

Policy on Authority Control for MOBIUS
Adopted by MCDAC, December 8, 2000

One of the goals of MOBIUS is to provide the capability for our users to do a local search that can then be moved to search the central database without re-keying the search. In order for this goal to be realized, there must be uniformity between the headings found in each cluster's database. Authority control of headings is the means of achieving uniformity. Thus, authority control is the primary method of exercising quality control of the MOBIUS union catalog.

Authority work serves the patrons of MOBIUS members by bringing together titles of the same author or titles on the same subject under one standard form of heading. It also serves to separate people, organizations, or subjects that appear to be the same, but are, in fact, different. Authority work provides more efficient searching and retrieval of information. It reduces patron frustration and reduces the chances that patrons will miss records that are in the database.

It is essential that each MOBIUS cluster exercise authority control over its own database. Because the MOBIUS union catalog is a virtual database, bibliographic records cannot be edited in the union catalog. Thus, authority control cannot be done at the statewide level; authority control can only be done at the cluster level. If clusters do not exercise authority control over their databases, their users--and in fact all users of the union catalog--may not be able to find materials which are nonetheless owned by a Missouri academic library.

Even though authority control is actually done on the cluster level, the contract with an authority control vendor will be managed by the MOBIUS Consortium Office.* Quarterly, the MOBIUS Consortium Office will send to the authority control vendor a copy of the new bibliographic records added during the previous quarter to the databases of each cluster. Once the headings in these bibliographic records have been processed by the authority vendor, the changed bibliographic records--with their corrected headings--will be added back into each cluster's bibliographic database. The authority records for each name heading (which includes series titles and uniform titles) and each subject heading will also be loaded into each cluster's authority database.

As a result of the authority vendor's work, reports will be generated for each cluster. These problem reports will be divided up among the libraries in each cluster for resolution. Each cluster must agree to a formula which the Consortium Office can use each quarter to distribute the reports. (See the MERLIN cluster algorithm in section C.2 at URL)
http://merlin.missouri.edu/lso/standard/mqcc_standards.htm

*The Washington University cluster manages its authority control independently of the MOBIUS Consortium Office.

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.

**Cataloging Standards as they relate to Cooperating Partners
Information for MCDAC Committee Meeting 11/5/04**

From email August 13, 2004

MCAG Recommendation: At our July 14 meeting, the MOBIUS Coordinators Advisory Group discussed the issue of standards for the MOBIUS union catalog. Specifically, we recommended that MCDAC consider standards as they relate to Cooperating Partners and to what degree standards should apply to the union catalog.

From MCAG Minutes July 14, 2004

Adherence to standards: Library staff have noticed some outdated headings, specifically LC Subject Headings, coming from Springfield GC records and appearing in the Union Web OPAC.

CPs are not mandated to uphold the same cataloging standards as Members. There was some discussion about whether they should be required to uphold the same standards, are CPs responsible to the Memorandum of Understanding for Members, what agreements exist between CPs and MOBIUS, and what standards are required for the Union Catalog?

Judy noted that the MOBIUS policy on Authority Control states that the quality of the Union Catalog is dependent upon the uniformity of headings among local catalogs.

George noted that although CPs agree to the same memorandum, MOBIUS has initiated the invitation to become CPs and thus is not in a position to demand they adhere to standards or alter their practices.

Decisions:

- MCAG recommends that MCDAC consider Cooperating Partners' adherence to standards and to what degree standards should apply to the Union Catalog.
- Judy will communicate the recommendation to MCDAC.

From Memorandum of Understanding:

6.4 Each member institution shall maintain bibliographic, authority, holdings, and patron records to agreed upon consortium standards.

MCDAC has posted on the website these policies:

MOBIUS Policy on Authority Control
MOBIUS Subject Cataloging Policy

Error Reports

Cooperating Partners are not listed on the error report list. Is there a way to send them error reports?

MOBIUS Strategic Planning Questions and Answers
MCDAC Committee
September 15, 2004

- What should MOBIUS do next in your area?

Require the same cataloging standards for cooperating partners that are required for members.

Encourage and support better adherence to cataloging standards for members.

Provide cataloging assistance with implementation clean up, including authority control. Possibly even provide ongoing help with authority reports for libraries unable to do their own.

