

SECTION 10.0

Authority Control : Verifying Name, Title, and Subject Headings

Background:

“Authority control” is the process of maintaining consistent access points (name, title, subject headings) in a catalog. For example, by using the same version (“authorized” form) of a name for an author, the patron can find all the works by that person using 1 author search in the PAC. Authority records provide the authorized form of the name and “See” and “See Also” references for variations of the author’s name. The authorized form of the name heading should be used in all bibliographic records.

The OPAC Committee (2/26/2014) confirmed that authority control is important to patrons. **All Bibliographic Unit and jurisdiction catalogers are required to verify headings (name, title, subject) in all new records for all formats added to the catalog to make sure the form of the heading in the bibliographic record matches the authorized form in the authority record.** The Bibliographic Unit will continue to only add authority records or do authority control cleanup when requested by staff. The Supervising Cataloger can create new authority records upon request. Any trained cataloger can add new authority records from a source like Library of Congress to the catalog.

Because we have not been adding authority records for new headings for several years, you may not find authority records in Polaris for all the headings. If you can’t find an authority record in Polaris for your heading, you can search one of the following “authority files” to see if you are using the correct form of the name in the bibliographic record:

- Library of Congress Authorities located at <http://authorities.loc.gov/>
- Authorities in the SkyRiver client

NOTE: The Cataloging Committee previously agreed that staff do not need to verify name, title, and subject headings for short bibliographic records entered for books and DVDs that the Bibliographic Unit will overlay with fully cataloged records. However, you should verify names, series, and any subjects you add for a bibliographic record entered for materials not fully cataloged by the Bibliographic Unit. At a minimum, staff should verify the headings that do not match existing full headings when you use the “Check Headings” (or Ctrl-J) command in a bibliographic record in Polaris.

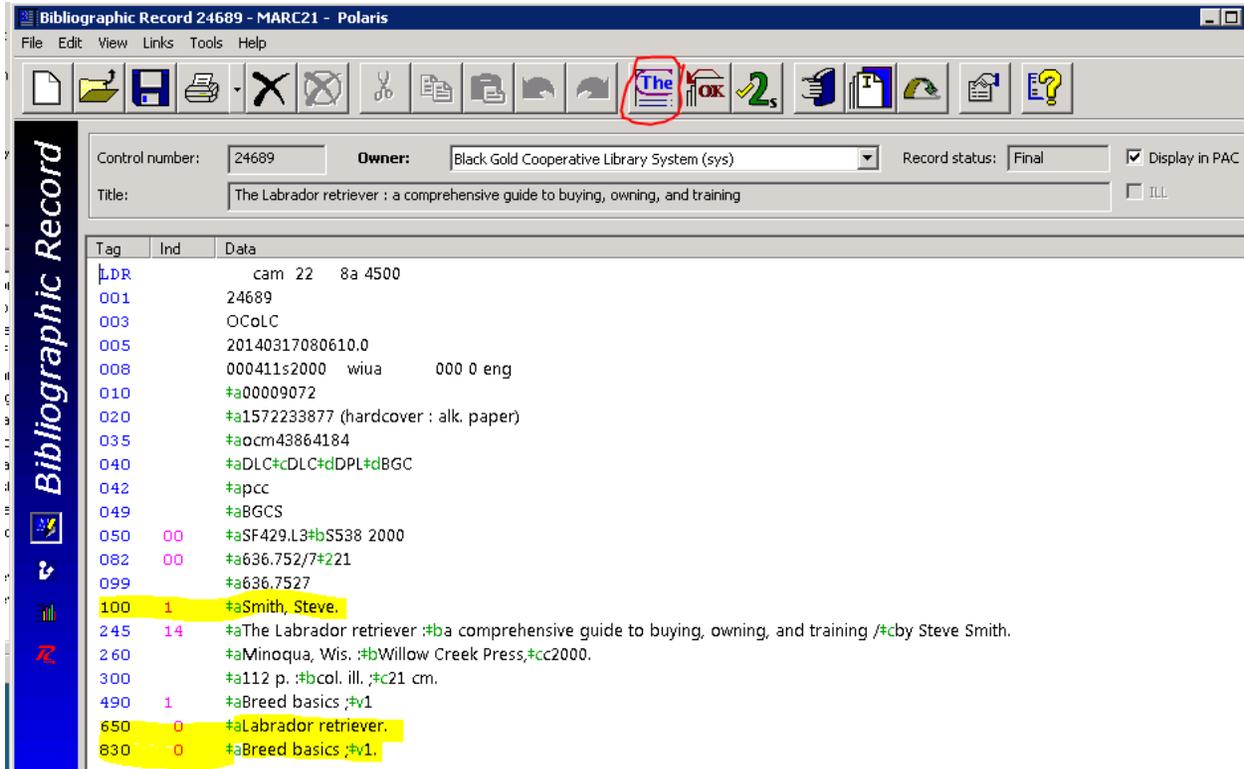
See the following pages for how to verify headings in Polaris bibliographic records and examples.

