



Mandarin Authority Control™

Using the Authority Control Module 2014

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Using Authority Control

This document describes:

- The importance of Authority Control
- How to implement Authority Control in your library
- How to maintain Authority Control
- How to implement “See” and “See also” cross-references
- How to use the Quick Editor to create authority records
- Additional M3 Authority Control features

A glossary of Authority Control terms is included at the end of this document.

Overview

Authority Control is essential for truly effective searching of your collection. It is a system that maintains consistency in terms when cataloging names, subjects, and uniform titles/series in your collection. It also provides interconnecting links among these headings (also known as *See* and *See also* references).

By selecting one consistent standard for your headings, your patrons can find all works on a specific topic with one single search. They can also find related works with the same search. For catalogers, Authority Control provides a standard to follow when cataloging authors, subjects, and uniform titles/series.

For example, how would you catalog the subject (MARC field 650 – Topical Term) for a book titled *The History of the Porsche*? Would you enter *Cars* or *Automobiles*? Although both subjects sound correct, there is only one correct subject heading for this title, according to the Library of Congress. The correct subject is known as the “established heading” or the “authorized heading.”

In the example above, *Automobiles* is the correct subject heading. This is the heading that needs to be in your subject field (MARC field 650 – Topical Term) when cataloging this title. *Cars* is considered the “unestablished heading” or “unauthorized heading.” It is not the correct heading for your subject field.

However, there is the possibility that patrons will enter *Cars* when searching for this book in your OPAC. Without Authority Control, they would not find this book, since your cataloger entered *Automobiles* as the subject. With Authority Control, your patrons would be directed to the book with a *See Automobiles* cross-reference.

Using Cross-References

In Authority Control, there are two types of cross-references: *See* and *See also*.

- A *See* reference is a link from an unestablished heading to the established heading; the patron is being directed to the correct subject.
- A *See also* reference is a link from an established heading to other related established headings. In the *Automobiles* example, a patron might see the cross-reference *See also Transportation* if you have other titles in your collection concerning this subject.

Bibliographic Fields under Authority Control

Not all fields in a bibliographic record are governed by Authority Control rules. Those fields that are not open to subjective interpretation are not under Authority Control. For example, there is only one way to catalog the title of a book (MARC field 245 – Title) but multiple ways to catalog an author’s name (MARC field 100 – Personal Name).

The bibliographic fields under Authority Control are those fields that could be cataloged in a variety of ways — any fields involving names, subjects, and uniform titles/series. Table 1 lists the bibliographic fields under Authority Control.

TABLE 1

| Name Fields | |
|-----------------------------|---------------------------------------|
| Field 100 | Personal Name (Main Entry) |
| Field 110 | Corporate Name (Main Entry) |
| Field 111 | Meeting Name (Main Entry) |
| Field 600 | Personal Name (Subject Added Entry) |
| Field 610 | Corporate Name (Subject Added Entry) |
| Field 611 | Meeting Name (Subject Added Entry) |
| Field 700 | Personal Name (Added Entry) |
| Field 710 | Corporate Name (Added Entry) |
| Field 711 | Meeting Name (Added Entry) |
| Field 800 | Personal Name (Series Added Entry) |
| Field 810 | Corporate Name (Series Added Entry) |
| Field 811 | Meeting Name (Series Added Entry) |
| Uniform Title/Series Fields | |
| Field 130 | Uniform Title (Main Entry) |
| Field 240 | Uniform Title |
| Field 440 | Series Statement |
| Field 630 | Uniform Title (Subject Added Entry) |
| Field 730 | Uniform Title (Added Entry) |
| Field 830 | Uniform Title (Series Added Entry) |
| Subject Fields | |
| Field 650 | Topical Term (Subject Added Entry) |
| Field 651 | Geographic Term (Subject Added Entry) |

Linking Bibliographic Fields to Established Headings

For bibliographic fields to be under Authority Control, a link must be created between the bibliographic field and the correct Authority Control definition for that field (that is, the established heading). In M3, this link is performed by the authority table.

The authority table is where authority records are stored. Authority records are very similar to bibliographic records; they also contain fields and subfields. For every bibliographic field under Authority Control, there is a corresponding authority record containing the established heading for that field. The established heading is in a specific field within the authority record.

In M3, the bibliographic fields under Authority Control are linked to their appropriate authority records through a process called verification. This process is described in “Step 4: Verify Your Bibliographic Records” and can be performed at any time.

Table 2 lists the authority fields within an authority record that are used for established headings, along with the corresponding bibliographic fields. The bibliographic fields link to these fields in an authority record to obtain the established heading.

