“I have received the Marcive Authorities file, now what do I do?”
What is an Authority record?

- According to Library of Congress:

- MARC authority records contain the **standardized** forms of *names* for people, corporate bodies (for example, societies, businesses, institutions, etc.), meetings, *titles*, and *subjects*.

- They are tools used by librarians to achieve consistency among bibliographic records and provide a **linking** framework for *related names* and *subjects* in a catalog -- thus organizing the catalog to assist users in finding resources.
An authority record includes three basic components:

1) **Heading:** The standardized "authoritative" form of a name, subject, or title that is used for access points on bibliographic records. The purpose is to help related records be retrieved together.

2) **Cross references:** References that direct a user from a variant form of a name or subject to the authoritative form (this is called a See reference)

or from one authoritative form to another authoritative form because they are related to one another (this is called a See Also reference).

3) **Notes:** Notes that contain general information about standardized headings, tracings or more specialized information, such as citations for a consulted source in which information is either found or not found about a heading.
How does authority control work in SirsiDynix Symphony?

- When the established heading in an authority record changes, Symphony will update the matching bibliographic records, when the Add, Delete, Update Databases report is run. The mechanics of this process is as follows:
  - When an authority record 1xx field is changed, the old heading is added as a 961 field. When the ADU database report is run, the changes are made to the bib records and the 961 field is removed. If by chance an authority record is updated twice on one day, that 961 field will no longer exist and changes to the bib record won’t happen.

- If the established heading of an authority record (1xx) does not match bibliographic record, then no link is made (even if a 4xx matches)
- Unauthorized headings are indicated by |?UNAUTHORIZED
- Cross-References appear in eLibrary unless suppressed
There are 3 levels of authority control in Symphony.

- The level that each library is using was decided during implementation.
  - 1) Sirsi’s default is Cross-Reference Only - for which no authorization occurs
  - 2) Case-Insensitive Checking - Headings that do not match an authoritative term from an authority record will be marked UNAUTHORIZED
  - 3) Case-sensitive checking – same as above, except that capitalization is also checked, and punctuation must also match.
When are headings checked against the authority database?

- Headings (name, titles, subject) in bib records are checked against headings in the authority index in the following instances:
  - When creating a bib record at the workstation, entries that are under authority control are immediately checked against the authority index as you save the record.
  - When capture records using SmartPort, as the record is saved, all bibliographic entries under authority control are checked.
  - When bib records are added to the database via report, entries under authority control are checked as they are loaded.
  - When a new authority record is loaded and the Add, Delete, Update Databases report runs, bib recs are authority checked and unauthorized entries are globally updated.

- Unauthorized headings will be marked UNAUTHORIZED.
How to get Authority records

1. Use SmartPort to get records from:
   - OCLC
   - LC Authorities
   - Another LOUIS site

2. From a vendor e.g. Marcive
What does Marcive send

- Email with FTP instructions:

- Data files produced for you by MARCIVE are available for pickup over the Internet at

- Description: Monthly Authority Notification

- Directory: /output/ftp/mcnoftpx

- File name: MCNOALL.226

- File size: 1002397 bytes

- Record count: 14
Now what do I do?

- FTP the file
  - Use the Marcive email
  - Save it [desktop or to a local directory]

- Add it to the server (Production or Training)
  - Use Utilities wizard

- Load it into the catalog
  - Use the Report – ‘Authorities Load’
Utilities – MARC Import wizard
Utilities – Import Log

Symphony Skip Flat Records 3.3.1 started on Thursday, October 7, 2010, 10:12 AM
MARC records will be read from standard input.
MARC records will be written to standard output.
Only bibliographic records will be selected.
The default record Catalog Format will be MARC.
0 marc record(s) read.
14 marc record(s) processed.
0 marc record(s) in error.
0 record(s) written.

Symphony Skip Flat Records finished on Thursday, October 7, 2010, 10:12 AM

Symphony Skip Flat Records 3.3.1 started on Thursday, October 7, 2010, 10:12 AM
MARC records will be read from standard input.
Flat records will be written to standard output.
Only authority records will be selected.
The default record Catalog Format will be TOPICAL.
0 marc record(s) read.
14 marc record(s) processed.
0 marc record(s) in error.
14 record(s) written.

