
Non-filing rules and normalisation

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 15.2
-

Description:

The NACO rules for normalisation govern translated characters, diacritics, numbers, special characters and punctuation. They state that "[quotation marks] should be converted to blank. This is in fact what we do at the moment.

However, Cataloguing rules state that a title like The "Winter mind" should have a non filing indicator of 5 - this takes into account the quote mark. Since we blank the quotes, The "Winter mind" files as "inter mind". Likewise a title starting The ... annual report should have a non filing indicator of 8. Since we include the period in the D line of tab_filing this then knocks off the final period and it files as nnuual report.

We need to follow cataloguing standard but we also need to be able to find these headings. How can we do this?

Resolution:

Please set the tab_filing according to these rules, like:

```
11 N to_blank !()-{}<>:;?^@*%#`~  
11 N del_subfield_code  
11 N del_lead_space  
11 N non_filing  
11 N to_blank ".
```

In the above setting the to_blank first removes the "regular" punctuation, then performs the non_filing routine, then again to_blank, that removes the quotes " and dots signs.

- 1) Please check other possible influences of such setting - since it is going to be applied for the whole database.
- 2) This is correct for the mentioned signs, but may not be relevant for special characters or diacritics.

Additional Information

NACO, normalization, punctuation, quotation mark, blank, quote, tab_filing

- **Article last edited:** 10/8/2013