TABLE 2

| Authority Control Field | Corresponding Bibliographic Fields |
|---------------------------------------|---|
| Field 100 Personal Name | Field 100 Personal Name (Main Entry) Field 600 Personal Name (Subject Added Entry) Field 700 Personal Name (Added Entry) Field 800 Personal Name (Series Added Entry) |
| Field 110 Corporate Name | Field 110 Corporate Name (Main Entry) Field 610 Corporate Name (Subject Added Entry) Field 710 Corporate Name (Added Entry) Field 810 Corporate Name (Series Added Entry) |
| Field 111 Meeting Name | Field 111 Meeting Name (Main Entry) Field 611 Meeting Name (Subject Added Entry) Field 711 Meeting Name (Added Entry) Field 811 Meeting Name (Series Added Entry) |
| Field 130 Uniform Title/Series | Field 130 Uniform Title (Main Entry) Field 240 Uniform Title Field 440 Series Statement Field 630 Uniform Title (Subject Added Entry) Field 730 Uniform Title (Added Entry) Field 830 Uniform Title (Series Added Entry) |
| Field 150 Topical Term | Field 650 Topical Term (Subject Added Entry) |
| Field 151 Geographic Term | Field 651 Geographic Term (Subject Added Entry) |

Implementing Authority Control

Implementing M3 Authority Control in your library requires six steps. Once completed, your library will have a fully functioning Authority Control system for both your catalogers and patrons.

Step 1: Determine Subject Scheme

Every subject field in a bibliographic record (that is, MARC fields 600 – Personal Name Subject, 610 – Corporate Name Subject, 611 – Meeting Name Subject, 630 – Uniform Title Subject, 650 – Topical Term, and 651 – Geographic Name Subject) is governed by a subject scheme. The most common subject scheme is Library of Congress (LC), but your library may use one of the following schemes:

- LC subject headings for children's literature
- Medical subject headings
- National Agricultural Library subject authority file
- Canadian subject headings
- Art and architecture thesaurus
- Sears
- Répertoire de vedettes-matière

To determine which subject scheme your library uses, you need to review all bibliographic records with 6xx subject fields. The second indicator in each 6xx subject field determines the subject scheme.

M3 Authority Control supports the LC subject scheme by default. However, if you want to use a different scheme, M3 Technical Support can change the default subject scheme for you. M3 Authority Control supports all the subject schemes listed above, including Sears.

M3 Authority Control currently supports only one subject scheme at a time. For this reason, it is preferable to have bibliographic records with the same subject scheme. If you have bibliographic records with a variety of subject schemes, only those bibliographic fields that correspond to your chosen subject scheme will link to your authority table.

Step 2: Audit Your Bibliographic Records

Auditing the bibliographic fields under Authority Control is a critical step. The condition of these bibliographic fields affects the quality of your authority table. When auditing your bibliographic records, there are three areas to pay close attention to:

- **Consistency** – Especially in an older collection, your bibliographic records may have variations of the same name, subject, or uniform title/series due to different catalogers. For example, your collection may have titles on Winston Churchill cataloged as *Winston Churchill*; *Winston Churchill, 1874-1965*; *Sir Winston Churchill*; and *Sir Winston Churchill, 1874- 1965*. It is important that these inconsistencies be corrected by changing them to the correct heading.
- **Completeness** – Your bibliographic records need to be complete. For example, a title by Ernest Hemingway that is cataloged as *Ernest Hemingway* in MARC field 100 – Personal Name is incomplete. The complete form of the name is *Ernest Hemingway, 1899-1961*.
- **Misspellings** – Misspellings and typos need to be corrected. These affect the linking between your bibliographic fields and their associated authority records because an exact match between the two records will not be made.

You must determine whether your bibliographic records have the headings required to create the authority table. If your database does not contain full MARC records, Mandarin may recommend that you first do a brief record upgrade. Mandarin can act as a consultant to assist in determining whether your records meet the matching criteria required to set up your authority table.

Auditing your records is important for the verification process explained in “Step 4: Verify Your Bibliographic Records.” During the verification process, an exact match must be found between your bibliographic fields and the authority records. If your bibliographic fields are missing subfields or have misspellings, an exact match cannot be made and a link between the two records is not created.

Step 3: Create Your Authority Table

There are four ways to create your authority table.

Importing Authority Records

You can import your authority records from a vendor or any other source.

Mandarin offers an Authority Processing Service that provides a full authority record with cross-references for each heading. This service also updates your collection with the most current Library of Congress subject and name headings. The end result is a complete authority file tailored for your library and ready for import into your M3 system.

The subject scheme of your authority records and your bibliographic records must match. To verify which subject scheme your authority records are using, open an authority record and double-click MARC field 008. The subject scheme is reflected in position 11 of this field.

Subscribing to the Library of Congress Database

Every bibliographic field under Authority Control in your collection is compared to the Library of Congress database. The established headings and cross-references are then directly downloaded to your authority table, greatly reducing the possibility of errors.

This Library of Congress database, which is hosted by Mandarin, contains over 5 million established headings and cross-references. It is the most comprehensive and accurate source for authority records. It is constantly being updated and all updates are available for immediate download. Please note that in order to subscribe to the Library of Congress database, you must use the Library of Congress subject scheme.

