

Authority Control

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1 Policies

1.1 General Policies

Effective Date: April 1, 2014

Review Date: June 26, 2015

Throughout the section on Authority Control the word “Rules” when capitalized refers to RDA in its most current iteration, PCC policy as given in the LC-PCC Policy Statements, and the provisions of the Subject Cataloging Manual.

1.1.1 Source of Authority Records

Only authority records found in the Library of Congress (LC) authority file shall be used in the Clayton State University library’s local authority database. All authority records must have an LCCN assigned in the 010 field, and shall be taken from the LC authority file. Authority records for LC Juvenile Subject Headings are not eligible authority records. Authority records which represent subject headings from any thesaurus other than the Library of Congress Subject Headings (LCSH), or genre/form headings from any thesaurus other than the Library of Congress Genre/Form Terms for Library and Archival Materials thesaurus (LCGFT), are also ineligible. Currently, new authority records are added to our local database as a result of automated processing of marked bibliographic records, and any records changed in the LC authority file are updated on a monthly basis in our database as well. These automated processes are facilitated by MARCIVE, our authorities vendor, but still require some manual intervention. For fuller information, see the sections on [Weekly Heading Report Procedures](#) and [Monthly Notification Report Procedures](#), below. Local authority records should never be created and should be deleted if found.

1.1.2 Use of Unauthorized Headings

Topical and genre headings (MARC tags x50 and x55) that are neither authorized by an eligible authority record from the LC authority file, nor authorized for use without an authority record according to the provisions of the Subject Cataloging Manual, will never be used or constructed, unless in accordance with clearly established local policies.

Any other headings not authorized by an eligible record from the LC authority file may be used or constructed as needed, so long as their use and construction is in accordance with the Rules. When applying the Rules for this purpose, catalogers must consider all headings used in local bibliographic records on which full cataloging has been completed to be fully authorized headings. (Headings from acquisitions records or other provisional records are not taken into consideration for this purpose.) Use of

headings in a fully cataloged bibliographic record in the local catalog will constitute local authority for headings; *provided*, that any such headings which are found to be in conflict with eligible authority records from the LC authority file, or the Rules, are subject to correction when found.

1.1.3 Correcting Errors in Headings in Pre-existing Records

The following provisions for correcting errors in pre-existing records apply only to records on which full cataloging has been completed, and specifically do not apply to acquisitions records or other provisional records.

Catalogers will correct headings in pre-existing bibliographic records which they know to be in error as they come across them, but will not routinely search for such errors, nor do research to determine whether an error exists, unless special projects are initiated by the Head of Monographic Cataloging or the Head of Collection and Resource Management.

Errors to be corrected include typos, headings assigned to the wrong entity, headings for which a different form has been authorized, and headings whose form or use in a particular bibliographic record conflict with the Rules. Bibliographic headings which are identical to authorized see (4xx) references should always be resolved and corrected when found. Errors in the coding of indicators for headings should always be corrected when found.

1.1.4 Authority Control Maintenance

Authority control is maintained through a combination of automated and manual procedures. Automated processing is provided by MARCIVE, our authorities vendor. MARCIVE evaluates headings used in bibliographic records marked by catalogers (generally those records that have been newly added), and performs automatic corrections to them. Weekly heading reports are produced by the vendor that describe what changes have been made to headings, and list any headings which could not be verified. The Head of Monographic Cataloging needs to monitor these reports to find any errors made in MARCIVE's processing, as well as errors in the headings originally sent to MARCIVE, and to resolve the errors accordingly.

Each month MARCIVE also provides a Notification Report of changes to, and additions and deletions of, LC authority records that match headings in the local catalog, as well as records for headings that are new to our catalog. A file of the actual authority records of new, changed and deleted headings is also provided. After the authority records have been loaded into the local authority database, the Head of Monographic Cataloging reviews the Notification Report. Authority records that are marked for deletion must be manually deleted, and batch correction processes to correct headings in bibliographic records will be initiated for each changed heading. Manual review of changed headings is normally necessary to insure that other headings affected by changed headings are

also changed, and to make any other changes which may be necessary to keep headings in compliance with the Rules.

See the sections on [Weekly MARCIVE Heading Report Procedures](#) and [Monthly MARCIVE Notification Report Procedures](#) for further information.

1.2 Authority Control in Original Cataloging

Effective Date: April 1, 2010

Review Date: June 26, 2015

Any heading may be used that is either authorized by an eligible record from the LC authority file, or that is authorized for use without an authority record according to the Rules. Other headings may be used in accordance with the policy on [Use of Unauthorized Headings](#) above. For further instructions on series headings and form/genre headings, see the sections on [Series Heading Policies](#), and [Form and Genre Heading Policies](#), respectively.

1.3 Authority Control in Copy Cataloging

Effective Date: April 1, 2014

Review Date: June 26, 2015

For the purposes of copy cataloging any record coded “pcc” in field 042 is PCC copy. Any record which is not PCC copy is considered LC copy if it is coded “DLC” in field 040 \$a.

1.3.1 Main and Added Entries

All 1xx and 7xx headings on PCC copy or LC copy as defined above may be accepted without being checked, unless the cataloger has reason to believe that a particular heading is no longer valid (in which case they will be verified). Typos, as well as errors in form and tagging, should be corrected when they are immediately apparent. For all other records, all 1xx and 7xx headings must be verified. If upon verification a heading is found to be neither authorized by an eligible record from the LC authority file, nor authorized for use without an authority record according to the Rules, then the form of the heading which is currently authorized will be substituted (if this can be determined); otherwise, the heading will either be deleted or established locally in accordance with the policy on [Use of Unauthorized Headings](#) above. Headings which are required under the Rules shall not be deleted.

1.3.2 Subject Entries

Apply the same policies to 6xx headings as to 1xx and 7xx headings, except that when any 6xx headings are deleted, other appropriately authorized headings which cover the same topical area (or genre types) should be added, as necessary. For further instructions on form/genre headings, see the section on [Form and Genre Heading Policies](#).

1.3.3 Series Entries

For instructions on series headings see the section on [Series Heading Policies](#).

1.4 Series Heading Policies

Effective Date: April 1, 2014

Review Date: June 26, 2015

As indicated in the section on [General Policies](#), only authority records found in the LC authority file shall be used in the Clayton State University library's local authority database. Furthermore, in addition to this section, all other Authority Control policies which can by their nature apply to 8xx headings continue to apply to series headings.

1.4.1 Series Tracing

Whenever an eligible series authority record exists in the LC authority file, apply the tracing decision given in the series authority record. If no series authority record exists, search the local catalog for the series or any individual parts thereof and follow the tracing decision already established in local practice. If the local catalog does not show any past practice, or if past practice is not clear, use judgment and apply the provisions of LC-PCC PS 2.12 in deciding whether a phrase should be transcribed in the series area, in a note, or not at all. When applying LC-PCC PS 2.12, use judgment in deciding whether a series transcribed in the series area should be treated as traced or untraced.

1.4.2 Original Cataloging

440 fields will not be used in new original cataloging. 490 fields will be used whenever transcription of series data is required. Any 8xx heading may be used that is either authorized by an eligible record from the LC authority file, or that is authorized for use without an authority record according to the Rules. Other 8xx headings may be used in accordance with the policy on [Use of Unauthorized Headings](#). In applying this paragraph, follow all provisions of [Series Tracing](#) above.

1.4.3 Copy Cataloging

For the purposes of copy cataloging any record coded “pcc” in field 042 is PCC copy. Any record which is not PCC copy is considered LC copy if it is coded “DLC” in field 040 \$a.

PCC Copy and LC copy -- All traced series headings in 8XX fields will be accepted without being checked unless the cataloger has reason to believe that a particular heading is no longer valid (in which case they will be verified). However, if the series heading is traced through a 440 field, the cataloger will change the 440 tag to 490 1# and add the appropriate 830 to the record. 440 fields will not be left in records when performing new copy cataloging. Typos, as well as errors in form and tagging, should be corrected when they are immediately apparent.

All untraced series headings (490 0#) must be verified. If upon verification an eligible authority record for the series is located, and it indicates that the series is to be traced, then the cataloger will trace the authorized form by changing the 490 0# to a 490 1# and creating an 8xx field for the authorized form of the series title. If no eligible authority record for the series exists, or if the authority record indicates that the series is not to be traced, then the cataloger may, at their discretion, leave the 490 as is. Otherwise, they will treat the phrase in accordance with the authority record and the Rules, taking into consideration the [Series Tracing](#) guidelines, above.

All Other Records -- For all other records, all 4xx and 8xx series data and headings must be verified according to the procedure for verification of headings laid out for PCC copy and LC copy, in like manner as if they had been an untraced series (490 0#).

1.4.4 MARCIVE Processing of 440 Fields

Since the Clayton State library no longer uses 440 fields in current cataloging, we have requested a processing option to change all 440 fields to 490 1# fields, and have an appropriate 830 field added to the record. MARCIVE should then perform automated authority processing on the new 830 field.

1.5 Form and Genre Heading Policies

Effective Date: April 1, 2010

Review Date: June 26, 2015

Form and genre headings are valid for use in all records, as long as the heading itself is either authorized by an authority record in LCGFT, or authorized for use without such an

authority record according to the provisions of the Subject Cataloging Manual. In general, assign as many form and genre headings as necessary to bring out important forms and genres to which the work belongs. Special policies on assigning genre headings to moving image materials appear in section H1913 of the LC Subject Cataloging Manual. A summary of these policies appears below, along with guidelines to aid in their application. Although form and genre headings are valid in any record, the following summary of H1913 applies only to form and genre headings in records for moving image materials.

