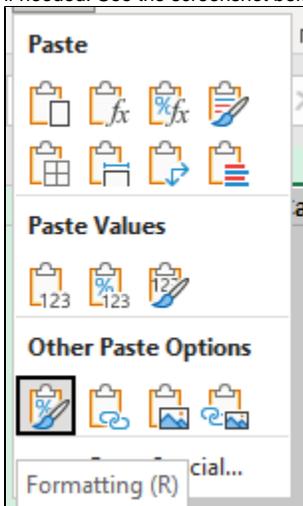




13. Select the entire spreadsheet and paste in **only** the formatting. Some fields will be hidden because of the existing formatting and can be unhidden if needed. See the screenshot below for the location of the “paste formatting” icon.



14. Save the spreadsheet as “un(type)(year).(week)\_queue” (ex. “Unname21.28\_queue”, “unsub21.27-52\_queue”)  
 15. Upload to Box in the “names” or “subjects” folders in Authority Working Documents>Authority Change Queue.

### Explanation of fields

- Completed (column where entries are marked as complete after updating)
- Input file (Peter Ward weekly label)
- Change category (i.e. Updated, New, Deleted)
- Id (LC identifier)
- [id.loc.gov](http://id.loc.gov) uri
- Actionable Headings (e.g. 1XX & 4XX fields from authority record)
- Heading (New or Updated heading, for Deletes replacement heading)
- Old Headings (Version of the heading to be updated or changed). This field can be hidden.
- Relevant Headings (Headings to be changed that appear in our bib records).
- Type (author or subject)
- Type 2 (e.g. person, corporate, geographic location)
- Vocabulary (e.g. LC or Unknown)
- Instance count (number of CUL bib records affected)
- Blacklight Link (Links to affected bib records in Blacklight)
- SOLR Link (Link to FOLIO UUIs from SOLR index for affected records)
- Variants (Results that match heading in \$a but are missing \$d, \$c, or \$q)
- Diacritics (Results where Heading and Old Heading are the same, but diacritics are different)
- New Main Heading? (TRUE or FALSE, a flag that there is a new main heading for an existing heading?)\*
- Undifferentiated (TRUE/FALSE indicating whether record is an undifferentiated name, used only for deletes)