Using the M3 Authority Table

The M3 Authority Control module includes a 50,000-record authority table that uses the Library of Congress subject scheme. Using this table is similar to comparing your records to the Library of Congress database; however, you are provided with 50,000 records instead of 5 million, and updates are not provided.

Creating Your Own Authority Records

This is time-consuming and subject to human error. However, it may be beneficial if you want to quickly create a small number of authority records. Once again, you must make sure the subject scheme of your authority records matches the subject scheme of your bibliographic records. You should also enter your library name in MARC field 040 – Original Cataloging Agency to indicate that the authority records were created internally.

Step 4: Verify Your Bibliographic Records

In M3, this is the process that links every bibliographic field under Authority Control to the appropriate authority record. This process is performed in the Cataloging module.

After you have set up your authority table, perform a search for all your bibliographic records in Cataloging. Then, on the **Edit** menu, select **Bibliographic**, select **Update Authority Control**, and then click one of the following three options:

- **Verify All** – This links all your bibliographic fields under Authority Control to the appropriate authority record. Depending on the size of your collection, this process may take a while. It should only be performed once when you initially set up Authority Control. If you select **Verify All** on a collection that has already been verified, the process unlinks the already verified records before re-linking them. This is an unnecessary and time-consuming process, so this selection should be used with caution.
- **Verify New** – This links any new, unverified bibliographic field to the appropriate authority record. This is usually performed if Authority Control is already set up in your library and you import or create new bibliographic records.
- **Unlink Bibliographic** – This reverses the verification process, so it should be used with caution. When selected, it unlinks all bibliographic fields from their appropriate authority records. This action cannot be undone once selected. When the unlinking is complete, you can only re-link your bibliographic records to the authority table by selecting **Verify All**.

Once your verification is complete, all bibliographic fields under Authority Control are linked to their appropriate authority records. You can verify this by opening your bibliographic records; any field under authority control displays an @ subfield followed by the ten-digit control number of the associated authority record.

It is important to remember that a bibliographic record is usually linked to multiple authority records. If a bibliographic record has multiple fields under Authority Control, each of those fields is linked to a separate authority record.

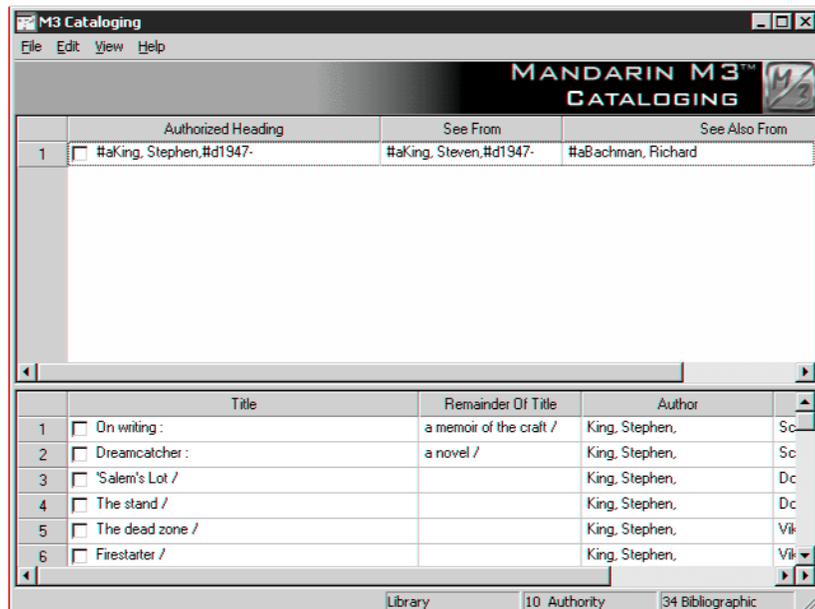
Conversely, an authority record is usually linked to multiple bibliographic records; therefore, multiple bibliographic records will use the same authority record. For example, all your titles by John Steinbeck will link to the John Steinbeck authority record.

If you want to review the authority record for a particular bibliographic field, you can search the authority table for the control number in the @ subfield. To perform this search in the Cataloging module:

1. On the **Edit** menu, click **Search**. This displays the Search dialog box.
2. In the **Search For** list, select **Authority**.
3. In the keyword box below the **Anywhere** field, type the ten-digit control number, and then click **Search**. The upper pane of the Cataloging window displays the authority record associated with that bibliographic field; the lower pane displays all bibliographic records linked to that authority record.

An example of an authority record with its associated bibliographic records is shown in Figure 1.

FIGURE 1



Step 5: Check Your Authority Verification Log

Any bibliographic record that has had ALL fields verified displays a MARC field 950 – Authority Control Flag. This field consists of an @ subfield with the numeric value of “1”. If a bibliographic record has MARC field 950, it indicates that all its bibliographic fields are linked to the associated authority records and no further verification is needed. There is only one MARC field 950 per bibliographic record.

If a bibliographic record does not have a MARC field 950, review the record to determine why the verification was unsuccessful. In most cases, this is due to the subject scheme of the bibliographic field not matching the default subject scheme.