1.5.1 Moving Image Materials Records Requiring Genre Headings

Genre headings should be added whenever an item or file being cataloged contains “moving visual images, with or without sound.” Apply the guidelines regardless of the manner in which the moving visual images are stored, retrieved, or displayed; however, the moving visual images must form a significant portion of the content. Do not take into consideration any moving visual images that are treated only as accompanying material. In case of doubt, assume that H1913 applies.

1.5.2 First Genre Heading

Under H1913, each and every work is assigned one (and only one) of the following four genre headings:

- Fiction films
- Nonfiction films
- Fiction television programs
- Nonfiction television programs

Records for items or files which include more than one work will be assigned more than one of the above genre headings, if different works fall into different categories.

Television programs are, by definition, any moving image works which were “originally telecast.” Any moving image works which were “originally recorded and released on motion picture film, on video, or digitally,” are *films*. A “telecast” must be available to the general public at the time of transmission. Do not consider closed-circuit television distribution or teleconferences to be telecasts. In case of doubt, consider a work to be a *film*.

In most cases, whether or not a work is *fiction* or *nonfiction* will be reasonably clear. In general, to be *fiction* requires: 1) that a “fictitious situation” or “invented story” be presented, and 2) an intention or purpose to present a “fictitious situation” or “invented story” to an audience. The work is *nonfiction* if the “fictitious situation” or “invented story” is not essential to the significance of the work. Any work which is not *fiction* is *nonfiction*. Live recordings of musical performances, with or without words, are *nonfiction*, except

for staged dramatic works. Fragments or excerpts from staged musical dramas, however, are considered *fiction* only when the excerpts are substantial enough individually or otherwise presented in such a manner as to leave the “stories” or “situations” themselves as a significant intention or purpose of the resulting work. Live recordings of non-musical events are *fiction* only when “stories” or “situations” are essential to the significance of the work, and there was a purpose to present a “story” or “situation” to an audience on the part of those recorded. Dramatizations of historical events are “fictitious.” Moving visual images which are artificially generated (including animation and computer generated images) may also qualify as *fiction* so long as the two basic requirements are met. When a work contains significant amounts of both *fiction* and *nonfiction* content, assign a category based on the preponderance of content. In all cases of doubt, consider a work to be *nonfiction*.

1.5.3 Additional Genre Headings

In addition, assign a genre heading of either *short films* or *feature films* to all records for items or files which include “motion pictures.” A “motion picture” is any *film* intended for theatrical release. Not all *films* are “motion pictures.” A *television program* is never a “motion picture,” even if it was “intended” for theatrical release. A *feature film* must have a running time of 40 minutes or more. A *short film* must have a running time of less than 40 minutes. A “motion picture” may be either *fiction* or *nonfiction*. Records for items or files which include both *short films* and *feature films* will be assigned both headings.

Works considered *educational* or *documentary* will also be assigned one (and only one) of the following four genre headings:

Documentary films
 Educational films
 Documentary television programs
 Educational television programs

Records for items or files which include more than one work will be assigned more than one of the above genre headings, if different works fall into different categories.

Documentary works are, by definition, *nonfiction* works produced primarily for telecast or theatrical release. *Nonfiction* works intended for distribution through publication only are *educational*. Non-published works recorded or produced without any specific intention of distribution or reproduction are neither *documentary* nor *educational*. Musical and artistic performances are neither *documentary* nor *educational*, even when *nonfiction*. If in doubt, a work is *educational*.

Examples of further genre headings which should be assigned as appropriate:

Animated films *Animated television programs*
Biographical films *Biographical television programs*

<i>Comedy films</i>	<i>Television comedies</i>
<i>Children's films</i>	<i>Television programs for children</i>
<i>Experimental films</i>	
<i>Film adaptations</i>	<i>Television adaptations</i>
<i>Silent films</i>	

The above list is not intended to be exhaustive. All headings authorized as genre headings in the LC authority file should be used to bring out important forms and genres to which the work belongs.

Assign either *Films for the hearing impaired* or *Television programs for the hearing impaired* to all moving image works produced with captions or sign language for viewing by the hearing impaired. Assign either *Films for people with visual disabilities* or *Television programs for people with visual disabilities* to all moving image works with additional audio description provided for people with visual disabilities. Records for items or files which include more than one work will be assigned more than one of the above genre headings, if different works fall into different categories.

2 Procedures

Effective Date: April 1, 2005

Review Date: June 26, 2015

2.1 Weekly MARCIVE Heading Report Procedures

Each week the GIL service site extracts bibliographic records from our catalog that have been marked for export. These records are sent to MARCIVE for authority processing. This processing corrects some mistakes found in the bibliographic records and produces reports. The purpose of the reports is to explain what changes were made as well as to list all of the headings that MARCIVE could not verify. Although this processing will catch and correct many mistakes, it cannot correct all the incorrect headings that might exist in the exported records. On occasion it may also result in unwanted or incorrect changes being made to the bibliographic records. For these reasons, it is important for a staff member to review the weekly MARCIVE reports in order to further reduce the number of incorrect headings in the catalog. Every week the cataloger should receive an e-mail from MARCIVE when the new reports are ready for viewing and retrieval. Several of the most recent weekly reports are also available for viewing and retrieval at the GIL Web Reports page (<https://gil.clayton.edu/reports>). The reports should not be reviewed until the exported records have been re-imported and saved back into the catalog by the GIL service site. This will normally happen the

following weekend. Any local edits made in the intervening week will be lost, as they will be overwritten when the corrected records sent back by MARCIVE are re-imported.

MARCIVE provides five reports as a result of their weekly authority processing. They are:

- [The Bibliographic Authority Control Statistics Report](#)
- [The Heading Changes Report](#)
- [The Unrecognized Main Headings Report](#)
- [The Unrecognized Geographic Subdivisions Report](#)
- [The Multi-match Report](#)

What follows are examples of these reports with suggestions on how they should be used:

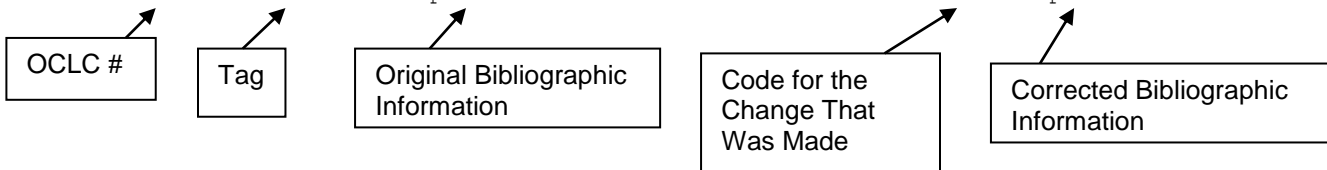
2.1.1 The Bibliographic Authority Control Statistics Report

This report contains statistics about the number of records that were processed and the number of headings that were reviewed and updated. It also contains an explanation of the column headers and codes used in the reports.

2.1.2 The Heading Changes Report

The Heading Changes Report lists the headings that were changed in the processing of the batch. The following is an example of this report:

```
@UGACCSU  AUTHORITY PROCESSING REPORT: Heading Changes                12/03/01
REC NO CONTROL NUM  TAG      BIBLIOGRAPHIC TAG DATA          N CORRECTED HEADING DATA
000006 01539888      440 b0 A^Textes litteraires francais ;^V^37^  + A^Textes litteraires francais ;^V^37^
000010 01551249      440 b4 A^The New American Nation series^      + A^The New American nation series.^
000041 25291995      650 b0 A^Apartheid^X^- Drama.^              xv A^Apartheid^V^- Drama.^
```



Notice the codes for the changes that were made. These codes are explained on the [Bibliographic Authority Control Statistics](#) report. Checking that report indicates that the code “+” is used for corrections to “Punctuation, capitalization, spacing or subfield coding.” Therefore, the changes made in the first two headings listed above should be minor.

In the first heading it is difficult to determine what MARCIVE changed. Upon checking the catalog, it is obvious that there are accent marks in this title. Most likely that is what was corrected. This correction should probably be accepted without further checking. In the second heading, the word nation was changed from capitalized to not capitalized. That change should also be accepted.

The code “xv” is used when an \$x subfield is changed to a \$v subfield. This change can generally be accepted without further checking.

For the most part all that is necessary for this report is to read through the report, identify what has been changed and determine if that appears to be appropriate. Usually it is. However, it is possible that MARCIVE will change a heading to an incorrect form. This is most likely to occur in name headings and series headings.

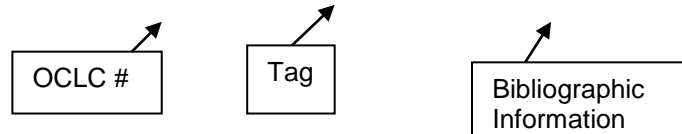
If a name heading in a bibliographic record matches a cross-reference in an authority record, MARCIVE will change the name heading to match the authority record. Frequently this is what needs to happen but occasionally the heading in the bibliographic record is for a different person and should not be changed. Another instance in which MARCIVE will change the heading to an incorrect form occurs when the name in the bibliographic record does not have dates but there is one (and only one) authority record for that name which does have dates. In this case, the name in the bibliographic record will be changed to match the authority record. These two headings may or may not represent the same person. Similar problems can occur for corporate headings, but they are not as frequent. Whenever MARCIVE makes a substantial change to the form of a name, that change should be verified as an accurate one.