Summary Steps:

1. Verify name, title and subject headings in Polar bibliographic record by using “Check Headings” function.
2. Use the Authority Records “Keyword” or “Heading” search to look up the specific authority record for a name (personal or corporate body), title, or subject in Polaris.
3. Look at the Authority record for each similar name and read the 670 and other fields to see if the authorized heading matches the right name.
4. Copy the authorized form of the name from the authority record into the bibliographic record.

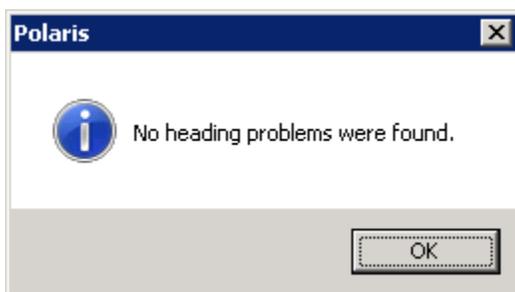
Verifying Headings in Polaris Bibliographic Records:

Step 1. To verify name, title and subject headings all at once in a Polaris bibliographic record, click on the “Check Headings” button or use Ctrl-J while the bibliographic record is open or Save the bibliographic record (Polaris automatically checks headings when you Save):



When you save the record or click on the “Check Headings” button, you will see 1 of 3 things happen:

- a. If no heading problems are found, you will see a window pop up:



- 1) If no heading problems are found, but you have a common name like “Smith, Steve” without additional information like birth dates, you should still “check the authority file” (search for an authority record) and verify that the name is used for the correct author. See Step 2.

Note: The “Check Headings” function, does NOT verify whether you have the right heading in the bibliographic record for an “undifferentiated name” (common name used by several people when the cataloger was unable to confirm distinguishing information like birth date for a specific author). For example, you may have “Smith, Steve” which matches one authority record for someone who has written about pole vaulting and other authors, but your Steve Smith writes books about dogs so he should be entered as “Smith, Steve,|d1947-“ in the bibliographic record.

Example of “Undifferentiated name” authority record:

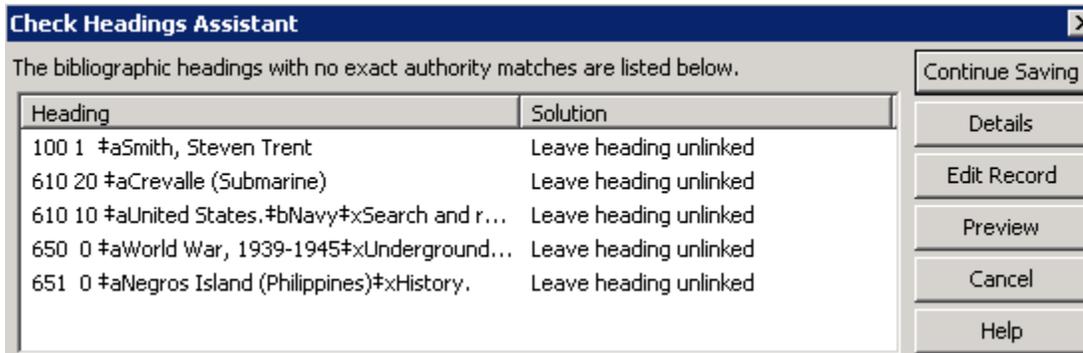
Control number: 24498 Record status: Final