Symphony Skip Flat Records finished on Thursday, October 7, 2010, 10:12 AM
### Example of Subfield 5

<table>
<thead>
<tr>
<th>Label</th>
<th>Tag</th>
<th>Ind.</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC Control number</td>
<td>010</td>
<td></td>
<td>no 96017276</td>
</tr>
<tr>
<td>System number</td>
<td>035</td>
<td></td>
<td>(OCoLC)oca04049822</td>
</tr>
<tr>
<td>Cataloging source</td>
<td>040</td>
<td></td>
<td>DLC-S</td>
</tr>
<tr>
<td>Uniform title</td>
<td>130</td>
<td>0</td>
<td>Practice guide</td>
</tr>
<tr>
<td>See from</td>
<td>410</td>
<td>20</td>
<td>Carswell (Firm).</td>
</tr>
<tr>
<td>See from</td>
<td>430</td>
<td>0</td>
<td>Canadian practice guides</td>
</tr>
<tr>
<td>Series pub. info</td>
<td>643</td>
<td></td>
<td>Scarborough, Ont.</td>
</tr>
<tr>
<td>Series analysis</td>
<td>644</td>
<td></td>
<td>f</td>
</tr>
<tr>
<td>Series tracing</td>
<td>645</td>
<td></td>
<td>t</td>
</tr>
<tr>
<td>Series tracing</td>
<td>645</td>
<td></td>
<td>n</td>
</tr>
<tr>
<td>Series classific.</td>
<td>646</td>
<td></td>
<td>s</td>
</tr>
<tr>
<td>Source data found</td>
<td>670</td>
<td></td>
<td>Gold, Alan D. Defending drinking and driving cases, 1993;</td>
</tr>
</tbody>
</table>
Report Log for Load Authority Records into Authority Database

Report loadauthimp scheduled as Load Authority Records

Authority load 3.3.1 started on Thursday, October 7, 2010, 10:20 AM

Authority records will be read from standard input.
Records not matched will be created, and records which match will be updated.
ID will come from control tag 010.
ID will come from control tag 001.
Records will be marked as authorized.
The date cataloged will be set to 10/7/2010.
Fields with the following NUC symbols in subfield 5 will not be overwritten:

Records with errors will be saved in
/home/miacai/LALM/Unicorn/Marcimport/Authr
emp/errfile.
210 line(s) read.
14 authority record(s) read.
0 authority record(s) in error.
10 authority record(s) loaded.
4 authority record(s) replaced.

Authority load finished on Thursday, October 7, 2010, 10:20 AM

The authority key will be read from standard input.
All entries will be written to standard output.
The authority report will be written to standard output.
14 authority record(s) printed.

Authority load finished on Thursday, October 7, 2010, 10:20 AM

AUTHORITY REPORT

Produced Thursday, October 7, 2010 at 10:20 AM

000: |az n On
001: |Ian_79148103
003: |adLC
005: |a20100520161251.0
008: |a100924n |acannaabn |a aaa |
After the file is loaded

- Ideal scenario - perfect records, all matched and overlaid.
- or
- the Load Report Log indicates actions you need to take:
  - Lists records loaded - which you can ignore
  - Lists records requiring manual intervention
  - Lists deleted authority records that need to be removed
Problem #1: Manual intervention required

- The first 1 or 2 pages of the authority report has a list of headings that require manual intervention.
- The list does not have the actual headings, just the authority record numbers.
Example of Load Report

20100108141357 authority load: Manual intervention may be required.
20100108141357 authority load: Authority ID N79028749
20100108141357 authority load: heading has been deleted.
20100108141357 authority load: Manual intervention may be required.
20100108141402 authority load: Authority ID NO2002024296
20100108141402 authority load: heading has been deleted.
20100108141402 authority load: Manual intervention may be required.
20100108141403 authority load: Authority ID NO2010120499
20100108141403 authority load: heading has been deleted.
20100108141403 authority load: Manual intervention may be required.
20100108141406 authority load: Authority ID SH2010110039
20100108141406 authority load: heading has been deleted.
20100108141406 authority load: Manual intervention may be required.
20100108141406 authority load: Authority ID SH2010110254
20100108141406 authority load: heading has been deleted.
20100108141406 authority load: Manual intervention may be required.
20100108141406 authority load: Authority ID SH2010110254
20100108141406 authority load: heading has been deleted.
20100108141406 authority load: Manual intervention may be required.

205877 line(s) read.
12026 authority record(s) read.
0 authority record(s) in error.
1762 authority record(s) loaded.
10264 authority record(s) replaced.