2.1.3 The Unrecognized Main Headings Report

The Unrecognized Main Headings Report lists the main headings that MARCIVE was unable to match to an authority record. The following is an example of this report:

AUTHORITY PROCESSING REPORT: Unrecognized main headings

REC NO	CONTROL NUM	TAG	DATE	BIBLIOGRAPHIC TAG	DATA
000027	01676267	700 1b	1976	A^Jilg, Rodney D., ^D^1939-^	
000002	01529522	100 1b	1975	A^Malkinson, A. M.^	
000004	01530743	830 b0	1975	A^Outline studies ib biology (Chapman and Hall)^	
000020	01614908	700 1b	1932	A^Sargent, Helen Child.^	
000023	01655941	100 1b	1954	A^Thayer, Frank, ^D^1890-^	
000025	00285606	100 1b	1940	A^Hemingway, Ernest, ^D^1899-1961.^	
000046	40180059	650 b0	1999	A^World War I.^	



When checking this report, it is important to understand that the purpose is not to re-catalog the material. It is not appropriate to check every heading to make sure that no mistakes were made. Some mistakes may slip through. That is a fact that must be accepted. When checking this report, the purpose is to catch obvious mistakes that MARCIVE's automated process could not correct. Simply reading through the report looking for obvious mistakes or less obvious mistakes that seem suspicious is all that is required.

In the above example, two headings could be selected for further investigation. If a heading for someone whose name is well known, in this case Ernest Hemingway, appears on this list, then further investigation is warranted. In this case, the word "Ernest" is misspelled. Because of the misspelling, MARCIVE could not recognize the heading. The authority record should be checked to verify the correct form and the bibliographic record should be changed. If the authority record for the name, is not already in the catalog, then the record should be marked for export so that MARCIVE can send the authority record and add the presence of this name to the authority history.

The World War I example does not have any obvious misspellings, but the fact that a topical subject heading appears on this list should be considered suspicious. Since subject headings are all controlled vocabulary, no main topical subject headings should ever appear on this list. Further checking is required to determine the correct heading for this subject. Once the heading has been corrected, if it is determined that the heading is being added to the catalog for the first time, then the record should be marked to export so that MARCIVE can send the authority record and add the presence of this name to the authority history.

2.1.4 The Unrecognized Geographic Subdivisions Report

The Unrecognized Geographic Subdivisions Report lists subdivisions, which have been coded as geographic, that MARCIVE was unable to match to an authority record. The following is an example of this report:

@UGACCSU AUTHORITY PROCESSING REPORT: Unrecognized Geographic Subdivisions

REC NO	CONTROL NUM	TAG	BIBLIOGRAPHIC TAG DATA
000039	00005431	650 b0 Z^-	Atlanta.^
000053	00066237	650 b0 Z^-	United tates.^
000039	00887342	650 b0 Z^-	History.^

As the above example illustrates, this report is useful in finding typographical errors such as "United tates" or "Great Gritain". It can also identify information that has been inappropriately coded as subfield \$z.

It should be noted that the report includes headings which are correct but which MARCIVE cannot match. This frequently occurs for headings that appear in direct order in the authority record but are used in subdivisions in indirect order. The subdivision Atlanta above is an example of this problem. The authority record has the heading Atlanta (Ga.). The heading in the bibliographic record is for \$z Georgia \$z Atlanta. MARCIVE is able to verify Georgia because it has its own authority record. Since Atlanta in this case is not followed by (Ga.), MARCIVE cannot verify that it is correct. Therefore, it shows up on the report.

Most items on this report can be checked very quickly and corrected if necessary.

2.1.5 The Multi-Match Report

The Multi-Match Report lists headings that match more than one authority record. The following is an example of this report:

```
@UGACCSU          AUTHORITY PROCESSING REPORT: Multiple matches    12/03/01

REC NO          CONTROL NUM TAG    BIBLIOGRAPHIC TAG DATA    N AUTHORITY TAG DATA
000028          28721518    100 1b A^Rudnick, Paul.^    A^Rudnick, Paul, ^D^1911-^
000028          28721518                                A^Rudnick, Paul^
```

In the example above, MARCIVE located three headings, that *might* match the heading in the record that was being processed. As mentioned earlier, if there had been only one authority record that might have matched the heading, then the heading in the bibliographic record would have been changed to match that heading. OCLC record number 28721518 is for a play about gay men that takes place in New York. The Paul Rudnick who was born in 1911 appears to be an astrophysicist. He is probably not the same person as the author of our play. Luckily, this is not the only matching authority record because if it were, then our heading would have been changed and our playwright would have become an astrophysicist.

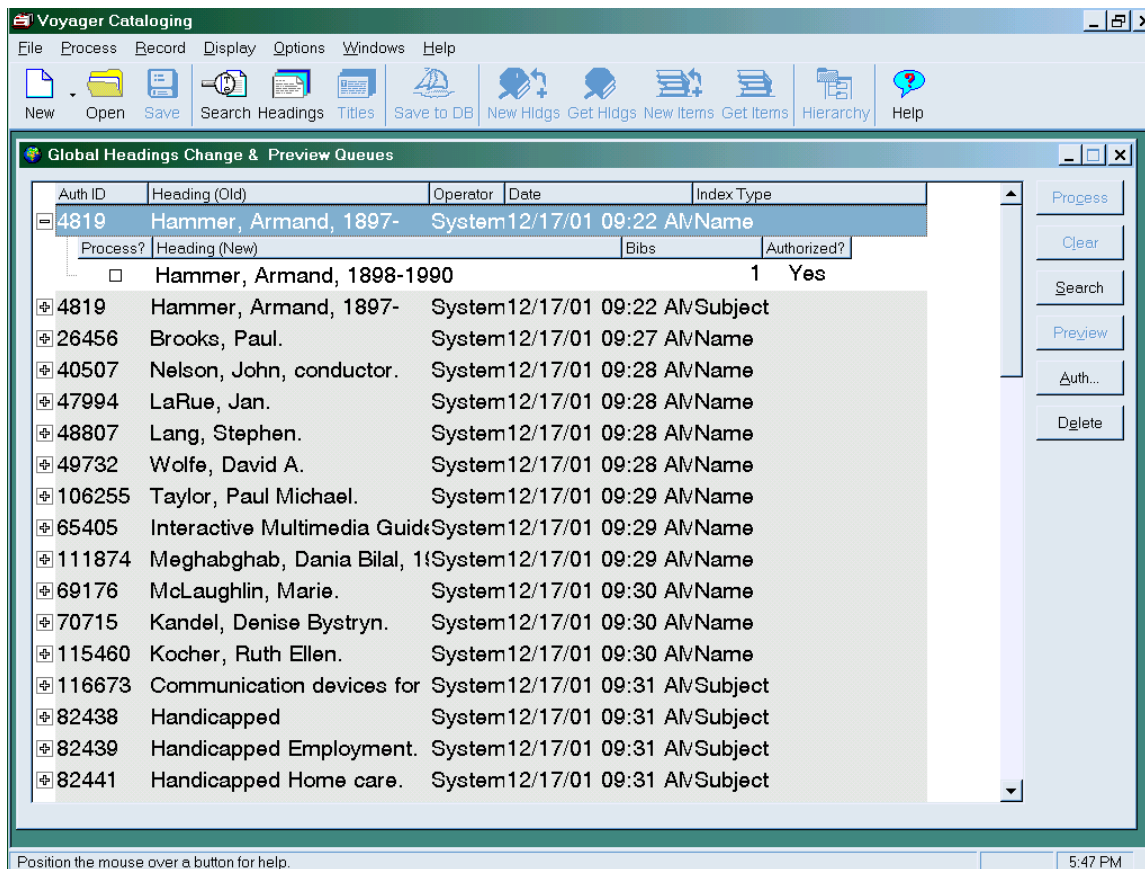
The other two Paul Rudnick headings appear to be identical. The LC Name Authority file has one heading for a screenwriter named Paul Rudnick who appears to match our heading. There is also a 500 reference for a Paul Rudnick pseudonym. It is hard to determine if this is a heading that MARCIVE will have difficulty processing or if something about the authority file has changed since MARCIVE processed the bib record. It is possible to get caught in an endless loop where the cataloger sends a heading to MARCIVE for processing; MARCIVE is unable to correctly process the heading and sends it back in a report and the cataloger is once again faced with the same problem. Since this is the first time that this heading has been seen, we will export it to MARCIVE again. If it is returned next time as a problem, then the solution is to manually import the appropriate LC authority record and add the authority record number to a list of authority records that MARCIVE should add to the library's history.

A more typical scenario for this report would be a heading from a bibliographic record that matches several headings in the authority file. The cataloger would then check the authority file and determines which (if any) of the headings actually matches. Then the cataloger corrects the heading as necessary and exports the record to MARCIVE so that the matching authority record can be sent to the library and the authority record number added to the library's history.

2.2 Monthly MARCIVE Notification Report Procedures

Each month MARCIVE also produces a monthly Notification Report. It is part of MARCIVE's Authority Record Notification Service. This monthly service is vital to maintaining authority control in the catalog. There are several elements to the service. The first is the delivery to the library of authority records for headings that appeared in the catalog for the first time during the month. In addition to the new authority records, MARCIVE also sends new versions of previously loaded authority records. These records are intended to replace authority records that have already been loaded into the library's catalog. Some authority records are sent in order to delete superseded records. The second element is the aforementioned Notification Report, which details what sort of changes should take place as a result of loading the new file of authority records. MARCIVE is able to provide an abbreviated report, which only contains records that include a substantial change. This report is identified as list "A". Authority records appear in this report in order by LC Authority Record Number (LC-ARN).

