# What to do about duplicate Knowledge Base pages

While we hope that everyone who adds a new article to the UCLA Knowledgebase will search first to avoid duplicating anything, occasionally it happens. Since the Knowledgebase is an experiment in community sharing, anything you can do to help solve the problem will be appreciated by everyone. Remember our motto: **If you find a problem, fix it. If you can't fix it, tell someone who can.**

- Compare the articles closely and take note of differences, including in titles and tags.
- Compare their dates.
- Look at the contributors and see if you know them or can find them in the UCLA Directory. (Many articles have been posted by student workers who have moved onto bigger and better things.)
- If you have login privileges:
  - Combine them into one, and edit the other one to just be a pointer to the other. (This will avoid breaking any internal or external links to that article.)
  - Email their contributors, telling them what you did, as a courtesy.
- If you don't have login privileges, and can find the contributors, email them the links and explain the problem and ask if one of them will combine them.
- If none of the above is possible, email help@ssc.ucla.edu.
- If you absolutely know that one of the articles is not linked by anything else, and is completely duplicated by another, but you don't have privileges to delete it, email help@ssc.ucla.edu.

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