

## **LOCAL AUTHORITY RECORDS IN SWAN DRAFT POLICY**

Refer to MERLIN Guidelines for Authority Records [http://sequoia.iso.missouri.edu/iso/standard/auth\\_recgs.htm](http://sequoia.iso.missouri.edu/iso/standard/auth_recgs.htm)

### **Minimum Standards for Local Authority Records**

Local authority records must contain the following fields:

- 008 coded according to MERLIN Standard 5.5 (see Robin's document, p. 10)
- 040 |a and |c containing your institution's OCLC symbol; add |d when modifying a record.
- 1XX
- 050/09X for classification numbers when available. If assigned by LC, use 050. If assigned locally, use 09X.
- 4XX (see references as needed)
- 5XX (see also references as needed)
- 642, 643, 644, 645, 646 for series authority records
- 670 |a Title, pub. date
- 690 containing creator's initials and date of creation. Add explanatory information for series authority records and other records as needed.

### **Example of Modified Series Authority Record**

035/1: : |a (OCoLC)42036079

040: : |a DLC |c DLC |d MOU

130: 0: |a Fossils and strata.

642 |a no. 14 |5 DLC |5 MOU

643 |a Oslo |b Universitetsforlaget

644 |a f |5 DLC |5 MOU

645 |a t |5 DLC |5 MOU

646 |a s |5 DLC |5 MOU

670 |a Bjorck, S. A stratigraphic study of Late Weichselian deglaciation ... 1981.

690 |a For MOU: Analyze, trace and class separately. kml 06/24/01

### **Example of locally created name authority record:**

040 |a MOU |c MOU

090 |a PS3555.R426

100 1 |a Ersamm, Mar E. |q (Mary Ellen)

400 1 |a Ersamm, Mary Ellen |w nne

670 |a Autumn storm, 1993: |b t.p. (Mary Ellen Ersamm)

670 |a Moonlight on the square, c2001: |b t.p. (Mar E. Ersamm) cover (b. 1974)

670 |a Phone call to author, Mar. 15, 2001 |b (Mar E. Ersamm will be  
the name used on all of her future works, even though Mary Ellen Ersamm is  
her legal name)

690 |a kml 06/24/01