The new file of authority records is loaded monthly at the server site. Many of the functions that need to take place occur automatically. Others can be accomplished in an automated way through Voyager's global headings change queue ("global queue"). See the section on processing [Global Headings Changes](#) for more information on this process. Below is an image of a global queue that is ready to be reviewed:



It is not sufficient to process the global queue without going through the Notification Report. The global queue is not capable of performing all necessary corrections. Therefore it is always necessary to check the Notification Report before processing the global queue. What follows are examples of the types of changes that can be called for by the Notification Report. All but the first of these would be improperly handled by the global queue alone.

- [Changes to Birth and/or Death Dates](#)
- [Changes to Capitalization, Punctuation or Diacritics](#)
- [Deletion of Authority Records](#)
- [Changes to Headings Used Only with Subdivisions](#)
- [Changes to Undifferentiated Name Headings](#)
- [Mismatched Headings](#)

2.2.1 Changes to Birth and/or Death Dates

The first entry in the global queue pictured above is Hammer, Armand, 1897-, which is changing to Hammer, Armand, 1898-1990. The relevant section of the Notification Report is shown below. Note that the parts of the authority record which are changing are marked by ">>>>." This change can probably be accepted and marked for processing in the queue without any further checking.

THIS OLD PREVIOUSLY MATCHED AUTHORITY RECORD HAS BEEN REPLACED BY THE NEW ONE WHICH FOLLOWS (CHANGES MARKED BY ">>>>")

```

REC 3936
  (**350)
    (001) FCN 0 A^n 50019999 ^
>>>> FIX 0 A^011212n| acannaab| |a aaa ||| 00000nz 220000n
4500^
    (003) CF3 0 A^DLC^
    (005) CF5 0 A^19931028195906.3^
    (010) RCN 0 A^n 50019999^
    (040) ACS 0 A^DLC^ C^DLC^ D^DLC^ D^CoU^
>>>>(100) HEPS 0 [10] A^Hammer, Armand,^ D^1897-^
>>>>(400) FRPS 0 [10] A^Hamer, Armand,^ D^1897-^
>>>>(400) FRPS 1 [10] A^Khammer, Armand,^ D^1897-^
    (670) NAF 0 A^His The quest of the Romanoff treasure, c1932.^
    (670) NAF 1 A^Blumay, C. The dark side of power, c1992:^ B^CIP t.p.
(Armand Hammer) CIP galley (d. 12/10/90)^
    (670) NAF 2 A^Armand Hammer Foundation. Majstori svetskog slikarstva iz
zbirke Armada Hamera (SAD), 1983:^ B^t.*
    *p. (Armada Hamera)^
    (670) NAF 3 A^Bol'she chem zhizn', 1981:^ B^t.p. (Armada Khammera)^

```

THIS IS THE NEW AUTHORITY RECORD WHICH REPLACES THE OLD PREVIOUSLY MATCHED ONE SHOWN ABOVE (CHANGES MARKED BY ">>>>")

```

REC 3936
  (**350)
    FIN 0 A^ ^
    (001) FCN 0 A^n 50019999 ^
>>>> FIX 0 A^800709n| acannaab| |a aaa 01269cz 2200241n
4500^
    (003) CF3 0 A^DLC^
    (005) CF5 0 A^20011127131314.0^
    (010) RCN 0 A^n 50019999^
    (040) ACS 0 A^DLC^ C^DLC^ D^DLC^ D^CoU^ D^DLC^
>>>>(100) HEPS 0 [1b] A^Hammer, Armand,^ D^1898-1990^
>>>>(400) FRPS 0 [1b] A^Hamer, Armand,^ D^1898-1990^
>>>>(400) FRPS 1 [1b] A^Khammer, Armand,^ D^1898-1990^
    (670) NAF 0 A^His The quest of the Romanoff treasure, c1932.^
    (670) NAF 1 A^Blumay, C. The dark side of power, c1992:^ B^CIP t.p.
(Armand Hammer) CIP galley (d. 12/10/90)^
    (670) NAF 2 A^Armand Hammer Foundation. Majstori svetskog slikarstva iz
zbirke Armada Hamera (SAD), 1983:^ B^t.*
    *p. (Armada Hamera)^
    (670) NAF 3 A^Bol'she chem zhizn', 1981:^ B^t.p. (Armada Khammera)^
>>>>(670) NAF 4 A^Britannica online, Nov. 27, 2001^ B^(Armand Hammer; b.
May 21, 1898, New York, N.Y.; d. Dec. 10, 1*
*990, Los Angeles, Calif.)^

```



```

>>>>>(670) NAF    5      A^Biog. index, Nov. 27, 2001^  B^(Hammer, Armand, 1898-
1990)^
>>>>>(670) NAF    6      A^Grove dict. of art online, Nov. 27, 2001^  B^(Hammer,
Armand; b. New York, 21 May 1898; d. Los Ange*
*les, 10 Dec 1990)^
>>>>>(670) NAF    7      A^Amer. nat. biog. online, Nov. 27, 2001^  B^(Hammer, Armand
(21 May 1898-10 Dec. 1990))^
>>>>>(670) NAF    8      A^Social security death index, Nov. 27, 2001^  B^(Hammer,
Armand; b. 21 May 1898; d. 15 Dec. 1990)^
TUD    0      A^      3^

```

2.2.2 Changes to Capitalization, Punctuation or Diacritics

In the following record the 100 field has been changed by inserting a "-" in the forename. Based on the LC-ARN, this change would have been in the global queue between Meghabghab, Dania Bilal and McLaughlin, Marie. Note that in the global queue pictured above this heading does not appear. The global queue cannot correct changes to capitalization, punctuation or accent marks in headings. If the cataloger wants these corrections to be made, then they must be made manually. These changes generally do not affect the way the entries are indexed by Voyager.

THIS OLD PREVIOUSLY MATCHED AUTHORITY RECORD HAS BEEN REPLACED BY THE NEW ONE WHICH FOLLOWS (CHANGES MARKED BY ">>>>>")

```

REC 36055
(**3253)
(001) FCN    0      A^n  97055264 ^
      FIX    0      A^011212nn acannaabn          |n aaa |||  00000nz  220000n
4500^
(003) CF3    0      A^DLC^
(005) CF5    0      A^20000918200319.0^
(010) RCN    0      A^n  97055264^
(035) LSN    0      A^(OCoLC)oca04350551^
(040) ACS    0      A^DLC^  B^eng^  C^DLC^  D^OCoLC^
>>>>>(100) HEPS  0 [1b] A^Chang, Shih Fu,^  D^1963-^
(670) NAF    0      A^Video on demand systems, c1997:^  B^CIP t.p. (Shih-Fu Chang;
(

```

THIS IS THE NEW AUTHORITY RECORD WHICH REPLACES THE OLD PREVIOUSLY MATCHED ONE SHOWN ABOVE (CHANGES MARKED BY ">>>>>")

```

REC 36055
(**3253)
      FIN    0      A^ ^
(001) FCN    0      A^n  97055264 ^
      FIX    0      A^970528nn acannaabn          |n aaa          00513cz  2200145n
4500^
(003) CF3    0      A^DLC^
(005) CF5    0      A^20011208081356.0^
(010) RCN    0      A^n  97055264^
(035) LSN    0      A^(OCoLC)oca04350551^
(040) ACS    0      A^DLC^  B^eng^  C^DLC^  D^OCoLC^  D^OrU^
>>>>>(100) HEPS  0 [1b] A^Chang, Shih-Fu,^  D^1963-^

```

2.2.3 Deletion of Authority Records

Besides notifying libraries of changes to the authority record, MARCIVE also notifies libraries when specific authority records have been deleted from the file. Below is an example of a notice that a record should be deleted.

This record appears first:

```
THIS NEW AUTHORITY RECORD REPLACES AN OLD PREVIOUSLY MATCHED ONE DELETED ELSEWHERE AND
IDENTIFIED BY THE 010$z BELOW
REC 30778
(**3165)
      FIN      0      A^ ^
(001) FCN      0      A^n 86822342 ^
      FIX      0      A^860424n| acannaab          |a aaa          00784cz  2200157n  4500^
(003) CF3      0      A^DLC^
(005) CF5      0      A^20011203125549.0^
(010) RCN      0      A^n 86822342^  Z^n 91079096^
(040) ACS      0      A^DLC^  C^DLC^  D^DLC^
(100) HEPS     0 [1b] A^Bassett, Charles Walker,^  D^1932-^
(400) FRPS     0 [1b] A^Bassett, Charles,^  D^1932-^
(670) NAF      0      A^nuc86-37116: His The fictional world of John O'Hara, 1964^
B^(hdg. on MeLB rept.: Bassett, Charles*
      * Walker, 1932- ; usage: Charles Walker Bassett)^
(670) NAF      1      A^Political parties & elections, 1991:^  B^t.p. (Charles Bassett,
Dept. of Engl. & Amer. Stud. Prog.,*
      * Colby Coll.)^
(670) NAF      2      A^Colby College, English Dept. Web site, Dec. 3, 2001^  B^(Charles
Walker Bassett; Lee Family Profess*
      *or of American Studies and English, Emeritus; b. S. Dak.; Charles
Bassett)^
      TUD      0      A^      3^
```

These two records appear later in the report:

```
THIS OLD AUTHORITY RECORD WAS PREVIOUSLY MATCHED BUT HAS NOW BEEN DELETED BY THE NEW ONE
WHICH FOLLOWS
REC 33273
(**3213)
(001) FCN      0      A^n 91079096 ^
      FIX      0      A^011212n| acannaab|          |n aaa |||  00000nz  2200000n  4500^
(005) CF5      0      A^19910808102219.1^
(040) ACS      0      A^DLC^  C^DLC^
(100) HEPS     0 [10] A^Bassett, Charles^
(670) NAF      0      A^Political parties & elections, 1991:^  B^t.p. (Charles Bassett,
Dept. of Engl. & Amer. Stud. Prog.,*
      * Colby Coll.)^
```

```
THIS IS THE NEW AUTHORITY RECORD WHICH DELETES THE PREVIOUSLY MATCHED ONE SHOWN ABOVE
REC 33274
```

```

(**3213)
      FIN      0      A^ ^
(001) FCN      0      A^n 91079096 ^
      FIX      0      A^910808n| acannaab          |n aaa      00362dz      2200121n      4500^
(003) CF3      0      A^DLC^
(005) CF5      0      A^20011203125601.0^
(010) RCN      0      A^n 91079096^
(040) ACS      0      A^DLC^ C^DLC^
(100) HEPS     0 [10] A^Bassett, Charles^
(670) NAF      0      A^Political parties & elections, 1991:^ B^t.p. (Charles Bassett,
Dept. of Engl. & Amer. Stud. Prog.,*
* Colby Coll.)^
      TUD      0      A^ 3^

```

Unfortunately, the global queue is unable to correctly process deleted authority records. See the view in Voyager below:

Note that the Heading Bassett, Charles is still listed as an authorized heading with one record attached.

