Authority Control Overview:
Using Marcive and Unicorn

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Authority Control Overview

- Unicorn authority control basics
- Sending and reloading bibliographic records for authority processing
- Loading new and updated authority records
- Manual review using reports
- Preserving local data in authority records
- Other Unicorn reports
Unicorn Authorities Sources

- Workflows Help Topics
- Unicorn Cataloging With Authorities Training Manual
- Unicorn 2003.1 Release Notes
- LOUIS Documentation
Levels of Authority Control

Authority records are linked to bibliographic records based on textual and coding matches

Fields and subfields matched are determined in Catalog Format policies

When the established heading in an authority record changes, Unicorn will update the matching bibliographic records
Unicorn Authorities Basics

- 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 iLink unless suppressed
Validate Headings Helper

- Can use to search for authority records from bibliographic record
- Caution: If you select an authority record with gadget, subfields and periods will be deleted
- Alternative is to fix heading, then run helper to check or review record
Sources for Authority Records

- Marcive
- OCLC Connexion
- DRA site
  http://lcauth.dra.com/LCAUTH
- Library of Congress Authorities
  http://authorities.loc.gov/webvoy.htm
- Manually
Loading OCLC Authority Records

- Search for OCLC authority record in Connexion; and save to file path: C:\Program Files\Sirsi\Z3950\Save\[filename].mrc
- Open SmartPort and import file
| 245 | 10 | A-12 acquisition [microform] : hearings before the Investigations Subcommittee of the Committee on Armed Services, House of Representatives, One Hundred Second Congress, first session, hearings held April 9, 18, July 18, 23, and 24, 1991. |
| 300 | | iii, 279 p. :ill. ;[c]24 cm. |
| 500 | | Item A, 1012-B (MF) |
| 500 | | Distributed to some depository libraries in microfiche. |
| 500 | | Shipping list no.: 92-0400-P. |
| 504 | | Includes bibliographical references. |
| 500 | | "H.A.S.C. no. 102-29." |
| 591 | | mj |
| 650 | 0 | A-12 (Jet attack plane) [z]UNAUTHORIZED |
| 610 | 10 | United States [x]Navy [x]Procurement. |
| 650 | 0 | Defense contracts [z]United States. |
| 650 | 0 | Waste in government spending [z]United States. |
A-12 acquisition [microform] : hearings before the Investigations Subcommittee of the Committee on Armed Services, House of Representatives, One Hundred Second Congress, first session, hearings held April 9, 18, July 18, 23, and 24, 1991.

Authority heading check complete
26 ENTRIES CHECKED
5 AUTHORIZED HEADINGS
Loading Marcive Authority Records

- Receive e-mail notice from Marcive of new file
- FTP Marcive file to PC
- Run MarcImport Utilities (for bibliographic data) to move file to server
- Run Load Authority Records (a report under Authority tab)
- Review the Load Authority Records report log
Review Unicorn Load Report

- The report lists the records loaded, which you can ignore
- Lists records requiring manual intervention
- Search by Authority ID to see heading
- Search for replacement record
- Correct bibliographic headings as needed
- Remove deleted authority record
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Processing Bibliographic Records with Marcive

- Send Records to Marcive
  1. Run Extract Keys for MARC Export report (bibliographic tab)
  2. Run Export MARC Utility
  3. Edit file as needed
  4. FTP file to Marcive
- Reload Records
  1. FTP file to PC
  2. Run Import MARC Utility
Marcive Unrecognized Main Headings Report

- Includes records sent, not GPO records
- Correct typos, improperly formatted headings and improper tagging
- Search for possible matching records in OCLC
- Import authority records as needed and correct headings as needed
Marcive Authority Record Notification Report

- Search headings day following load so that headings have been updated
- Be sure to search for all types of headings, e.g. author as subject, etc.
- Make corrections as needed
- Remove deleted headings (this will overlap with Unicorn Load Report)
Problems

- Bibliographic Records which didn’t get updated
- Non-Unique Personal Name—Incorrect record loaded
- No matching bibliographic record found—Remove authority record
- Deleted Records
Local Data Retention

- Use extended information
- Make certain fields in authority record local to prevent overlaying
- Can prevent overlaying based on |5 in the Load Authority Report
Load Authority Report
Other Unicorn Reports

- List Unauthorized Tags (Tags with Unauthorized Headings)
- List Unauthorized Bib Records (Titles with Unauthorized Headings)
- List Authority Records
Other Issues

- Unicorn does not identify duplicate authority records
- Unicorn does not identify unused authority records
Unicorn 2003.1 Enhancements

- New Helpers for Modifying the 4xx
- Changing a Leading Term now Honors Non-filing indicators
- Subfields Preceding Subfield a Now Ignored
Unicorn 2003.1 Enhancements

- New report can replace or delete subfields from MARC headings Tags
- Authority Index Variation Combinations for Authority Formats