

AUTHORITY RECORDS DELETION, SUPPRESSION, AND BLINDS

1. When to suppress an authority record.

Acode1	- or b	Acode2	-	Asuppress	n
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- When a heading exists in a bibliographic record with no records attached, but it is assumed records will be attached eventually (e.g., special projects by a member library). When items are attached, the suppressed authority should be unsuppressed.
- When a heading exists in a bibliographic record and all attached items are suppressed. It is assumed that unsuppressed items will be unsuppressed in the future or new items will be attached (e.g., replacement copies for missing or lost & paid items). When items are attached or unsuppressed, the authority record should be unsuppressed.

Periodically create lists of suppressed authority records to see if they should be deleted or unsuppressed.

2. When to mark an authority record for deletion.

Acode1	-	Acode2	[a or d or t etc.]	Asuppress	d
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- When a heading is not found in any bibliographic record in the appropriate index (e.g., no subject headings found for Hayworth, Rita). When searching for a personal name, be sure to search the abbreviated form of the name. The name may be incorrect in the bibliographic record. In that case, the authority record would NOT be deleted and the heading in the bibliographic record would be changed to match the authority record.
- When a heading is found only in a bibliographic record that has been suppressed and all items have been withdrawn.

When marking an authority record for deletion, be sure to type DELETE at the end of the 1xx field. The DELETE will show up on the weekly report and the cataloger will know that no action is necessary on the cataloger's part.

MCO will delete the authority records after the quarterly processing.

3. When to mark an authority record as blind.

Acode1	b	Acode2	-	Asuppress	-
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- When the exact heading without subdivisions is not found in any bibliographic records, but the exact heading with subdivisions is.

Keep the authority record so a user will be led to the correct form of the heading in the catalog.

AUTHORITY WORK IN MILLENNIUM CATALOGING

It is good cataloging practice to verify headings in all bibliographic records added to the database. Headings may be verified in Connexion before export or they may be verified in Millennium.

Headings in new bibliographic records may be verified in Millennium.

- To verify all headings in the record, press **ctrl + h** (or use Tools Menu, verify record headings). Each heading will receive a code. The explanation of the codes may be found in the Tools menu under “Explain verification codes.” A window will open with the explanations. 1, 5, B, or any combination is usually okay. A “4” means the wrong form of the heading is in the bibliographic record and the heading in the bibliographic record needs to be changed. When there are *, +, or N codes, headings should be checked individually.
- To verify an individual heading, place the cursor anywhere within the heading and press **ctrl + g** (or Tools Menu, verify heading). A window will open with a browse list of headings. Check the browse list to see if there is an authority record for the heading. To replace the heading in the bibliographic record, select the appropriate authority record and then click Okay. If the heading in the bibliographic record has any additional subfields, the pop-up window offers the opportunity to add them to the correct form of the heading.

When no authority record is found in the database for a heading, the cataloger can either search for an authority record in OCLC and import it to the database, or let the quarterly processing add the authority record.

If an authority record is imported from OCLC, the record needs to be coded for addition to the Arthur history file with the authority vendor; change the ACode2 to the appropriate index code.

Acode1	-	Acode2	[a or d or t etc.]	Asuppress	-
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MCO updates the authority record after quarterly processing (i.e. change Acode2 to “-”).

REPORTS

WEEKLY REPORTS: Reports run on Millennium by MCO.

Duplicates (OCLC or barcodes)

- OCLC – correct these by deleting one of the duplicates. It is not necessary, or desirable, to code a duplicate authority record for deletion. In the File menu, select “Delete authority record”.
- Barcodes – duplicate barcodes should be handled by the institution.

Non-unique 4xxs

These are 4xx fields in an authority record (incorrect form of a heading). Non-unique means that the form of heading is in more than one authority record as a 4xx. These usually are initials (e.g., ALA) and are perfectly fine. Occasionally there will be a problem with the authority record. Non-unique 4xxs should be searched in the database in case it is a true problem.

Near matches

These are almost always okay. Near matches often occur when there is an ampersand in the heading or a non-recognized subfield in the heading. Review the normalized heading (given in the report) with the correct form of the heading. Search the database for the heading only if there appears to be a problem.

Blind references

These are authority records that have no matching heading in any bibliographic record. If there is a DELETE after the heading, there is no need to check the heading; it has been marked for deletion.

Search the remainder and either:

Mark for deletion – No bibliographic records with that heading at all. Change the Acode2 to code for correct index (e.g., d for subject heading) and the Asuppress to d. Add DELETE after the 1xx field.