This can be verified by checking the Authority Verification log. This log resides in the AuthorityLogs folder located in your M3 directory (by default, C:\Program Files\Mandarin M3). The Authority Verification log lists by ISN number all bibliographic subject fields that were not compatible with the default subject scheme.

Note: All authority records have a MARC field 040 – Original Cataloging Agency. If you subscribe to the Library of Congress database, your authority records have the symbol “DLC” in this field. If you import your authority records from a vendor, your authority records have the symbol of the cataloging agency in this field. If you have created your own authority records, you should have indicated this in MARC field 040 (see “Creating Your Own Authority Records”).

You can then search your bibliographic table for the ISN number to review the bibliographic field. To perform this search in the Cataloging module:

1. On the **Edit** menu, click **Search**. This displays the Search dialog box.
2. In the **Search For** list, select **Bibliographic**.
3. In the first record field list, type **001** over the default field name.

4. In the keyword box below, type the ISN number, and then click **Search**. This displays the bibliographic record with this ISN in the upper pane.

Step 6: Check Your Skeletal Authority Records

The verification process compares your bibliographic fields with the authority records in your authority table. For a link to be established, a perfect match must be found. For example, if your bibliographic field contains the entry *Mark Twainn* instead of *Mark Twain*, a link between this bibliographic field and the *Mark Twain* authority record will not be created. Instead, a skeletal authority record is created for this bibliographic field.

Skeletal authority records are created when an exact match is not found between a bibliographic field and an authority record during the verification process. This is often due to a misspelling in the bibliographic field, and can easily be corrected. Because skeletal authority records have no entry in MARC field 040 – Original Cataloging Agency, you can search your authority table for all skeletal records and review them for accuracy. To perform this search in the Cataloging module:

1. On the **Edit** menu, click **Search**. This displays the Search dialog box.
2. In the **Search For** list, select **Authority**.
3. In the keyword box below the **Anywhere** field, type an asterisk (*).
4. In the first Boolean operator list, select **NOT**.
5. In the record field list next to **NOT**, type **040*** over the default field name.
6. Click **Search**. This displays all skeletal authority records in the upper pane of the window. The associated bibliographic records display in the lower pane.

Review the associated bibliographic records listed in the lower pane to confirm whether the skeletal record was created correctly or due to an error in the bibliographic field. If the skeletal record was created due to an error or a mismatch, you can correct the bibliographic record and then reverify it. The bibliographic field is then linked to the appropriate authority record, and the skeletal record can be deleted and purged.

It is important to remember that a skeletal authority record could be correct. If you do not have an authority record for the bibliographic field you are verifying, then the corresponding authority record is created when verification is complete. If you subscribe to the Library of Congress database, this should not happen. However, if you create or import your own authority records, you may be missing an authority record for a bibliographic record in your collection. The verification process creates that authority record for you; however, the skeletal authority record should be checked for accuracy and completeness.

Maintaining Authority Control

Once the six steps for setting up Authority Control are complete, maintenance is simple. You should perform the following four steps on a regular basis.

Step 1: Verify New Bibliographic Records

Whenever you import or create new bibliographic records, they need to be verified. There are two ways to verify records in the Cataloging module:

- In the Cataloging window, select all of the new or imported bibliographic records. Right-click in the pane containing the bibliographic records, then click **Verify Selected Records** on the command menu.
- On the **Edit** menu, select **Bibliographic**, select **Update Authority Control**, and then click **Verify New**. This verifies all unverified bibliographic records (that is, those bibliographic records without a MARC field 950 – Authority Control Flag).

Step 2: Search for Unverified Bibliographic Records

You should periodically search your bibliographic table for unverified records. Unverified bibliographic records are missing MARC field 950 – Authority Control Flag. A missing MARC field 950 indicates that the record was never verified and its bibliographic fields are not linked to any authority records. To perform this search in the Cataloging module:

1. On the **Edit** menu, click **Search**. This displays the Search dialog box.
2. In the **Search For** list, select **Bibliographic**.
3. In the first record field list, type **001** over the default field name.
4. In the keyword box below, type an asterisk (*).
5. In the first Boolean operator list, select **NOT**.
6. In the record field list next to **NOT**, type **950** over the default field name.
7. In the keyword box below, type **1**.
8. Click **Search**. This displays all unverified bibliographic records. Review them to check for completeness and misspellings.
9. On the **Edit** menu, select **Bibliographic**, select **Update Authority Control**, and then click **Verify New**.

NOTE: You can perform step 9 without first searching for the unverified bibliographic records. However, it is always a good idea to review your bibliographic records before verifying them.

Step 3: Review Your Authority Records



Maintaining Authority Control

Authority records are constantly changing. Authors get married and change their names. New subjects are added. Unless you subscribe to the Library of Congress database, you will have to update and maintain your authority records on a regular basis.

If you subscribe to the Library of Congress database, Mandarin is developing a way to dynamically update your authority records whenever a change is made to the database. Currently, in order to download the updated records, you have to re-verify your records.