Bassett, Charles Walker, 1932- is also listed as authorized but with zero records attached.

Browse Headings List

	Bibs	Staff Name Headings Search Heading	Heading Type
Authorized	1	Bassett, Charles	personal name
Reference	0	Bassett, Charles, 1932-	personal name
Authorized	0	Bassett, Charles Walker, 1932-	personal name
Authorized	1	Bassett, David L. (David Lee), 1913-	personal name
Reference	0	Bassett, John, 1942-	personal name
Authorized	1	Bassett, John Earl, 1942-	personal name
Authorized	1	Bassett, Lawrence C.	personal name
Authorized	1	Bassett, Lawrence W. (Lawrence Wayne), 1942-	personal name
Authorized	1	Bassett, Sandra	personal name
Authorized	1	Bassett, T. D. Seymour (Thomas D. Seymour)	personal name
Reference	0	Bassett, Thomas D. Seymour	personal name

Browse: Staff Name Headings Search=Bassett, Charles

It is necessary for the cataloger to manually delete the authority record for "Bassett, Charles" and correct the heading in the bib record to "Bassett, Charles Walker, 1932-". As part of this process the cataloger should also evaluate the heading to be sure that the corrected heading is appropriate for the bibliographic record. In this case that means verifying that the Charles Bassett in the online catalog is the same person who wrote Political parties & elections published in 1991. There is also a report available from the server site, which lists the deleted authority records.

2.2.4 Changes to Headings Used Only with Subdivisions

Some heading changes that are included in the Notification Report do not appear in the global queue. The queue only lists headings that are exact matches for the headings in the Notification Report. If a heading only appears in Voyager with a subdivision, then there is not a heading that is an exact match and no global heading change is generated. See the following example:

```
THIS OLD PREVIOUSLY MATCHED AUTHORITY RECORD HAS BEEN REPLACED BY THE NEW ONE WHICH FOLLOWS
(CHANGES MARKED BY ">>>>>")
REC 45083
(**3366)
(001) FCN      0      A^sh 85008293 ^
>>>>> FIX      0      A^011212i| anannbab|          |a ana ||| 00000nz  2200000n  4500^
(003) CF3      0      A^DLC^
(005) CF5      0      A^19960307145018.1^
(010) RCN      0      A^sh 85008293^
(040) ACS      0      A^DLC^  C^DLC^  D^DLC^
>>>>> (053) LCU      0      A^N8356.M4^
>>>>> (150) HET      0 [b0] A^Mentally handicapped artists^
>>>>> (450) FRT      0 [b0] W^nne^  A^Artists, Mentally handicapped^
>>>>> (550) AFT      0 [b0] W^g^  A^Handicapped artists^
```

Old heading

```
THIS IS THE NEW AUTHORITY RECORD WHICH REPLACES THE OLD PREVIOUSLY MATCHED ONE SHOWN ABOVE
(CHANGES MARKED BY ">>>>>")
REC 45083
(**3366)
FIN          0      A^ ^
(001) FCN      0      A^sh 85008293 ^
>>>>> FIX      0      A^010928i| anannbabn          |a ana          00479cz  2200169n  4500^
(003) CF3      0      A^DLC^
(005) CF5      0      A^20011116101254.0^
(010) RCN      0      A^sh 85008293^
(040) ACS      0      A^DLC^  C^DLC^  D^DLC^
>>>>> (053) LCU      0 [b0] A^N8356.M4^
>>>>> (150) HET      0      A^Artists with mental disabilities^
>>>>> (450) FRT      0      W^nne^  A^Artists, Mentally handicapped^
>>>>> (450) FRT      1      W^nne^  A^Mentally handicapped artists^
>>>>> (550) AFT      0      W^g^  A^Artists with disabilities^
>>>>> (550) AFT      1      W^g^  A^People with mental disabilities^
TUD          0      A^  Uo^
```

New heading

The above example from the Notification Report lists a heading that should be changed. This heading does not appear in the global queue that is pictured at the beginning of this section. Below is the search result when a subject heading browse is performed in Voyager.

Note that this heading only appears once in the catalog. It has the subdivision:
- Switzerland - Biography.

Subject heading as it appears in the catalog

Browse Headings List

	Bibs	Staff Subject Headings Search Heading	Heading Type
Reference	0	Mentally handicapped artists	LC subject headings
	1	Mentally handicapped artists Switzerland Biography.	LC subject headings
	1	Mentally handicapped Behavior modification.	LC subject headings
	1	Mentally handicapped California Riverside.	LC subject headings
Reference	3	Mentally handicapped children	LC subject headings
	1	Mentally handicapped children California.	LC subject headings
	1	Mentally handicapped children Care.	LC subject headings
	1	Mentally handicapped children Care United States.	LC subject headings
	6	Mentally handicapped children Education.	LC subject headings
	1	Mentally handicapped children Education California.	LC subject headings
	2	Mentally handicapped children Education Georgia Atlanta Case studies.	LC subject headings

Browse: Staff Subject Headings Search=mentally handicapped artists

The only way to discover that this heading exists and needs to be changed is by comparing the queue to the Notification Report.

2.2.5 Changes to Undifferentiated Name Headings

Another type of change listed in the Notification Report which does not show up in the global queue is a change to an authority record for an undifferentiated name heading. These authority records are used for multiple authors who appear to be different people but for whom unique headings cannot be established. Sometimes the undifferentiated authority records are changed by having additional people added to the record. In this case, no action is required by the cataloger. The authority record covers more people than it did before and should still match the names in the online catalog. See the following example of this type of change.

THIS OLD PREVIOUSLY MATCHED AUTHORITY RECORD HAS BEEN REPLACED BY THE NEW ONE WHICH FOLLOWS (CHANGES MARKED BY ">>>>")

REC 10425

(**1194)

(001)	FCN	0	A^n	79002183	^				
	FIX	0	A^011212n	acannaab		n	aba		00000nz 2200000n

4500^

(003)	CF3	0	A^DLC^						
(005)	CF5	0	A^20010319105309.0^						
(010)	RCN	0	A^n	79002183^					
(040)	ACS	0	A^DLC^	C^DLC^	D^DLC^				
(100)	HEPS	0	[10]	A^Harvey, Richard^					
(670)	NAF	0	A^	[Photographer for Berron's tooth]^					
(670)	NAF	1	A^	Solomon, J. Berron's tooth, 1978 (a.e.)^		B^t.p.			(Richard Harvey)^
(670)	NAF	2	A^	[Author of Blackjack the smart way]^					
(670)	NAF	3	A^	Blackjack the smart way, c2000:^		B^t.p.			(Richard Harvey)^
(675)	NAN	0	A^	BLAISE, Sept. 2000.^					

Note: there are no changes marked by >>>> in the above record

THIS IS THE NEW AUTHORITY RECORD WHICH REPLACES THE OLD PREVIOUSLY MATCHED ONE SHOWN ABOVE (CHANGES MARKED BY ">>>>")

REC 10425

(**1194)

	FIN	0	A^	^					
(001)	FCN	0	A^n	79002183	^				
	FIX	0	A^790110n	acannaab		n	aba		00871cz 2200241n

4500^

(003)	CF3	0	A^DLC^						
(005)	CF5	0	A^20011201063230.0^						
(010)	RCN	0	A^n	79002183^					
(040)	ACS	0	A^DLC^	C^DLC^	D^DLC^	D^Uk^			
(100)	HEPS	0	[10]	A^Harvey, Richard^					
(670)	NAF	0	A^	[Photographer for Berron's tooth]^					
(670)	NAF	1	A^	Solomon, J. Berron's tooth, 1978 (a.e.)^		B^t.p.			(Richard Harvey)^
(670)	NAF	2	A^	[Author of Blackjack the smart way]^					
(670)	NAF	3	A^	Blackjack the smart way, c2000:^		B^t.p.			(Richard Harvey)^
>>>>	(670)	NAF	4	A^	[Author of Knox the fox]^				
>>>>	(670)	NAF	5	A^	Knox the fox, 1980:^		B^t.p.		(Richard Harvey)^
>>>>	(670)	NAF	6	A^	[Co-author of Irlanda del Nord]^				
>>>>	(670)	NAF	7	A^	Irlanda del Nord, 1994:^		B^t.p.		(Richard Harvey)^
>>>>	(670)	NAF	8	A^	[Author of Hitler and the Third Reich]^				
>>>>	(670)	NAF	9	A^	Hitler and the Third Reich, 1998:^		B^t.p.		(Richard Harvey)^
	(675)	NAN	0	A^	BLAISE, Sept. 2000.^				
	TUD	0	A^	3^					

Note: Several fields, which list new authors have been added to the authority record.