Heading: Smith, Steve

Tag	Ind	Data
LDR		cz 22 n 4500
001		24498
005		20061221084421.0
008		820609n acannaabn n aba
035		#an 82078899
010		#an 82078899
035		#a(OCoLC)oca00775615
035		#a(Uk)000845543
040		#aDLC+cDLC+dDLC-R+dDLC+dUk+dDLC+dRPB+dUk+dDLC
100	1	#aSmith, Steve
667		#aManual NAR for Steve Smith, subject of Pole Vault, Not in LC.
670		#a[Added entry for Pole vault]
670		#aData from Track & field news for Pole vault [MP] 1973 (subj.)#b(Steve Smith)
670		#a[Author of The good old days]
670		#aHis The good old days, 1991:#bcover (Steve Smith)
670		#a[Arranger of Southern mountain dulcimer]
670		#aSouthern mountain dulcimer, c1995:#bt.p. (arranged by Steve Smith)
670		#a[Editor of PCT bird management field guide]
670		#aPCT bird management field guide, c1999:#bt.p. (Steve Smith)
670		#a[Author of Bersham, the early years]
670		#aBersham, the early years, c1984
670		#aBL H&SS, 5 May 2001#b(hdg.: Smith, Steve)
670		#a[Author of Dining on Babylon 5]
670		#aDining on Babylon 5, 1998:#bt.p. (Steve Smith) BL AL sent 21 July 1999
670		#a[Artist of All new door comix]
670		#aAll new door comix, c1971:#bt.p. verso (graphics by Steve Smith)
670		#a[Illustrator of If towns could talk ...]
670		#aIf towns could talk ..., 2001:#bt.p. (Steve Smith) BL AL sent 17 Aug. 2006
675		#aWW in Amer., 1980-81;#aWW in the East, 1981-82;#aWorking press of the nation, v. 2, 1981;#aNew encyclopedia of, 1977;#aHalls of Fame, sports, 1977;#aInt. ww in music, 14th-15th eds.;#aASCAP biog. dict., 4th ed.;#aMantle Fielding's Dict. of Amer. painters, sculptors & engravers, 2nd ed.;#aWW, 2006]