In M3, any changes you make to your authority records are automatically reflected in the linked bibliographic fields. For example, you notice a misspelling in one of your authority records and correct it. As soon as you save that correction, all bibliographic fields that are linked to that authority record are automatically updated. No manual intervention is necessary.

Step 4: Review Your Skeletal Authority Records

You should periodically review your skeletal authority records to make sure they were created correctly. For more information, see "Step 6: Check Your Skeletal Authority Records".

Implementing Cross-References

Established headings are only a small part of Authority Control. While it is important to maintain accurate and consistent headings in your bibliographic records, Authority Control consists of much more. It is also a vital tool for patrons when searching your collection; it directs them to the correct titles if they search on an incorrect or “unestablished” heading. This is done with a *See* reference in the OPAC.

Just as important, Authority Control can suggest alternate or related headings in which the patron may be interested. For example, if patrons search for titles by Stephen King, they may also be interested in titles written under Stephen King’s pen name, Richard Bachman. With Authority Control, they would be directed to those titles with a *See also* reference.

Another advantage is that patrons can find all the titles and related titles in your collection with just one search. This is because all your headings are consistent and all your bibliographic records have been linked to those headings.

The authority records contain the link from the bibliographic field to the appropriate cross-reference. The authority records do not only contain established headings for a bibliographic field; they also contain fields with the appropriate cross-reference for that specific bibliographic field.

Implementing “See” References

The *See* reference directs a patron from an unestablished heading to the established heading. For example, a patron is searching for titles by the author Jean Plaidy. However, the patron searches for the titles using Jean Plaidy’s legal name, Eleanor Hibbert. Jean Plaidy is the established heading for this author; Eleanor Hibbert is the unestablished heading. The patron needs to be directed to the correct heading through the *See* reference.

Your authority record for Jean Plaidy would consist of the entry Jean Plaidy in MARC field 100 – Personal Name Heading. MARC field 100 is where the established heading is stored. In addition, this authority record would have an another field for the *See* reference; this field would have the entry Eleanor Hibbert.

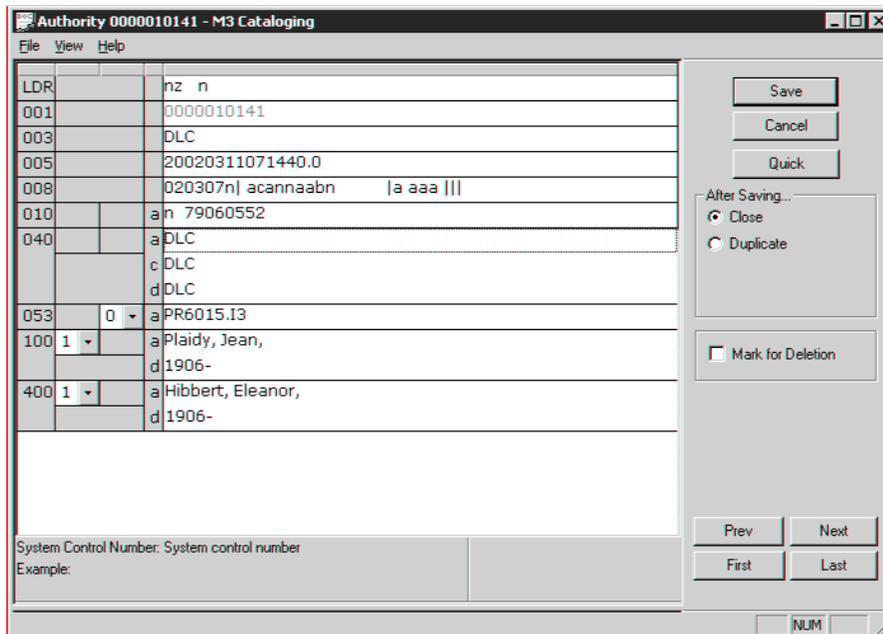
Authority records have specific fields where the *See* reference is stored, based on whether the bibliographic field is a name, subject, or uniform title/series. Table 3 lists the *See* reference fields in an authority record.

TABLE 3

| See Reference Field | Corresponding Bibliographic Field |
|--------------------------------|---|
| Field 400 Personal Name | Field 100 Personal Name (Main Entry) Field 600 Personal Name (Subject Added Entry) Field 700 Personal Name (Added Entry) Field 800 Personal Name (Series Added Entry) |
| Field 410 Corporate Name | Field 110 Corporate Name (Main Entry) Field 610 Corporate Name (Subject Added Entry) Field 710 Corporate Name (Added Entry) Field 810 Corporate Name (Series Added Entry) |
| Field 411 Meeting Name | Field 111 Meeting Name (Main Entry) Field 611 Meeting Name (Subject Added Entry) Field 711 Meeting Name (Added Entry) Field 811 Meeting Name (Series Added Entry) |
| Field 430 Uniform Title/Series | Field 130 Uniform Title (Main Entry) Field 240 Uniform Title Field 440 Series Statement Field 630 Uniform Title (Subject Added Entry) Field 730 Uniform Title (Added Entry) Field 830 Uniform Title (Series Added Entry) |
| Field 450 Topical Term | Field 650 Topical Term (Subject Added Entry) |
| Field 451 Geographic Term | Field 651 Geographic Term (Subject Added Entry) |