If, however, LC is subsequently able to distinguish one person from the others - by the addition of a birth date, for example - then that individual will be removed from the composite authority record. In this case the cataloger must check the online catalog to determine if the authority record still matches the heading in the catalog. See the following example:

```
THIS OLD PREVIOUSLY MATCHED AUTHORITY RECORD HAS BEEN REPLACED BY THE NEW ONE WHICH FOLLOWS
(CHANGES MARKED BY ">>>>>")
REC 16107
(**2205)
(001) FCN      0      A^n  79144273 ^
      FIX      0      A^011212n| acannaab          |n aba |||  00000nz  2200000n  4500^
(003) CF3      0      A^DLC^
(005) CF5      0      A^20010721063230.0^
(010) RCN      0      A^n  79144273 ^
(035) LSN      0      A^(OCoLC)oca00375427^
(040) ACS      0      A^DLC^  C^DLC^  D^DLC^  D^OCl^  D^UkCU^  D^DLC^  D^Uk^
(100) HEPS     0 [10] A^Cox, Michael^
(667) NAU      0      A^Record covers additional persons.^
(670) NAF      0      A^[Contributor to The great records]^
(670) NAF      1      A^March, I. The great records, 1967 (a.e.)^  B^t.p. (Michael Cox)^
(670) NAF      2      A^[Joint author of Il compromesso sovietico]^
(670) NAF      3      A^Il compromesso sovietico, 1977 (a.e.)^  B^t.p. (Michael Cox)
back cover (an editor of the British j*
      *ournal Critique)^
(670) NAF      4      A^Beyond the cold war, 1990:^  B^t.p. (Michael Cox) BL AL sent 13
July 1995^
(670) NAF      5      A^[Author of East Suffolk]^
(670) NAF      6      A^East Suffolk, 1991:^  B^t.p. (Michael Cox)^
>>>>> (670) NAF      7      A^[Co-author of Chemistry]^
>>>>> (670) NAF      8      A^Chemistry, c2000:^  B^t.p. (Michael Cox) BL AL sent 25 June
2001^
(675) NAN      0      A^BNB indexes, 1976-1979;^  A^Int. who's who in music and mus.
dir., 8th ed.;^  A^Baker, T. Baker's *
      *biog. dic. of music., 6th ed.^
```

Note that fields 7 & 8 in the original record are marked as requiring change

THIS IS THE NEW AUTHORITY RECORD WHICH REPLACES THE OLD PREVIOUSLY MATCHED ONE SHOWN ABOVE
(CHANGES MARKED BY ">>>>>")

REC 16107

(**2205)

	FIN	0	A^ ^						
(001)	FCN	0	A^n 79144273 ^						
	FIX	0	A^791213n acannaab	n aba	00980cz	2200229n	4500^		
(003)	CF3	0	A^DLC^						
(005)	CF5	0	A^20011206052324.0^						
(010)	RCN	0	A^n 79144273^						
(035)	LSN	0	A^(OCoLC)oca00375427^						
(040)	ACS	0	A^DLC^ C^DLC^ D^DLC^ D^OCl^ D^UkCU^ D^DLC^ D^Uk^						
(100)	HEPS	0 [10]	A^Cox, Michael^						
(667)	NAU	0	A^Record covers additional persons.^						
(670)	NAF	0	A^[Contributor to The great records]^						
(670)	NAF	1	A^March, I. The great records, 1967 (a.e.)^	B^t.p. (Michael Cox)^					
(670)	NAF	2	A^[Joint author of Il compromesso sovietico]^						
(670)	NAF	3	A^Il compromesso sovietico, 1977 (a.e.)^	B^t.p. (Michael Cox)					
back cover	(an editor of the British j*		*ournal Critique)^						
(670)	NAF	4	A^Beyond the cold war, 1990:^	B^t.p. (Michael Cox) BL AL sent 13					
July 1995^									
(670)	NAF	5	A^[Author of East Suffolk]^						
(670)	NAF	6	A^East Suffolk, 1991:^	B^t.p. (Michael Cox)^					
(675)	NAN	0	A^BNB indexes, 1976-1979;^	A^Int. who's who in music and mus.					
dir., 8th ed.;^	A^Baker, T. Baker's *		*biog. dic. of music., 6th ed.^						
	TUD	0	A^ ^						

Note that fields 7 & 8, which appeared in the original record, have been removed

At this point, the cataloger must search the online catalog to determine if the Michael Cox who co-authored a book on chemistry is the same as the Michael Cox in the online catalog. If so, then the current authority record no longer matches the bibliographic record. It is necessary for the cataloger to search the LC name authority file to determine the new correct heading for the Michael Cox who writes on chemistry. See the LC authority record below:

ARN: 5643562

Rec stat: n Entered: 20011205
 Type: z Upd status: a Enc lvl: n Source:
 Roman: ü Ref status: n Mod rec: Name use: a
 Govt agn: ü Auth status: a Subj: a Subj use: a
 Series: n Auth/ref: a Geo subd: n Ser use: b
 Ser num: n Name: a Subdiv tp: n Rules: c Ý
 1 010 nb2002001101 Ý
 2 040 Uk ßb eng ßc Uk Ý
 3 005 20011206052205.0 Ý
 4 100 1 Cox, Michael, ßd 1934 Feb. 27- Ý
 5 667 Data provided by Cambridge Univ. Lib. Ý
 6 667 Formerly on undifferentiated name record n79144273 Ý
 7 670 Chemistry, c2000: ßb t.p. (Michael Cox) BL AL sent 25 June 2001 ÝÜ 8 670 E-mail from author, 16 Nov. 2001
 ßb (Dr. Michael Charles Cox, born 27 Feb. 1934) Ý

If this is the correct heading for the Library's bibliographic record, then the cataloger should correct the heading in the online catalog and mark the record as ready for export. This will return the bib record to MARCIVE for processing. MARCIVE will add the new authority record to the Library's history and send a copy of the authority record to the Library as part of the next month's Notification Service.

2.2.6 Mismatched Headings

One last example and a word of warning are probably appropriate here. Just because MARCIVE selected an authority record as a match for a name in the online catalog does not mean that the name necessarily matches. As part of the work with the global queue and the Notification Report, the cataloger should be on the lookout for headings that do not match the authority record to which they have been linked. It may not be possible to find them all but the ones that are found should be corrected. Going back to the notification for "Harvey, Richard" which is listed above as an undifferentiated name it is possible to see an example of this problem. Ordinarily, the cataloger might not check the catalog for this record. However, if for some reason the catalog is checked, it is possible to discover that the "Harvey, Richard" in the catalog does not match either the old or the new versions of this authority record. Upon checking the LC Name Authority File it is possible to find a better match. In the example below, an authority record which is a closer match to the heading in the bibliographic record is available. In this case, the bib record should be changed to match the authority record and then exported to MARCIVE so that the new authority record can be sent to the Library and added to the Library's history. See the following example:

Voyager Cataloging - [Bib 62864 : Life under pressure [videorecording] / a Goldcrest Multimedia production with Antenne 2 TV, Franc...]

File Edit Record Display Options Window Help

New Open Save Search Headings Titles Save to DB New Hldgs Get Hldgs New Items Get Items Hierarchy Help

MARC | System | History |

Leader: 01815cgm 22004091a 45 0 006

005: 20020104165525.0 007: v.fucbahou

008: 951113 s 1984 _ _ nju 028 _ e _ _ _ _ v l eng _ d

Tag	I1	I2	Subfield Data
508			⌘a Camera, Syd Macartney, Steve Keith-Roach ; film editor, John Lyte ; narrators, Derek Cooper, Miriam Margolyes ; music, Richard Harvey.
520			⌘a Depicts "the journey of a red blood cell around the circulatory system to discover the efficiency and elegance of design that delivers oxygen and food to all parts of the body and removes wastes before they can do harm"--Container.
538			⌘a VHS.
650	0		⌘a Blood ⌘x Circulation.
650	0		⌘a Cardiovascular system.
650	0		⌘a Documentary films.
700	1		⌘a Urban, Stuart.
700	1		⌘a Sabbagh, Karl.
700	1		⌘a Cooper, Derek.
700	1		⌘a Margolyes, Miriam.
700	1		⌘a Harvey, Richard
710	0		⌘a Films for the Humanities (Film)

Personal Name, Added Entry 5:04 PM

This authority record is for a composer who appears to have worked in film.

Note: this Richard Harvey is a composer who has written music for documentary films.