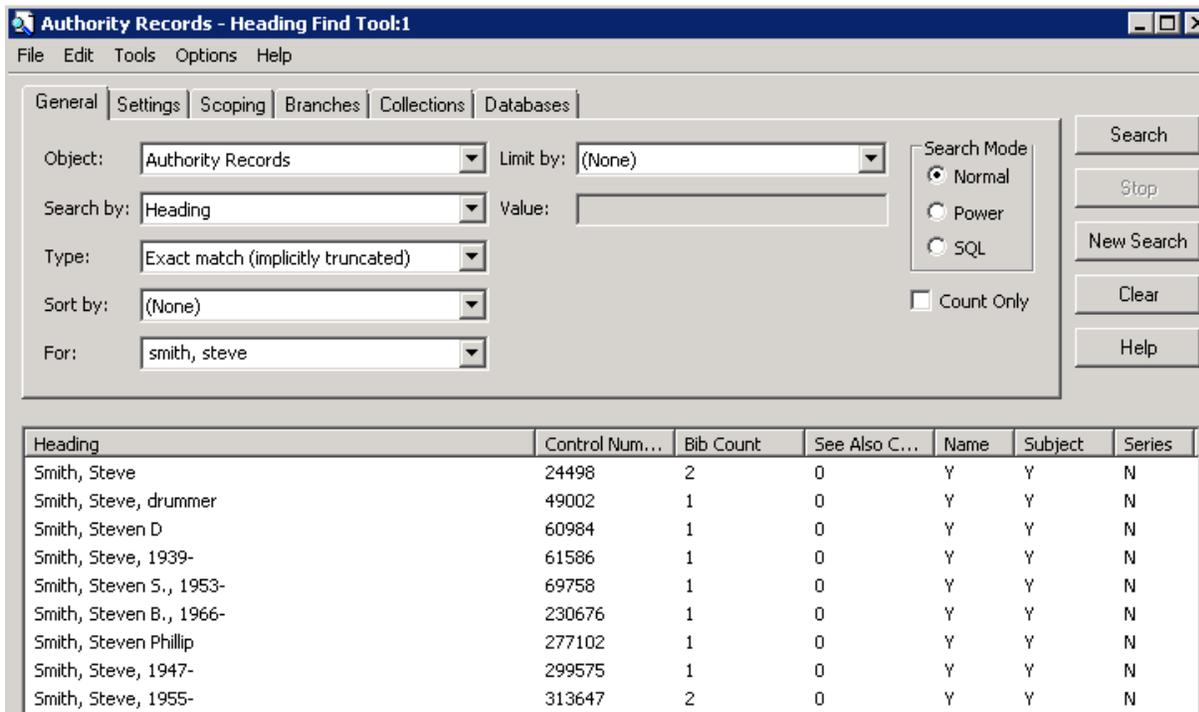
- 2) If no heading problems are found and you have a unique name, then you are done.
 - b. If you have any unlinked headings (no matching authority record found), the Check Headings Assistant window pops up with a list of the problem headings. In this case, go top Step 2, to look up the authority record.

Example showing Check Heading Assistant window listing unlinked authority matches for a name and subjects:



- c. In some cases, you may not see any window pop up when you save a record that was previously added to Polaris. You are done.

Step 2. Use the Authority Records “Keyword” or “Heading” search to look up the specific authority record for a name (personal or corporate body), title, or subject in Polaris. The “Keyword” search is best for looking up name/title series. Copy or type the search term into the “For” box as shown below. It is often better to try a shorter version of the name, and you may need to search for alternative names.



Step 3. Look at the Authority record for each similar name and read the 670 and other fields for what that person has written or worked on to find a match to the name.

- a. If you find a matching name, copy the established form of the personal name from the 100 field of the authority record and paste it into your bibliographic record. (Other 1XX fields are in authority records for other types of headings like series and subjects.) The RDA (*Resource Description & Access*) authority records may also have helpful information about the name in new fields like the 374 Occupation field which may help distinguish between different authors.

For more information about the specific fields in authority records, see the *MARC 21 Format for Authority Data* found at: <http://www.loc.gov/marc/authority/>

An example of a fully established authority record for a personal name:

Authority Record 299575 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 299575 Record status: Final

Heading: Smith, Steve, 1947-

Tag	Ind	Data
LDR		nz 22 n 4500
001		299575
005		19880402074127.7
008		880224n acannaab a aaa
035		#an 88074346
010		#an 88074346
040		#aDLC#cDLC
100	1	#aSmith, Steve,#d1947-
400	1	#aSmith, Steven R,#d1947-
670		#aHis Woodcock shooting, c1988:#bCIP t.p. (Steve Smith)
670		#aContemp. auth., c1986:#bv. 118, p. 439 (Smith, Steven R.; b. 4/9/47, Leslie, Mich.; editor of Michigan sportsman)
907		#a.a11747341#b09-10-01#c09-10-01#dv#e-#f-
998	4	#aLDR57 LDR 20070922054048 LDR #bLDR57 LDR 20070922054048 LDR

The “040 |aDLC” tells us that this is an authority record established by the Library of Congress. The 100 field contains the established (authorized) form of the name.

The 670 fields are notes about the source of the established name (where it was found) and may also contain biographical information about the person.

Some older authority records in Polaris may have 907 and 908 local fields that were migrated over from the previous catalog.