Using the Jean Plaidy example, your authority record would have the entry *Jean Plaidy, 1906-* in MARC field 100 – Personal Name Heading. The *See* reference *Eleanor Hibbert, 1906-* would be in MARC field 400 – See From Tracing Personal Name. The basic authority record would appear as shown in Figure 2:

FIGURE 2



Implementing “See Also” References

The *See also* reference directs a patron from an established heading to other related established headings. If a patron is searching for titles by the author Jean Plaidy, a *See also* reference directs the patron to other titles written by Jean Plaidy under the pen names of Victoria Holt and Philippa Carr.

By now, your authority record for Jean Plaidy consists of *Jean Plaidy, 1906-* in MARC field 100 (the established heading), and *Eleanor Hibbert, 1906-* in MARC field 400 (the *See* reference). This authority record also needs fields for the *See also* references to store the Victoria Holt and Philippa Carr entries.

Like *See* references, *See also* references are stored in a specific field in the authority record, based on whether the bibliographic field is a name, subject, or uniform title/series. Table 4 lists the *See also* reference fields in an authority record.

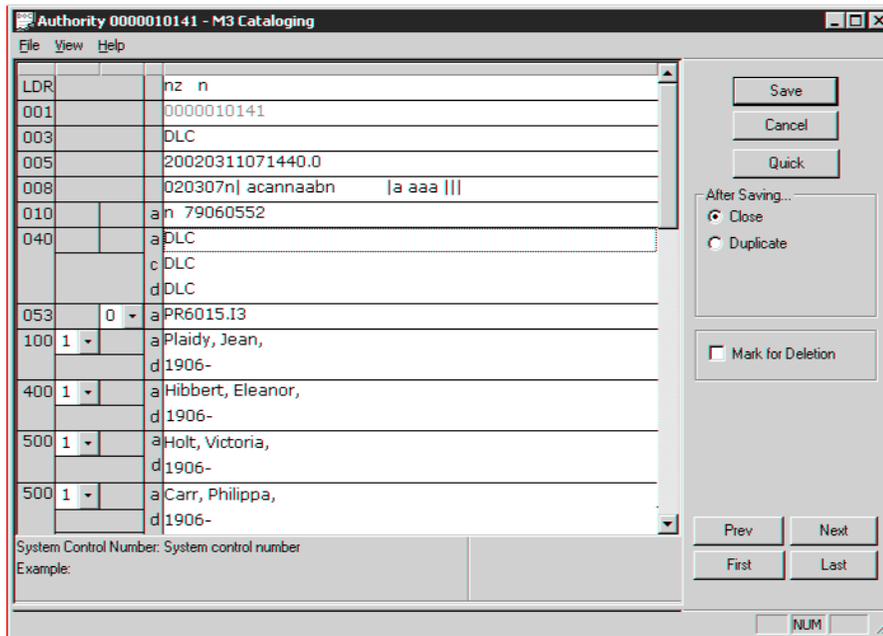
TABLE 4

| See Also Reference Field | Corresponding Bibliographic Field |
|---------------------------------------|--|
| Field 500 Personal Name | Field 100 Personal Name (Main Entry) Field 600 Personal Name (Subject Added Entry) Field 700 Personal Name (Added Entry) Field 800 Personal Name (Series Added Entry) |
| Field 510 Corporate Name | Field 110 Corporate Name (Main Entry) Field 610 Corporate Name (Subject Added Entry) Field 710 Corporate Name (Added Entry) Field 810 Corporate Name (Series Added Entry) |
| Field 511 Meeting Name | Field 111 Meeting Name (Main Entry) Field 611 Meeting Name (Subject Added Entry) Field 711 Meeting Name (Added Entry) Field 811 Meeting Name (Series Added Entry) |
| Field 530 Uniform Title/Series | Field 130 Uniform Title (Main Entry) Field 240 Uniform Title Field 440 Series Statement Field 630 Uniform Title (Subject Added Entry) |

| | |
|----------------------------------|--|
| | <p>Field 730 Uniform Title (Added Entry)</p> <p>Field 830 Uniform Title (Series Added Entry)</p> |
| Field 550 Topical Term | Field 650 Topical Term (Subject Added Entry) |
| Field 551 Geographic Term | Field 651 Geographic Term (Subject Added Entry) |

In the Jean Plaidy example, two additional fields would be added for the two *See also* references. The *See also* references *Victoria Holt, 1906-* and *Philippa Carr, 1906-* would be entered in MARC field 500 – See Also From Tracing Personal Name. The basic authority record would appear as shown in Figure 3.

