> Oakville Beaver (Oakville, ON)
Note: Publications in this context are typically newspapers or other serial publications to which individual entries are going to be associated. If the title of the publication isn't available add it here first and be sure to identify it as a Newspaper in "media type" .	
Publication Date	18160113 Publication Date is intended to be a real date and should be entered in the form: 20101004 (YYYYMMDD).
BMD Event Type	<div>[Scroll down to select] [Scroll down to select] Adoption Announcement Advertisement Anniversary Notice Birth announcement Birthday Card of Thanks Death notice Engagement notice In Memoriam Marriage notice News Obituary Wedding Anniversary Wedding Announcement/Description</div>

[Main Menu >> Add BMD Entry](#)

This is the **Add BMD Entry** screen, version 4.0.1

If either the Publication title or BMD category is missing, you will be kept on this screen and friendly reminders will prompt you:

You need to identify the Publication Title
You need to select a BMD Event Type

ADDING METADATA

On the Descriptive data screen, **please note**:

- Friendly Reminders are very specific to BMD indexing
- Media Type is automatically assigned as Genealogical Resource and Secondary Media type is automatically assigned to Text *and* Newspaper
- Default image associated with the BMD is the image assigned to the Publication record—until a page is associated (see more below)
- The Genealogical Resource template includes multiple name spaces (see more below)

Create new record: [with uploaded file](#); [without upload](#) [\(Duplicate Record\)](#) [View entry in Public site](#)
[Add BMD](#) [Add Article/Clipping](#)
Jump to: [Names](#) [Publication](#) [Full Text](#)

Display	File/Tech Data	Descriptive Data	Geographic Data	Administrative Data	Groups	Links	Delete
---------	----------------	------------------	-----------------	---------------------	--------	-------	--------

BMDs expect, at minimum, the first Last Name.
There is a link to another record but not the specific page.
No Files have been attached.
This record will not display in the Public Sites.

Descriptive Data

[Update Record](#)

Public Display? [Help](#)
☐ Yes ☒ No


Media Type [Help](#)
Genealogical Resource
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types [Help](#)
☐ Image ☒ Text ☐ Collection ☐ Video ☐ Audio ☐ Website ☒ Newspaper

Item Type [Help](#)
☒ Marriage announcements
☐ Photographs

Name (1) [Help](#)
Name: Last First :
Neé: Last First :
If Marriage put the first partner's name
e.g. Last Name: Jones First Name: Robert, Mrs.

Name (2) [Help](#)
Name: Last First :
Neé: Last First :
If Marriage put the second partner's name



No Comments

BMD NAMES

For all BMDs, at least one last name is expected as part of the record – the yellow field indicates a mandatory field.

Marriage Announcements

Enter as at least one if not both last and first names to describe the betrothed people mentioned in the announcement

e.g. Last Name: Jones; First name: Robert, Mrs.; Née Last name: McDowell; Née First Name: Loretta

or

Last name: Jones; First Name: Robert, Rev.

Name (1)		Help
Name: Last	<input type="text" value="Link"/>	First : <input type="text" value="John"/>
Née: Last	<input type="text"/>	First : <input type="text"/>
If Marriage put the first partner's name e.g. Last Name: Jones First Name: Robert, Mrs.		

Name (2)		Help
Name: Last	<input type="text" value="Palen"/>	First : <input type="text" value="Sarah"/>
Née: Last	<input type="text"/>	First : <input type="text"/>
If Marriage put the second partner's name		

Birth Announcements

Enter the last and first names of the child and parents in the spaces allotted.

Include as much information as possible for end users to discover genealogical records and their cross-references.

Name (1)	Help
Name: Last	<input type="text"/> First : <input type="text"/>
Née: Last	<input type="text"/> First : <input type="text"/>
Put Child's name. If Child not named put first Parent's name. e.g. Last Name: Jones First Name: Robert, Mrs.	

Name (2)	Help
Name: Last	<input type="text"/> First : <input type="text"/>
Née: Last	<input type="text"/> First : <input type="text"/>
Put the first Parent's name	

Name (3)	Help
Name: Last	<input type="text"/> First : <input type="text"/>
Née: Last	<input type="text"/> First : <input type="text"/>
If Birth or adoption put other Parent's Name	

Death Notices

Enter the last and first name of the deceased; include their maiden name if applicable.

Name (1)	Help
Name: Last	<input type="text"/> First : <input type="text"/>
Née: Last	<input type="text"/> First : <input type="text"/>
Put Individual's name e.g. Last Name: Jones First Name: Robert, Mrs.	

BMD DATES

Enter date of event if different from Publication date, e.g. a wedding, birth or death that took place the Saturday before Publication

Note: screen notes will change according to the type of BMD you are entering

Dates

Help

13 Jan 1816: Publication Date

Jan 8 1816

Date of Event Depicted/Described
Date of Event Depicted/Described is intended to refer to a second date if the object is referring to events at a different time than previous dates. Enter the date of the wedding if it appears in the source.

BMD LINKS TO NEWSPAPER

With BMDs, by associating the record with a particular Publication and issue date, the tool recognizes if there are digital pages available for that issue and provides a drop-down menu.

Pagination

Select the appropriate page from that menu OR enter the page number in the input box provided.