See the following example of an RDA authority record and how the 400 cross-reference field shows up in the OPAC.

An example of a fully established RDA authority record for a personal name

Authority Record 402156 - MARC21 - Polaris

Control number: 402156 Record status: Final

Heading: Temple, Shirley, 1928-2014

Tag	Ind	Data
LDR		cz 22 n 4500
001		402156
005		20140224085202.0
008		800324n azannaabn a aaa
010		+an 80004347
035		+a(OCoLC)oc00386997
035		+a2364561
035		+a39194
040		+aDLC#beng#erda#cDLC+dPPI-MA#dUPB#dIEN#dUPB#dDLC
100	1	+aTemple, Shirley,#d1928-2014
400	1	+aAgar, Shirley Temple,#d1928-2014
400	1	+aBlack, Shirley Temple,#d1928-2014
400	1	+aBlack, Charles A.,#cMrs.,#d1928-2014
670		+aMacK, G. The story of Shirley Temple, c1934.
670		+aNew Grove dict. of Amer. mus.#b(Temple (Black), Shirley; b. Apr. 23, 1928, Santa Monica, CA; actress and popular singer)
670		+aEnc. of pop. mus., 3rd ed.#b(Temple, Shirley; b. Apr. 23, 1928, Santa Monica, Calif.; actress, singer, and dancer)
670		+aWw of Amer. women, 22nd ed.#b(Black, Shirley Temple (Mrs. Charles A. Black); b. Apr. 23, 1928, Santa Monica, Calif.; former ambassador, former actress)
670		+aShirley Temple festival, 2002:#bcontainer (historic newsreel footage of her marriage to the late John Agar)
670		+aNew York times (online), viewed Feb. 11, 2014#b(Shirley Temple Black; b. Shirley Jane Temple, Apr. 23, 1928, Santa Monica, Calif.; m. John Agar Jr., 1945 (div. 1949); m. Charles Alden Black, 1950 (d. 2005); d. Monday night [Feb. 10, 2014], Woodside, Calif., aged 85)
678	0	+aShirley Temple (1928-2014) was an actress, performer, and ambassador.
046		#f19280423#g20140210
370		+aSanta Monica (Calif.)#bWoodside (Calif.)
374		+aMotion picture actors and actresses#aAmbassadors#2lcsh
374		+aActor#2itoamc
374		+aSinger#2itoamc
374		+aDancer#2itoamc
374		+aAmbassador#2itoamc
375		+afemale
377		+aengl
378		+qShirley Jane

The 400 fields contain the “See” cross-references for the established name in this authority record. Some name authority records may include 500 fields with “See Also” tracings to identify different but related authorized forms of headings. New/upgraded RDA authority records contain fields that can describe more specific information like 374 Occupation, 375 Gender, and 376 Family Information.

Example of 400 See reference in the OPAC (comes from the authority record):

Search for: Author

that begins with: Black, Shirley

Go!

10 per page

< Previous 10 Headings Next 10 Headings >

Browse Headings	#
Black, Shirley Temple, 1928-2014	--
SEE: Temple, Shirley, 1928-2014	46

- b. If you do not find a matching authority record in Polaris, search another authority file like:
- Library of Congress Authorities located at <http://authorities.loc.gov/>
 - Authorities in the SkyRiver client: Catalogers using the SkyRiver database can use the “Verify Headings” function available in bibliographic records to verify if the “headings” are valid. See the separate *SkyRiver Client Cataloging Procedures* for more details.
- c. If no matching authority record can be found, just record the name as it appears on the book or refer it to the Bibliographic Unit. Verify any other unlinked headings found in your bibliographic record. You are done.

NOTE: For full authority control, the trained cataloger can also import the authority record, especially in cases where cross-references are helpful to patrons.

Resources:

- See the most recent version of the *Polaris Cataloging Guide* for directions on “Checking Authority Headings” or use online Help within Polaris.
- Contact the Cataloging Supervisor if you have any questions about a specific heading.