FIGURE 3



Quick Editor

The Quick Editor is a feature that allows you to quickly create authority records without wading through all the fields and subfields that make up an authority record. It is a simple window in which you can enter basic information about the authority record in non-MARC format along with any *See* or *See also* reference.

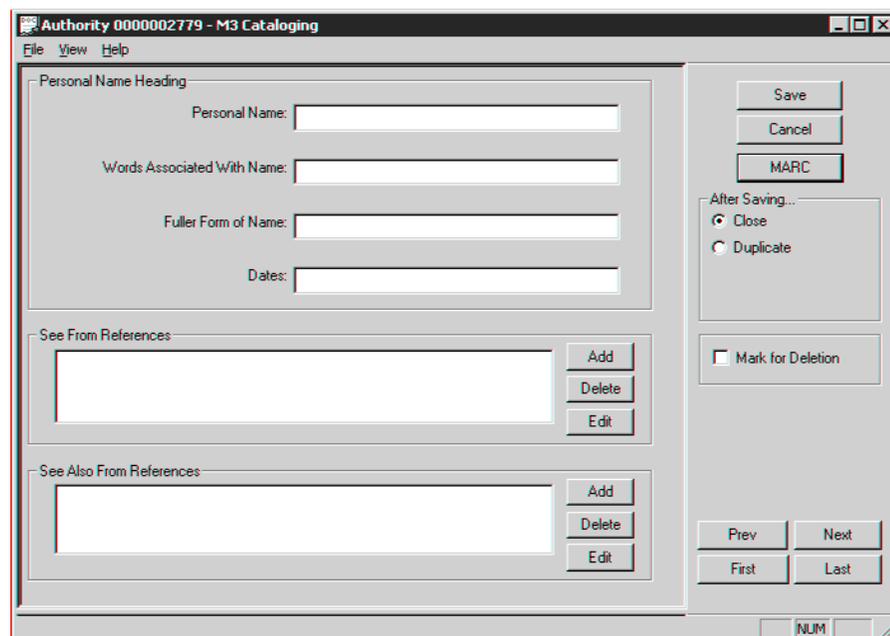
If you subscribe to the Library of Congress database, you never need to create authority records; they are automatically downloaded. If you receive your authority records from a vendor, you may occasionally need to create an authority record. The Quick Editor would be helpful in this case and any time you need to create many new authority records.

The Quick Editor is not recommended if you want to protect the integrity of your authority records. Since there are no guidelines or rules when using the Quick Editor, your authority records will be basic records subject to the skills and judgment of the person creating the record. For this reason, there is a permissions option in Group Editor for this feature so it can be disabled for a particular patron group.

To access the Quick Editor in the Cataloging module:

1. On the **File** menu, select **New**, select **Authority Record**, and then click the type of authority record you want to create. This displays the authority record template in MARC format.
2. Click **Quick**. This displays the Quick Editor window (the Quick Editor window for a Personal Name heading is shown in Figure 4).

FIGURE 4



Creating a quick authority record consists of two steps.

Step 1: Set Up the Established Headings

The Quick Editor window contains the fields and subfields in non-MARC format that are essential for a basic authority record. The upper pane contains information for the established heading, while the lower pane

contains information for the *See From* and *See Also From* references. If after entering the basic information you want to return to the MARC template to add additional information, click **MARC**.

Depending on the authority template you choose, different fields display in the Quick Editor window. Although the first field is always required, the other fields are optional. The authority templates are:

- **Corporate Name** – The Corporate Name and Subordinate Unit fields display (corresponding to MARC field 110#a and b of an authority record).
- **Geographic Name** – The Geographic Term, General Subdivision, Chronological Subdivision, and Geographic Subdivision fields display (corresponding to MARC field 151#a, x, y, and z of an authority record).
- **Meeting Name** – The Meeting Name, Number of Part/Section/Meeting, Date of Meeting, Location of Meeting, and Subordinate Unit fields display (corresponding to MARC field 111#a, n, d, c, and e of an authority record).
- **Personal Name** – The Personal Name, Words Associated With Name, Fuller Form of Name, and Dates fields display (corresponding to MARC field 100#a, c, q, and d of an authority record).
- **Uniform Title/Series** – The Uniform Title, Date of Work, Number of Part/Section, Name of Part/Section, Language of Work, Version, and Form Sub-heading fields display (corresponding to MARC field 130#a, f, n, p, l, s, and k of an authority record).
- **Topical Term** – The Topical Term, General Subdivision, Chronological Subdivision, and Geographic Subdivision fields display (corresponding to MARC field 150#a, x, y, and z of an authority record).

Step 2: Set Up the Cross-References

Regardless of the authority template you choose, all cross-references are set up in the same manner. The procedure is the same for *See From* References and *See Also From* References.

- To add a cross-reference, click **Add** next to the desired box. This displays the same fields and subfields as the established heading in non-MARC format. The first field is required but all other fields are optional. You can add as many cross-references as desired.
- To delete a cross-reference, select the desired reference, and then click **Delete**.
- To edit a cross-reference, select the desired reference, and then click **Edit**.