Include in this area any Section name (e.g. Around Town, Sports, etc.) and column number to help your user find the item on a scanned or microfilm page.

Pagination

Help

Page from linked issue:

3

Section:

Select from list below

1

2

3

4

Column:

Language(s) in item
☒ English

Pagination

Help

Page from linked issue:

3

Section:
Page:
Column:

4

BMD FULL TEXT

Transcribe the announcement. Format full text using simple HTML (as shown) or establish paragraph breaks by hitting the return/Enter key 2x on your keyboard. The transcription will render in an “old paper” field on the public record and is full-text searchable.

Full Text

Help

MARRIED

In this town, on Monday the 8th day of January, 1816, by
the Rev. Official Stuart, John Link, Jun. to Sarah Palen.

Update Record

BMD GENERAL METADATA

Public Display

Yes/No

Toggle as needed

Media Type

Pre-selected for BMDs as Genealogical Resource

Secondary Media Type

Pre-selected as Text and Newspaper

Add or change as necessary

Item type

Carried forward from the Add BMD Entry screen

Select new or additional from quick list or type in new Item Type and select from drop down list

Notes

Any information about the object or its intellectual content that informs the object but is not contained therein

Language in Item

Assign the language(s) that are represented in the item being recorded

BMD ENTRY PUBLIC DISPLAYS

Noteworthy details

- Publication information is inherited from Publication record
- Date of Publication and Date of Event are discrete
- Last names of primary persons are now linked; clicking on a linked name will return all items with the same last name in your collection

Link, John and Palen, Sarah, (on Jan 8 1816)

Publication:
Kingston Gazette, 13 Jan 1816, p. 3, column 4

Description **Comments (0)**

Full Text

MARRIED
In this town, on Monday
by the Rev. Official S
Palen.

Media Type:
Genealogical Resource

Item Type:
Marriage announcements

Date:
13 Jan 1816

Date of Event depicted:
Jan 8 1816

Last Name(s):
[Link](#)
[Palen](#)

Language of Item:
English

Geographic Coverage:
Canada - Ontario - Kingston
Latitude: 44.22976
Longitude: -76.48098

LinkedRecordID(206): 3110
Kingston Gazette,
13 Jan 1816

Map **Satellite** **Hybrid**
Terrain

The image of the page for this item is now displayed as well as the Publication masthead
Clicking on the page image takes you to a navigable page view
Navigate within the page to the column and location of the indexed item

Burnett, Daughter to Burnett, A.H., (on 27 April, 1942)

appeared in Torana Holler, 28 Apr 1942, p. 14, column 3

Description **Comments (0)**

Full Text
Burnett - On the 27th ult, the wife of

Media Type:
Genealogical Resource
Text
Newspaper



ADDING MORE METADATA FOR CLIPPINGS AND BMDs

Geographic Data

Articles, BMDs and clippings will inherit the geographical data from their parent Publication record

You can assign a specific geo-location to an article, BMD or clipping by entering the additional place name in the geographic data screen (i.e. The Flesherton Advance publication record is located at Flesherton, On, but a birth is announced that took place in Priceville, On)

Click update to commit the changes for the Article, BMD or clipping only—this will not affect the Publication record

Administrative Data

Assign specific data for the Articles, BMDs and clipping on this screen

Click update to commit the changes for the Article, BMD or clipping only—this will not affect the Publication record

Groups

In essence, Articles, BMDs and clippings are already grouped by Publication, Media and Item Type, but it is always possible to collect objects in groups of any configuration

See VITA Managing Groups Manual for more information

Links

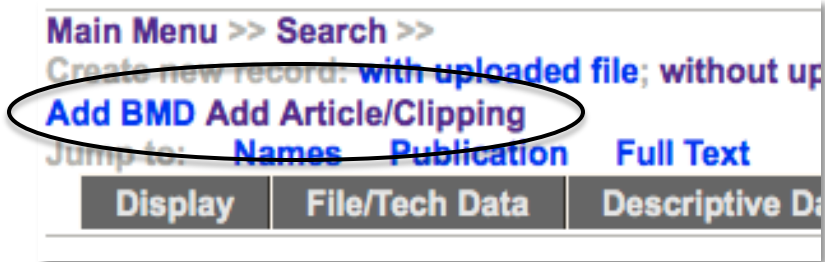
Add & Manage External Links

Add a link to guide end users to other places on the Web for related information or objects

See VITA Data Management Manual for more information

ADDING ANOTHER ARTICLE/CLIPPING OR BMD TO SAME PAGE & ISSUE

Click on link in the top navigation bar



The Add Record screen will inherit the Publication title and issue date
Add new article title and select Media Type

Main Menu >> Add Record without file upload

Add Record without file upload

Title	Graham Estate
Publication Title	Kingston Gazette
Publication Date	17 Jul 1815
Media type	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Website <input type="radio"/> Genealogical Resource <input checked="" type="radio"/> Newspaper

Main Menu >> Add Record without file upload

Add BMD Entry

Publication Title	Kingston Gazette
Publication Date	20 Jan 1816
BMD Event Type	[Scroll down to select] This value is required.

Proceed as above to complete the index record

DELETING A RECORD

Deleting a record is irreversible.

When to delete:

When a record has been linked to the wrong date or Publication

When a record is duplicated unnecessarily

When a record is tragically incorrect and it's better to start over