Symphony authority load finished on Friday, October 8, 2010, 2:14 PM
Symphony authority printing 3.3.1 started on Friday, October 8, 2010,
Steps for #1 - Manual intervention required

- ModifyAuthority wizard –
  - Use the authority record number to search for that heading.
  - See the heading in 1xx field
  - Find the correct authority record

- Catalog wizard – Modify Title –
  - Search for the heading (Name or Subject)
  - Correct the heading in the Bib record
  - If “|?UNAUTHORIZED” does NOT pop up after saving the edits, then it is authorized (if under authority control)

Delete the old (invalid) authority record using ‘Delete Authority’ wizard.
Example #1

20101008141216 authority load: Authority ID N2005041261

20101008141216 authority load: heading has been deleted.

20101008141216 authority load: Manual intervention may be required.

Search for N2005041261
contd: Example #1

- Search for valid authority record.
- Note heading change from: Hricik, David Charles to: Hricik, David.
Search for bib records that still have old heading.

Note 2 headings need to be manually updated to Hricik, David from Hricik, David Charles, because the headings in the bib records are linked to the wrong authority record.

Delete N2005041261 (don’t forget to delete the old authority record)
Example #2

- 20101008141212 authority load: Authority ID NO93025868
- 20101008141212 authority load: heading has been deleted.
- 20101008141212 authority load: Manual intervention may be required.

Search for NO93025868:
contd: Example #2

- Search for 1xx field in Authority File.
- Note that 670s match. Matching 670s tell you the records are for the same person.
Search catalog for bib records to make sure that they agree with the valid authority record.
Since the headings agree, no editing is needed.
Delete NO93025868.
Example #3

- 20101008141356 authority load: Authority ID SH85038482
- 20101008141356 authority load: heading has been deleted.
- 20101008141356 authority load: Manual intervention may be required.

- **Search for Authority ID SH85038482**
- Note 682 field explaining why this record has been deleted.
Search for valid authority record to verify that proper authority record is in system.
contd: Example #3

- Search for bib records that still have old heading.
- Note several headings needing to be changed.
- Delete SH85038482.
Example #4

- 20101008141213 authority load: Authority ID SH85066733
- 20101008141213 authority load: heading has been deleted.
- 20101008141213 authority load: Manual intervention may be required.
- Search for “Deleted” record SH85066733.
- Note 682 field tells this record is deleted - its now Contracts for deeds |i(sh 85031644).
contd: Example #4

- Search for the valid heading:
- Note that Installment land contracts is a 450 field.
contd: Example #4

- Search for bib records that still have old heading.
- No problems found.
- Delete SH85066733.
Q. “I have all these bib records in my catalog that show UNAUTHORIZED in them. How do I correct them?”

A. The simple answer is that you need to have an authority record that matches the heading.

The name and subject entries in the bib record are verified against the Authorities database. If they don’t match, you see UNAUTHORIZED.
Problem #2 - What can you do?

1. Get a list of all bib records that have ‘Unauthorized’ so that you can correct them.

Either run List Unauthorized Bib records,

or

List Unauthorized Tags (selecting one tag at a time).

Use the report for cleanup.

You can search the heading by using keyword, plus the word UNAUTHORIZED.
List Unauthorized Bib Records Report

- This report identifies problems by bib record, and outputs the entire bib record. It can be an extremely long report.

- It selects bibliographic records with headings that contain |?UNAUTHORIZED

- In addition to catalog and call number selection, you can specify a particular entry or list of entries using the Policy List gadget.
  - For example, you could select all of the 6XX fields to check subject headings only, or 110, 710, and 610 fields to verify corporate names.

- To list only the field tags that require authorization, not the complete bibliographic record, use the List Unauthorized Tags report.
List Unauthorized Tag Report

- The List Unauthorized Tags (Unauthlst) report outputs headings for a particular entry ID or for ALL 100s, 600s, 700s that contain an |?UNAUTHORIZED subfield.
- Records that are both visible and shadowed are searched.
- The report also tells you how many instances that heading appears in your catalog.
List Unauthorized Tags report – Example

List Unauthorized Tags report – Example for 110’s:

- 1 110: 0 : |aJoint Center for Urban Studies of the Massachusetts Institute of Technology and Harvard University. |?UNAUTHORIZED
- 3 110: 0 : |aMiller (William) Planning Associates. |?UNAUTHORIZED
- 1 110: 0 : |aPharr (John) & Associates. |?UNAUTHORIZED
- 3 110: 0 : |aUnited States. |bCensus of the Bureau. |?UNAUTHORIZED

The first number indicates the number of times (either 1 or 3) for these headings, field tag, indicators, the subfield a, heading, and any additional subfields.