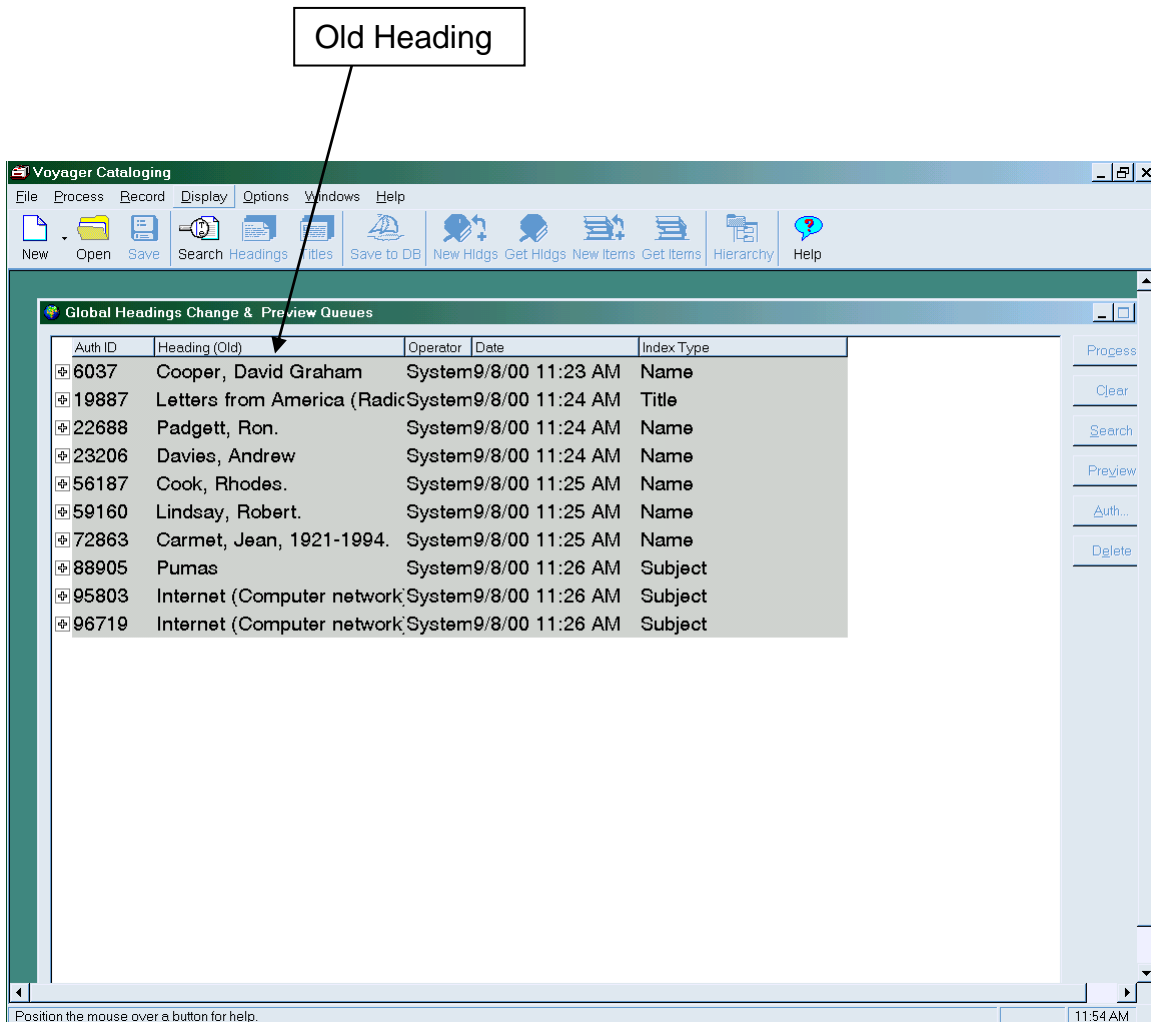
ARN: 3588156

Rec stat: n Entered: 19940401
 Ü Type: z Upd status: a Enc lvl: n Source: c
 Roman: ü Ref status: n Mod rec: Name use: a
 Govt agn: ü Auth status: a Subj: a Subj use: a
 Series: n Auth/ref: a Geo subd: n Ser use: b
 Ser num: n Name: a Subdiv tp: n Rules: c Ý

Ü 1 010 no 94010694 Ý
 Ü 2 040 ViU ßc ViU Ý
 Ü 3 005 19940418123055.2 Ý
 Ü 4 100 1 Harvey, Richard, ßc composer Ý
 Ü 5 667 Can not identify with Harvey, Richard, 1953- Ý
 Ü 6 670 Hostages, 1993: ßb credits (music by Richard Harvey) Ý

2.3 Global Headings Changes

In order to process the global headings change queue effectively, the [Monthly MARCIVE Notification Report](#) should be used in conjunction with the global queue. The discussion below describes the actions taken in the queue but does not include information about the Notification Report. Please consult the Head of Collection and Resource Management for more information about the Notification Report. In Voyager Cataloging click on the File menu and then click Global Headings Change. This will bring up the global queue. See the example below:



The above screen shows the old heading which Voyager is suggesting needs to be changed. Click on the plus sign next to the heading to retrieve more information.

The screen shot below illustrates the global queue after Cat Jobs 11 and 12 have been run. These jobs can be run through the [WebAdmin](#) feature available online. The needed username and password may be obtained from the Head of Collection and Resource Management.

The screenshot shows the Voyager Cataloging interface. The main window displays a table of global headings. The heading for 'Cooper, David Graham' (Auth ID 6037) is expanded to show a new heading: 'Cooper, D. G. (David Graham), 1931-'. A callout box labeled 'New Heading' points to this new heading. The 'Auth' button on the right is also highlighted with an arrow.

Auth ID	Heading (Old)	Operator	Date	Index Type
6037	Cooper, David Graham	System	9/8/00 11:23 AM	Name
	Process? Heading (New) Bibs Authorized?			
	Cooper, D. G. (David Graham), 1931-	2	Yes	
19887	Letters from America (Radic	System	9/8/00 11:24 AM	Title
22688	Padgett, Ron.	System	9/8/00 11:24 AM	Name
23206	Davies, Andrew	System	9/8/00 11:24 AM	Name
56187	Cook, Rhodes.	System	9/8/00 11:25 AM	Name
59160	Lindsay, Robert.	System	9/8/00 11:25 AM	Name
72863	Carmet, Jean, 1921-1994.	System	9/8/00 11:25 AM	Name
88905	Pumas	System	9/8/00 11:26 AM	Subject
95803	Internet (Computer network	System	9/8/00 11:26 AM	Subject
96719	Internet (Computer network	System	9/8/00 11:26 AM	Subject

In the screen above, the heading for Cooper, David Graham has been expanded to display the new heading that is suggested for this name. It indicates that there are 2 bib records attached to this authority record which can be changed globally. The cataloger now needs to decide if this global change should be made.

By clicking the Auth button it is possible to view the authority record involved in this global heading change. See the record on the following page:

Voyager Cataloging - [Auth 6037 : Cooper, D. G. (David Graham), 1931-]

File Edit Record Display Options Window Help

New Open Save Search Headings Titles Save to DB New Hldgs Get Hldgs New Items Get Items

MARC | System | History | Create Holdings for the active bib record.

Leader 00733cz 2200205n 4500

005: 20000908112359.0

008 000606 n | _ a c a n n a a b n _____ | a _ a a a _ _ _ _

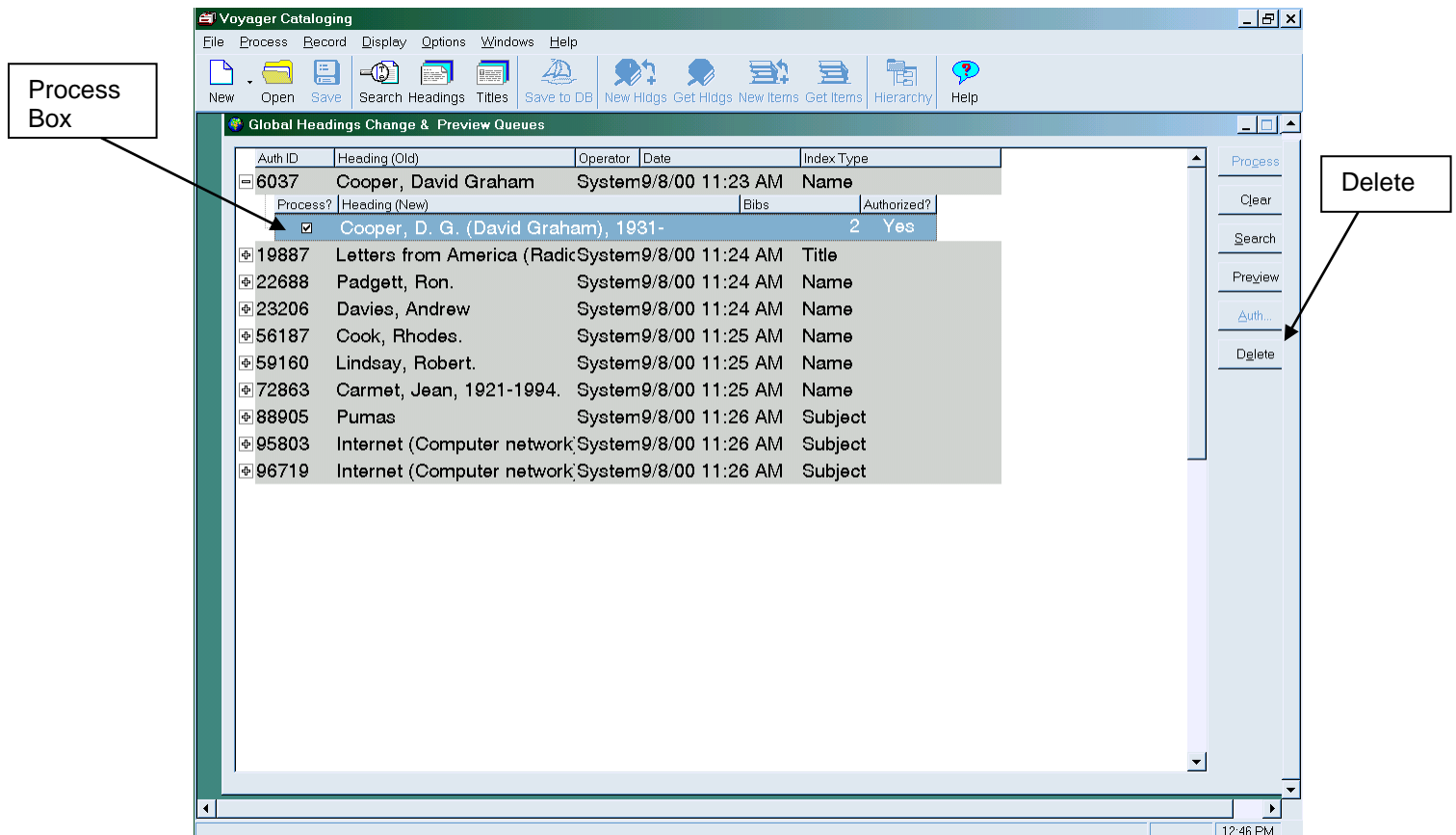
Tag	I1	I2	Subfield Data
010			‡a n 50026183
035			‡a (OCoLC)oca00061579
035			‡a (DLC)n 50026183
040			‡a DLC ‡c DLC ‡d Uk ‡d DNLM
100	1		‡a Cooper, D. G. ‡q (David Graham), ‡d 1931-
400	1		‡a Cooper, David, ‡d 1931-
400	1		‡w nnaa ‡a Cooper, David Graham
670			‡a Laing, R. D. ‡b Reason & violence, 1964.