Provide TOC enhancement for records again, with a retrospective addition.

Increase MCO's ability to modify catalog displays more easily by increased MOBIUS use of style sheets.

Consider creating institutional repositories so that institutions can load electronic pdf versions of theses and dissertations.

Explore future interactions with article database vendors, with the idea of being able to move seamlessly between resource tools such as the library catalog and article databases.

- What should we not be doing?

Stop adding new library databases to existing clusters, without serious consideration of the effect on that cluster's catalog. MOBIUS should think about placing new members into a brand-new cluster instead of adding them to well-established clusters. The repeated reworking of the catalog, including bibliographic and authority files, places added cost on the existing members each time a new member is added to a cluster catalog.

- What do you need that you are not getting from the MOBIUS Council, the MOBIUS Executive Committee, or the MOBIUS Office?

Database maintenance assistance for small libraries for database cleanup and authority control. Perhaps MCO needs additional staff with cataloging expertise to assist in this endeavor.

- Look at your current committee charge. Is it still relevant? Yes

What should be different? Nothing

Comment on overlap with other committees, needed frequency of meetings, and communication needs.

There hasn't been a concern with overlap with other committees. The frequency of meetings has been reduced to three times per year and this is just right. Although the communication has been good, there could be more discussion about what is being planned for the database in the way of large projects, such as the deduping project, and ongoing database changes.

Good Morning....

The Strategic Planning Committee developed six areas of strategic focus at the September Retreat. These are attached for your review and input. By focusing on these six areas, and by using our Guiding Principles as a checkpoint to be sure we are on the right track, MOBIUS will be able to develop specific plans to move our organization forward.

The next steps are to gather all the suggestions made by the various MOBIUS constituencies under one of the six areas, assign priorities, and determine the best way to address the suggestions. This may mean assigning items to the Advisory Committees for review and recommendation, asking MCO staff to pursue implementation of recommendations, appointing Task Forces from among the MOBIUS members to research and make recommendations on specific topics, all the while remembering that, as one retreat participant remarked, "We can probably do anything, but we can't do everything."

In the meantime, please look over the areas of strategic focus, see if they make sense to you, talk about them to your staff and/or fellow committee members, and send me any suggestions or comments you care to make. The areas of strategic focus, along with the sorting of the feedback from the constituents, will go to the Executive Committee to prioritize and to make recommendations for assignment at the December 3 EC meeting. I would like to have your input by November 15.

Again, thank you for your participation, and do not hesitate to contact me at <Lbigelow@jeffco.edu> with your ideas.

Linda

MOBIUS Strategic Plan (draft – 10/1/04)

MISSION STATEMENT

(to be added)

GUIDING PRINCIPLES

MOBIUS initiatives and actions should....

- Result in increased services to our users
- Promote seamless access to information (even with non-III products)
- Be based on clear priorities and be subjected to cost-benefit analysis
- Encourage use of best practices
- Not compromise core functions

AREAS OF STRATEGIC FOCUS

Fine-Tuning Existing Services

Fine-tune those existing activities and services that need attention, such as training, communication, committee charges, and products used, that were identified by MOBIUS members, users, and staff

Coordinating Cooperative Relationships

Coordinate and build upon cooperative initiatives with organizations and agencies such as MOREnet, the State Library, and MLNC and communicate these initiatives to the membership. Look for overlap, duplication, and voids and seek opportunities for further collaboration and cooperation.

Defining and Managing Membership Growth

Define areas of growth for MOBIUS, explore partnerships, and bring governance documents into alignment to reflect decisions made.

Leveraging Technologies to Improve Service and Reduce Duplication of Effort

Explore ways to consolidate and centralize routine functions, review and provide new services, implement actions to enhance productivity.

Developing Funding Support

Develop continued advocacy for MOBIUS by providing talking points about the value of MOBIUS to the end user, educating members about the legislative process as it affects MOBIUS, seeking increased state funding for the CLP, and seeking funding for new initiatives.

Developing a User-Centered Catalog

Develop and enhance the catalog to be more user-centered through software and content enhancements. Think *“MOBIUS – More functional than Amazon.com, more discriminating than Google.”*