Either this heading is incorrect and needs editing OR there isn’t a matching authority record.

The spacing in the first heading may also make this heading unauthorized. So the field tag, the indicators, the words, the letters, the subfields all matter!

Don’t forget, each library had several levels of authorization to choose from. In this example the match was on upper and lower case.
contd: To correct ‘Unauthorized’

- Find the record with the unauthorized heading in Symphony using Modify Title wizard

- Click on the Validate Headings Helper

- Follow the helper, searching the authority file for a matching authority record.
contd.:

- If the matching authority record is found, select it using Get from List---
Caution: the authority record heading will replace the whole field in the bib record. Sometimes, there are additional subfields that need to be retained. In this case you can edit the bib record to match the authority record and then use the validate helper again.

Names with diacritics - a TIP: when you select Get from List, and the authorized heading appears in the window, do edit-copy. Then "skip rest", go to the bib record and edit-paste into the field where the unauthorized heading was. It works.

If you don’t find a matching authority record in your database, you can search OCLC of LC for it.

If you find a matching heading, then you can import it to your database. And follow the steps above to make sure your heading indeed fixes the problem.
Problem #3 - Remove display of Unauthorized

- I don’t want UNAUTHORIZED TO display to patrons in eLibrary:

- This will display **only** if the records are displayed in eLibrary as ‘unformatted’
Anhydrous Ammonia Commission

245: 10 : Anhydrous Ammonia Commission
260:  : Baton Rouge c[195?]
300:  : 6 pieces
590:  : Does not circulate - brittle.
650: 10 : Louisiana.[bAnhydrous Ammonia Commission.]
650: 0 : Ammonia|xLaw and legislation|zLouisiana.
Solution #3

- Find out what tags in the different catalog Formats are displaying the |? subfield text of UNAUTHORIZED

- In Catalog configuration – modify Entry xxx – click Display variations - change subfields entry data to EXCLUDE the authority subfileds of ‘?’

- E.g. subfileds:  -?

- This means display all subfields except:  ?
Q.3. “I loaded an authority file using Load Authority Records report, and find that the bibliographic records were not being updated i.e. I still saw UNAUTHORIZED.

Example:
- Added name authority record "Bradley, Matthew Todd"
- The bib rec titled: "Nigeria since independence and the impact of Non-governmental organizations on democratization"
- It shows the author name as |? UNAUTHORIZED.
To correct #4 ‘Unauthorized’

- Check the properties for 'Add Authority" wizard.

- Check the default authorization level

- If it is set to 'Provisional“ then change it to 'Authorized' to resolve the problem.
Properties of Add Authority Wizard

Add Authority: Set Properties

Display property page: ○ Wizard Startup ○ Never

Behavior Defaults Helpers

Editor Display Options
○ MARC View ○ Descriptive view
√ Display fixed fields
√ Display descriptive labels (for entries)

√ Extended info

Default Data for New Records
Authority format: PERSONAL
Authorization level: PROVISIONAL
Source: LUL

OK Cancel
Q. 5. Can you change the authorization level for the records that have already been loaded (during the past months)?

A. Yes.
To correct #5  Provisional

- **Steps:**
  - Run "List Authorities" report to list records with authorization level of Provisional
  - Access them using Modify Authority wizard
  - Set them to Authorized.
  - This will also write the key to the Authedit directory for ADUtext to process.
Problem #6: ‘EntryID not found’

- Q. 6. Did an Authority file load and get the following error message:

- Error: **Entry ID not found in format
Entry number: 34; format GEOGRAPH

- May list different Entry IDs, for example:
  086; format TITLE [Gov Docs number]
  370; format Personal [Associated Place]
  374; format Personal [Occupation]
  375; format Personal [Gender]
The reason - one of the entry IDs (e.g. 034) in an authority record contains a value which is not defined in your format policy e.g. in the Geograph Authority format policy.

Use the Configuration wizard to add the entry id of 034 for the authority entries, then define the 034 in the Geograph format policy, and finally add it to the synonym list.

