

1/23/03

Creating Local Authority Records

Minimally, local authority records should contain the following fields:

- 008 [fixed field defaults]
- 040 |a ELW |b eng |c ELW [with your library's symbol in |a & |c]
- 1xx x |a
- 4xx x (see references as needed)
- 5xx x (see also references as needed)
- 670 |a title, pub date: |b source on piece (form of name found there)

Create templates for various types of authority records, e.g., personal name, corporate name, in GuiCat to make the process easier and more consistent:

1. Click on File/template/new/authority
2. Add basic fields:
 - a. 040 with |a ELW |b eng |c ELW [using your library symbol]
 - b. 100 1 [or 110 2 for corporate body]
 - c. 400 1 [or 410 2 for corporate body]
 - d. 670 with |b for specific source and form of name found there
 - e. Then type in 008 above the 040 field
3. The 008 defaults created when you type the field tag will be correct for most personal names unless you have no 4xx or 5xx fields. In that case, the Ref eval subfield will need to be "n". The defaults are ok for most corporate names, except that Und PNam should be "n" [not applicable] and except for the same consideration for the presence of references as with personal names. If you need to change a subfield in the 008:

Expand the 008 field by clicking on View/expand field, while your cursor is in the field. Locate any subfields to change—click at right end of each block for a pull-down menu of the choices and their definitions, just like with item records-- & change while in expanded mode. Click on View/unexpand field to close it up again OR

With your cursor in the field, right click & choose Expand field or Unexpand field OR

With your cursor in the field, type <ctrl><e> to expand/unexpand field

4. Complete the top 3 lines of the "fixed field": ACode 1 as – [default]; ACode 2 as a [LC name]; ASuppress as – [not suppressed]
5. Close record & respond to prompt that you want to save as Name/Title.
6. Save 008 as a "y" MARC tag.
7. Save with appropriate file name.

Call up templates when needed to create a new authority record:

1. Click on File/new/files of type "authority"/click on appropriate one
2. Fill in appropriately
3. Save, which automatically sets dates in fixed field & 008 and record number.

Edit templates, if necessary, by clicking on File/template/edit template/files of type “authority”/choosing the one to edit; edit as desired; save.

Edit local authority records, if necessary, by adding fields that include |5 ELW [or your library symbol] and by adding a 690 field, noting your library and the date.

Sample authority record, with expanded 008. Record #, Created date, Updated date, and Revisions fill in automatically.

The screenshot shows the 'Cataloging/Scanning Workstation' interface. The title bar reads 'Cataloging/Scanning Workstation - [a13811228-Name Authority]'. The menu bar includes File, Edit, View, Connect, Search, Go To, Record, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main window displays a form for an authority record.

ACODE1	-	ACODE2	a	ASUPPRESS	-	RECORD #	a13811228
CREATED	01-17-2003	UPDATED	01-17-2003	REVISIONS	2		

008

REC STAT	n	REC TYPE	z	UNDEFINE		ENC LEVL	n
UNDEFINE		UNDEFINE		Date Ent	01-17-2003	Geo Subd	
Romanizn	n	Lang Cat	e	Kind Rec	a	Desc Cat	c
Sub Head	n	Type Ser	n	Num Sers	n	Hdg-Main	a
Hdg-Subj	a	Hdg-Sers	b	Type Sub	n	Undefine	
Type Gov		Ref Eval	a	Undefine		Rec Updt	a
Und PNam	a	Levl Est	a	Undefine		Mod Recd	
Cat Srce	d						

040 ELW |beng|cELW

100 1 Blow, Joe

400 1 Blowe, Joe

670 His How to test an authority record, c1999 : |bt.p. (Joe Blow)

670 His How to test an authority record, c1999 : |bCIP (Joe Blowe)

The record number 'a1381122' is displayed in a box at the bottom of the main window. The Windows taskbar at the bottom shows the Start button, several open applications (In..., Cr..., C..., htt...), and the system clock showing 10:50 AM on 1/17/2003.

III special fixed field elements:

- | | | |
|------------|---|--|
| Acode1: | - | default |
| | b | blind reference (deliberate; retain AR) |
| Acode2: | a | LC name |
| | d | LC subject |
| | k | LC children's subject |
| | m | MeSH subject |
| | n | local name |
| | s | local subject |
| | t | LC title |
| | u | local title |
| ASuppress: | - | not suppressed |
| | d | suppress from public; send to WLN for delete |
| | n | suppress from public; keep |

008 field name translations to OCLC

III	OCLC
Rec stat	Rec Stat
Rec type	Type
Enc lvl	Enc lvl
Date ent	Entered
Geo subd	Geo subd
Romanizn	Roman
Lang cat	[040 \$b]
Kind rec	Auth/Ref
Desc cat	Rules
Sub head	Subj [subj heading system]
Type ser	Series [type of series, e.g., mono.]
Num ser	Ser num
Hdg-Main	Name use [main or added entry]
Hdg-Subj	Subj use
Hdg-Ser	Ser use
Type sub	Subd type
Type gov	Govt Agn
Ref eval	Ref status [whether references 4xx 5xx have been evaluated]
Rec Updt	Upd status
Und PNam	Name
Levl est	Auth status
Mod Recd	Mod rec
Cat Srce	Source

1st position codes used to relate 4xx & 5xx fields:

- a earlier heading [corporate names]
- b later heading [corporate names]
- g broader term [subjects]
- h narrower term [subjects]