Additional Features

M3 offers additional Authority Control features that help you manage the Authority Control module in an easy and efficient manner.

- **Flexibility in maintaining your authority control records** – You can edit, delete, and purge your authority records at any time. Any edits made to authority records are automatically reflected in the associated bibliographic fields. Deleting and purging authority records does not affect the associated bibliographic records in any way (except to unlink the authority record from the bibliographic record).
- **Authority verification logs** – Every time you perform a verification of your bibliographic records, a verification log is generated. Among other things, this log lists the number of authority records created. If you subscribe to the Library of Congress database, it lists the number of authority records downloaded. It also lists any bibliographic subject field records that were not verified.
- **Automatic flipping of unestablished headings** – If a bibliographic field has an unestablished heading, this heading will be flipped to the established heading during the verification process. For example, one of your bibliographic records has the unestablished heading *Steven King, 1947-* in MARC field 100 – Personal Name Heading. During verification, this is flipped to the established heading *Stephen King, 1947-*.
- **Easy access to the authority table when working with bibliographic records** – If you are editing or creating a new bibliographic record, you have easy access to your authority table. For example, if you are adding a new subject (MARC field 650 – Topical Term) to a bibliographic record, all your subject authority records automatically display. You can then scroll through the authority records and choose the subject you want. No typing is required.
- **An Override Authority feature** – If you do not want the authority records to automatically display when you are cataloging, you can disable this by selecting the Override Authority check box. This allows you to type your entries in bibliographic fields that are under Authority Control. However, this option should be used carefully because:
 - You risk creating an incorrect authority record.
 - You will have to verify the bibliographic record when you are finished, since your typed entry has to be added to the authority table. You will be reminded to verify the bibliographic record when saving. Until the record is verified, it will not display the MARC field 950 – Authority Control Flag.
- **Find and Replace** – Find and Replace is fully functional on authority records. To protect the integrity of bibliographic fields under Authority Control, the Replace function is not functional on these fields.
- **Import and export of authority records** – Authority records can be imported and exported with the same ease as bibliographic and patron records.



Additional Features

- **Security for all Authority Control functions** – The Cataloging Access window in Group Editor includes permissions for all Authority Control functions in Cataloging. This includes adding, editing, deleting, and purging authority records, as well as permissions for the Replace and the Unlink Bibliographic functions.

Glossary of Terms

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|------------------------------|--|
| Authority Control | A system that maintains consistency in cataloging terms and provides interconnecting links among names, subjects, and uniform titles/series through the use of cross-references. |
| authority record | A record that contains the established heading and cross-references for a bibliographic field under Authority Control. |
| authorized heading | The correct term for a name, subject, and uniform title/series as defined by the Library of Congress. Also known as the established heading. |
| authority table | In M3, the table where all authority records are stored. |
| cross-reference | A link from an unestablished heading to an established heading, or a link from an established heading to other related established headings. In Authority Control, there are two types of cross-references: <i>See</i> and <i>See also</i> . |
| established heading | The correct term for a name, subject, and uniform title/series as defined by the Library of Congress. Also known as the authorized heading. |
| Library of Congress database | A database maintained by the Library of Congress containing over 5 million authority records. This database is available with M3 for automatic downloading of authority records. |
| MARC field 950 | In M3, the Authority Control Flag field in a bibliographic record. The presence of this field indicates that the bibliographic record is verified (that is, all its bibliographic fields under Authority Control are linked to their associated authority records). |
| See Also From tracing | The correct definition for a <i>See also</i> reference as displayed in M3. |
| See also reference | A link from an established heading to other related established headings. For example, <i>Swine... See also Livestock</i> . The <i>See also</i> reference is stored in the 5xx field of the authority record. An established heading can have an unlimited number of <i>See also</i> references. |
| See From tracing | The correct definition for a <i>See</i> reference as displayed in M3. |
| See reference | A link from an unestablished heading to the established heading. For example: <i>Pigs... See Swine</i> . The <i>See</i> reference is stored in the 4xx field of the authority record. An established heading can have an unlimited number of <i>See</i> references. |
| skeletal authority record | In M3, the authority record that is created if an exact match is not found between a bibliographic field and an existing authority record. |
| subfield @ | In M3, the subfield in a bibliographic field that contains the ten digit control number of the associated authority control record. |
| subject scheme | The type of subject record as defined by the second indicator of the bibliographic field. Applicable to all the 6xx subject fields. |
| unauthorized heading | The incorrect term for a name, subject, and uniform titles/series as defined by the Library of Congress. This type of heading would be a <i>See</i> reference. Also known as the unestablished heading. |



Glossary of Terms

| | |
|-----------------------|---|
| unestablished heading | The incorrect term for a name, subject, and uniform titles/series as defined by the Library of Congress. This type of heading would be a See reference. Also known as the unauthorized heading. |
| verification | In M3, the process by which bibliographic fields under Authority Control are linked to the app |



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