After a Halt and Run of the workstation server is performed, you will be able to re-load the records without error.
contd: How to add new Entry to Format Policy

- **Create the missing Entry ID.** Example: Entry ID 034
- 1. In WorkFlows, go to the Configuration toolbar.
- 2. Click on Authority Configuration.
- 3. Go to Authority Format.
- 4. Select the Format you want to modify, such as Geograph, and click Modify.
- 5. Click on the Entries tab.
- 6. Scroll down the list of entries to see if the Entry ID you want to add is available. If so, skip to step 17.
- 7. If not, click on the entry ID helper (icon of a yellow tag) in the upper left corner.
- 8. Click create.[in Entries tab]
- 9. Enter the entry name, such as the tag number. [entered: 034]
- 10. Enter the entry description. [entered: Coded Cartographic Mathematical Data]
- 11. Select the purpose. For an Entry ID for a single tag - the purpose should be Authority.
- 12. Save your changes.
contd:

- Create the policy that defines how the tag should be indexed and displayed
- Click Create. [in Format]
- In the Entry ID field, choose the new entry you created.
- Fill in the values you need. For more information on making these selections, please refer to the WorkFlows help topic, "Defining Format Variations."
  - Fill in BASIC tab values:
    - Entry ID: 034
    - Entry Name: 034
    - Allow Edit/Create: yes (check mark)
    - Data Type: ANY
    - Min size: 0
    - Max size: 9999
    - Entry class: VARIABLE
- 16. Once you have filled in the appropriate information, click Save.
Add the Entry ID to the synonym list to make it display.

17. In the top portion of the Entries tab, see the synonym lists used for Full, Template, and Brief entries. E.g. AUTHORITY and GEOGRAPH-T

18. Click on the entry ID helper (icon of a yellow tag) in the upper left corner of the wizard.

19. Scroll down until you see the synonym list you want to modify, such as GEOGRAPH-T.

20. Select it, and click Modify.
contd:

- 21. Click on the gadget beside the Entries field.
- 22. In the left-hand window, select the new tag you added.
- 23. Click the arrow to add it to the right-hand pane.
- 24. If the tag is not in the right position, click on it in the right-hand pane, and use the up or down arrow until the tag is in the correct place.
- 25. When you have finished, click OK.
- 26. Click Save.
- 27. Click Save.
- Repeat above steps for other synonym lists e.g. AUTHORITY
Problem #7: Want to edit contents of the 710 tag of Bib records

- Want to change the contents of the 710 of bib records from:
  - U.S. Army Command and General Staff College. | bCombat Studies Institute

- to:
  - Combat Studies Institute (U.S.)

- Need to use Global Authority Change Helper
Steps for #7 – edits to 710 tag

1. Click: Modify Authority
2. Search on "Combat Studies Institute (U.S.)" with LCNAME selected from pulldown
3. Change the 510 to a 410 "|wa|aU.S. Army Command and General Staff College.|bCombat Studies Institute" in the authority record.
   Why? Because the old term is currently valid in the 510 tag as a SEE ALSO. By changing the tag to the 410, the system will not see the valid entry in the 510 because it doesn't exist.
4. Click save.
5. Click on Global Authority Change Helper which will run a report automatically to tell you how many bib records contain the changed heading (510-410) in the 710 tag.
   This pop up window is titled "Modify Authority". One of the radio button selections next to Update Database is TEST MODE. Make sure you select TEST MODE, then click the OK button at the bottom.
6. It tells you what the Report Name is. Click OK.
7. Click on the Review Global Change Helper located next to the Global Authority Change Helper. It takes you to the finished reports list where you can see the output of changes that WOULD have been made.
8. If okay, repeat the above steps, but this time select the radio button to Update Database.
Example of report output:

Test mode. No records will be changed.
147 catalog record(s) were modified.
149 headings were modified.

Change Invalid Headings with Authority Record Input
Produced Wed May 27 09:32:05 2009

Authority ID: N81080866
Authoritative term: 151 aKisangani (Congo)
Improper term: 451 aKisangani (Zaire)

Title control #: o17296119
Old Heading: 651 0 | aKisangani (Zaire) | xMassacre, 1964. | ?UNAUTHORIZED New Heading: 651 0 | aKisangani (Congo) | xMassacre, 1964.
Authorities resources

- This is a brief list of sources:
  - Workflows Help Topics
    - Administration of Authority Control
    - FAQs: Updating Authority Records When Headings Change
    - Authority Control and Catalog Formats
  - LOUIS Documentation