12:34 PM

After viewing this authority record, the cataloger determines if the processing should take place which will change the heading from Cooper, David Graham to Cooper, D. G. \$q (David Graham), \$d 1931-

Care should be taken at this point to ensure that the change that has been suggested is one that should be made. In the case of name headings it is possible that changes will be suggested which should not be made.

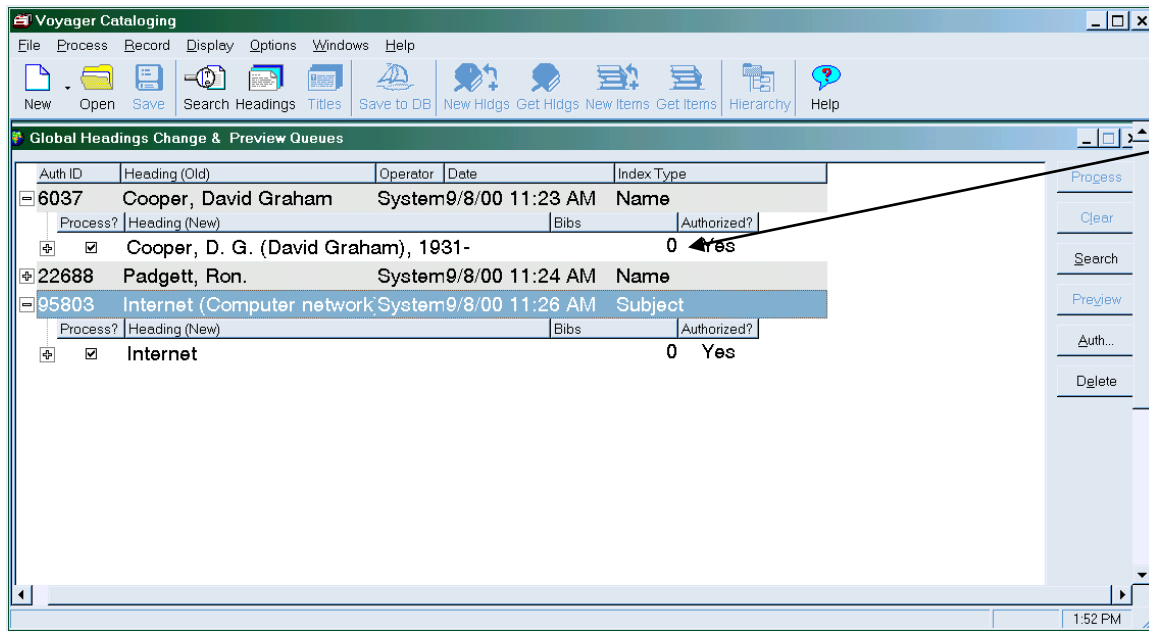
If it is determined that a change should be made, then the process box should be checked. If it is determined that a change should NOT be made, then the line should be highlighted and the Delete button should be clicked to remove the heading from the queue.



After all headings in the list have been reviewed and decisions have been made about each heading, CatJob 13 should be run from the [Webadmin](#) site that was mentioned above. This job will make all of those headings changes that have been approved.

After job 13 has been run, the global queue should be checked again. Some headings may remain on the list. When checked, it may be discovered that they show 0 bib records attached.* This indicates that there are still records, which contain this heading in the database, but none of them can be updated through the global change process. These records must be located and updated manually.

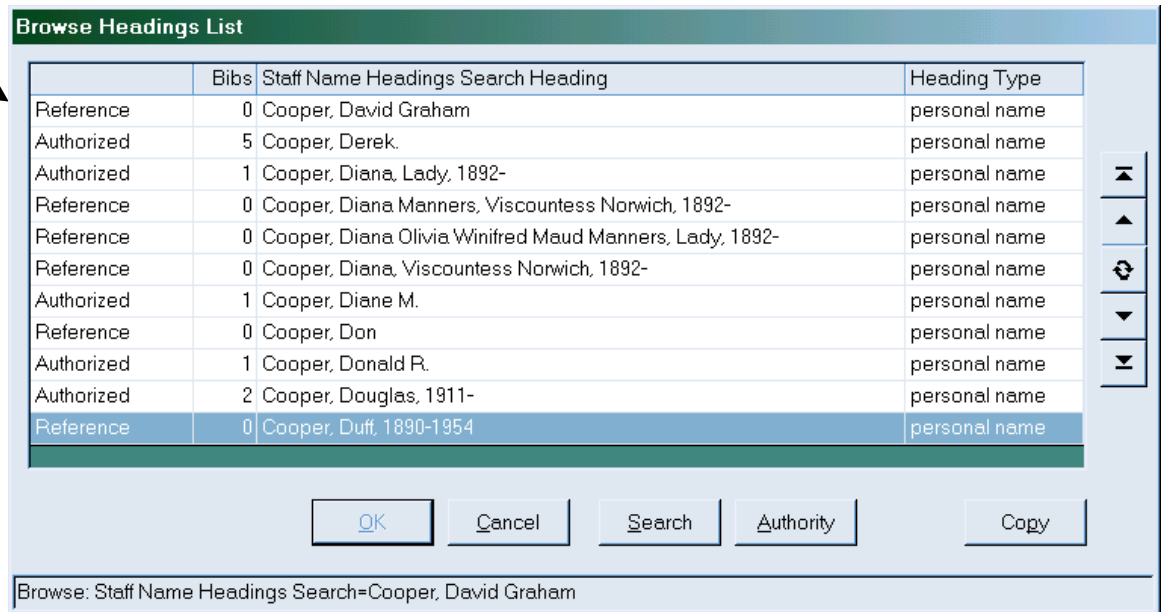
*It should be noted that this function in Voyager began failing without explanation. It is uncertain whether it will ever be restored because we have been unable to convince Endeavor that it ever existed in the first place! At this point it is necessary to make a screen shot of the queue before processing it and double check all headings to be sure that no old headings are left unchanged.



Note that 0 Bibs are attached

By selecting Cooper David Graham and clicking the Search button to the left, the following search results are retrieved. Since the heading now exists in the catalog only as a cross reference to the main heading, the line for Cooper, David Graham can now be deleted from the Global Heading Change queue.

Note that the only use of the heading is now as a reference



When the line for Internet (Computer network) is selected and the search button is clicked, the following list results:

Browse Headings List			
	Bibs	Staff Subject Headings Search Heading	Heading Type
Reference	0	Internet (Computer network)	LC subject headings
	1	Internet (Computer network) Government policy.	LC subject headings
	8	Internet (Computer network) Handbooks, manuals, etc.	LC subject headings
Reference	0	Internet (Computer network) in education	LC subject headings
	1	Internet (Computer network) Psychological aspects.	LC subject headings
	2	Internet (Computer network) Social aspects.	LC subject headings
	1	Internet (Computer network) United States.	LC subject headings
	1	Internet (Computer network) United States Periodicals.	LC subject headings
	1	Internet (Computer network) Vocational guidance.	LC subject headings
Reference	0	Internet Directories	LC subject headings
Authorized	3	Internet in education	LC subject headings

Browse: Staff Subject Headings Search=Internet (Computer network)

Notice that a number of headings remain in the catalog for Internet (Computer network). All of these headings have subdivisions and as a result could not be corrected with the global heading change for the main subject. There are two ways to correct these headings. The simplest method is to locate the headings in the catalog and change them manually from Internet (Computer network) to Internet.

There will be times when there are too many records involved for manual change to be feasible. In that case, it is possible to force a global change. The first step in this process is creating a dummy authority record that matches the old heading exactly. In this case Internet (Computer network) \$v Handbooks, manuals, etc. The authority record can be created by selecting <Record> on the menu bar and then <New> and <Authority>. See the resulting record below:

This record should be saved to the database. After it has been saved, it should be edited to the new form. In this case that will be Internet \$v Handbooks, manuals, etc. It should then be saved to the database again.

Dummy
Authority
Record

Dummy authority
record has been
edited to reflect
the new form of
the heading.

Editing the 1xx field of an authority record causes it to be placed in the global heading change queue. The next time Cat Jobs 11 and 12 are run there will be a global heading change created from the dummy authority record. This change can then be processed in the same manner as any other global heading change. After the heading has been corrected, the dummy authority record should be deleted from the catalog