

Policy on Authority Control for MOBIUS
Basic Principles

1. No library will be expected to perform authority work on types of headings which are not used for its patrons, i.e. libraries using MESH headings will not be expected to do authority work on LC subject headings, or vice-versa.
2. It is the responsibility of each library to resolve the problem headings distributed to it in a quarter's problem headings is received. The resolution of some problems may require contacting the inputting library.
3. Headings may be added to another library's bibliographic record, but they are never deleted from another library's bibliographic record unless they are patently wrong.
4. Headings on bibliographic records are changed only in order to correct them to conform to national standards.
5. An untraced series may be changed to a traced series, but a traced series is never changed to untraced. In other words, more is always better--so long as the access points are correctly formulated.
6. In no case will a heading on a national-level authority record be changed, though cross-references may be added.
7. Libraries with access to the OCLC Authority Files are asked to verify and use the Name and Subject Headings as found in the OCLC Authority Files.
8. Libraries without access to the OCLC Authority files are asked to verify and use Subject Headings as found in the printed publications of the appropriate national library or thesaurus, if they own the printed publication. These headings should be tagged 65X with second indicator 4.
9. Subject Headings which deviate from the appropriate National Library or Sears forms may be used, but should be tagged as a 69X heading.