Mark as blind – the heading is not in the bibliographic record by itself, but there is a record with the heading and a sub-heading. Change the Acode1 to “b” and leave Acode2 as “-“ and the Asuppress as “-“.

Updated headings

These are changes made by AACR2 to headings in bibliographic records. These changes should be scanned to see if there were any headings erroneously changed. There is no need to search a bibliographic heading unless there appears to be a problem.

QUARTERLY REPORTS: Reports from the authority vendor.

When notified by MCO, the cataloger goes to the website, retrieves the files for the library, and saves them to a local file.

There are two kinds of reports: problems with bibliographic records and changes to authority records. There are several reports.

Bibliographic record problems:

Unmatched Primary Heading. Most of these are for name or title headings. Subject headings always should have an authority record. Name or title headings often do not have authority records, particularly when an author only has one or two works. However, all headings must be checked for possible errors. The authorities vendor will change a heading that matches a 4xx field to the correct 1xx field mechanically. If a heading on a bibliographic record is incorrect, and it does not match a 4xx field exactly, then it will not be corrected mechanically and will reported as no match instead.

For example:

A name heading in a bibliographic record of: Burns, Cecil D.,|d1879-1942 will be on the No Match Report because the form of the name doesn't match exactly the 100 or 400 field of the authority record:

NAME AUTHR 100 10 Burns, Cecil Delisle,|d1879-1942

NAME S FRM 400 10 Burns, Cecil D.|q(Delisle),|d1879-1942

NOTE 670 His Rōdō no tetsugaku, 1929:|bt.p. (Shī Dī Bānzu)

The heading must be corrected in the bibliographic record.

To check for heading errors on the No Match report, search the Arthur database with an abbreviated form of the heading (e.g., Burns, C) to see if an authority record exists. If not found, search the OCLC Authorities File or the Library of Congress Authority file (<http://authorities.loc.gov/>) again with an abbreviated form of the heading. If a record is not found, cross the heading off the list and move on to the next. If an authority record for the heading is found, and the cataloger believes it should be added to the database (usually it has significant 4xx or 5xx fields), then export it from the OCLC Authority File. Code the imported authority record for the next quarterly processing (change ACode2 field to the correct index code).

Topical subject headings should always have an authority record. Check for typos and incorrectly tagged fields (e.g., 650 Mother Goose instead of 630 Mother Goose). Replace the subject heading on the bibliographic record with a correct subject heading.

Series headings often will not have an authority record.

Partially Matched Headings. These are reports of headings where an authority record is found for the first part of the heading, but there is no heading that matches the full heading. These are usually headings that have free-floating subdivisions or name/title headings. Quickly check these for typos in the remainder of the heading. The majority of partial reports headings will be fine. Occasionally there is a typo that needs correcting.

Split headings. LC frequently makes changes to headings. Combined subject headings may be split into two or more headings (e.g., 650 Nurses and nursing changed to 650 Nurses and 650 Nursing). Arthur's profile has both headings added to the bibliographic

record. No action is required for the bibliographic records, unless one of the split headings is obviously incorrect.

Authority headings problems:

Deleted authorities. These are authority records deleted by LC and often times replaced by a new authority record (the old 010 appears as a subfield z in the new, replacement record's 010 field). These should be done first, before any Blind Heading reports are done. Check the database for bibliographic records with the old form of the heading and change the heading to the new form. Then delete the old (deleted) authority record. There is no need to mark it for deletion, the information comes from our vendor and the history file has already been updated. If there is no replacement record, simply delete the old (deleted) authority record.

Changes to authority records. The Library of Congress updates authority records (changes subject headings, adds dates to authors, etc.). The Arthur Cluster has chosen to have the changes made electronically. Printed reports are necessary in case the changes were not made or made erroneously. The old and new versions of the authority record are displayed side-by-side. Check for changes to the 1xx field. If the previous entry does not match exactly a 4xx in the new record, the heading in the bibliographic record(s) must be changed. If there is an exact match from the old 4xx to the new 1xx, the headings will be corrected automatically. Occasionally, a correct 1xx field will match on a different authority record's 4xx field and the heading will be changed to the 1xx field on a different authority record. This often happens when abbreviations match words (e.g., 4xx WAR on authority record for 1xx White Aryan Resistance and 1xx War as a subject heading). Headings on these bibliographic records must be changed back to the correct 1xx.