AUTHORITY CONTROL

What You Need to Know to do it Yourself

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- 225,000 bibliographic records
- 102,000 authority records
  - ◆ Download only authority records which have xrefs
- 4,500 titles cataloged annually
- 2.25 FTE professional catalogers

Using III Authority Reports (#105070)

Decisions

- How often to print (or view online)
  - ◆ Recommended daily or weekly
- Whether or not to exclude records without a Cat Date in the bib record
  - ◆ If full record is downloaded at time of order, do not exclude Cat Date
- Whether to limit any reports
- What fields to include in duplicate field report
  - ◆ Call number, ISBN/ISSN, OCLC #, barcode

Headings are Checked When:

- Record is downloaded

- Title is changed

- Heading is added, deleted or modified

- Record is suppressed or unsuppressed by using BCODE3 field in bib record

- Bib record is deleted

Excluding Based on Cat Date

- ■ Select a report (or ALL)
  - ◆ System provides information and warning

Exclude records without a CAT DATE? (y/n)

- ◆ System can be set so this question is not asked; reports will automatically exclude bib records without cat date (A>A>S>O>D #4)
  - ✦ Workflow considerations

Limiting by Other Criteria

Limit report to specific

F> Function done by user (User Manual #101470)

U> User

T> Terminal number used by user

L> Location in bib rec

P> Prepare report

Q> QUIT

Choose one (F,U,T,L,P,Q)

Reports on Headings

F > Headings used for FIRST Time

I > INVALID headings used

D > DUPLICATE call numbers & other errors

B > BLIND References

R > Duplicate authority RECORDS

U > Bibliographic UPDATES **

N > NEAR matches **

L > BUSY matches **

X > Non-Unique 4XXs **

Y > Cross-Thesaurus matches **

A > ALL reports

C > CLEAR report file

Q > QUIT

Choose one (F,I,D,B,R,U,N,L,X,Y,A,C,Q)

From main menu, select D> then H>

Headings Used for the First Time (#101471)

- Authors
- Subjects (including subdivisions)
- NOT series or uniform titles
  - Perform authority work at time of cataloging
  - Create list of new bibs with UTs and series, then check
- UMD downloads authority record only if cross references (4xx or 5xx) are present

Sample Authority Record

A10818753 Last upd:03-28-00 Created:09-15-97 Rev:2

01 ACODE1:   02 ACODE2:   03 ASUPPRESS:

04 001   oca02099795

05 008   860211i anannbab   a ana   cz n

06 010   sh 85038796

07 053   QL737.C22|cZoology

08 053   SF421|bSF440.2|cDomestic animals

09 150   Dogs

10 450   Dog

11 550   Domestic animals|wg

12 681 |iExample under|aPets

Sample First Time Use (FTU) Author

FIELD: 100 1 |aCole, Bernard Conrad

INDEXED AS AUTHOR: cole bernard conrad

MESSAGE: ----------FIRST TIME USE---------

PRECEDED BY: cole babette

FOLLOWED BY: cole brock

FROM: b1231545x Cole, Bernard Conrad The emergence of net-centric computing / Bernard C. Cole

CATALOG DATE: 01-16-2002

FUNCTION: oc AT TERM: 0 INITIALS: bjt ON Wed Jan 16 2002 15:35:30

First Time Authors

- On III report, check preceding and following entries for new heading

  - Remember that preceding and following entries may be from 4xx or 5xx field in another authority record

- Search OPAC only if a potential problem exists (UMD always searches OPAC)

  Groft, Tammis Kane

  Preceded by: grofman bernard

  Followed by: grogan denis joseph

  DECISION: no potential problem, skip OPAC search

Example from Author FTU List

FIELD: 100 1 |aDoyle, Arthur Conan,|d1859-1930

INDEXED AS AUTHOR: doyle arthur conan 1859 1930

PRECEDED BY: doyle anna beth

FOLLOWED BY: doyle arthur conan sir 1859 1930

**Decision: verify form of name and correct wrong heading

First Time Authors *(con't)*

- Search name in authority file (OCLC)
- Download authority record if needed
- Correct heading in OPAC if necessary

Sample FTU Subject Entry

FIELD: 650 0|aMirrors in art

INDEXED AS SUBJECT: mirrors in art

MESSAGE: -------FIRST TIME USE--------

PRECEDED BY: mirrors history

FOLLOWED BY: mirrors in literature

FROM: b12311785 Miller, Jonathan, 1934- On reflection / Jonathan Miller

CATALOG DATE: 01-25-2002

FUNCTION: oc AT TERM: 0 INITIALS bjt ON: Fri Jan 25 2002 08:18:48

First Time Subjects

■ Check preceding and following entries on list

◆ Preceding or following entry may be from a 4xx or 5xx field on another authority record

■ Check for "root" heading in OPAC

FIELD: 650 0|aDinosaur paraphernalia|zUnited States

PRECEDED BY: dinophyta

FOLLOWED BY: dinosaur provincial park

**Decision: need authority record for Dinosaur paraphernalia since it has a 4xx

First Time Subjects *(con't)*

- Search OCLC and download authority record if needed
  - Root heading or full subject heading or both

First Time Subjects *(con't)*

■ Can the free-floating subdivision be used for this type of heading?

United States|xHistory|yCivil War, 1861-1865|xPhotography

**Decision: |xPhotography is authorized for Wars so heading is okay; verified that no authority record with xrefs existed for full subject heading

First Time Subjects *(con't)*

■ Is geographical subdivision in correct position?

Aged|xAbuse of|zUnited States

Learning disabled|zUnited States|xIdentification

**Decision: |xAbuse of may be subdivided geographically; |xIdentification may not be subdivided geographically.   Both headings are okay.

Example from Subject FTU List

FIELD: 650 0 |aFire|xComputer simulation

INDEXED AS SUBJECT: fire computer simulation

PRECEDED BY: fire companies

FOLLOWED BY: fire departments

**Decision: search OPAC to see if authority record
   for "Fire" exists. If not, search OCLC and
   download if needed (has xrefs)

Check to see that |xComputer simulation is okay
   free-floater and search OCLC to see if authority
   record exists and is needed (has xrefs)

Example from Subject FTU List

FIELD: 650 0 |aIndustry and state|zUnited States

INDEXED AS SUBJECT: industry and state united states

PRECEDED BY: industry and state

FOLLOWED BY: industry and state united states videocassettes

**Decision: Searched OPAC and found xref: Industry and state SEE Industrial policy. Searched OCLC and verified that Industrial policy was correct; corrected heading on bib record. Heading did NOT appear on Invalid Headings report since it did not match 4xx EXACTLY (Industry and state). Also corrected the "followed by" heading which was on same bib record.

Example from Subject FTU List

FIELD: 650 0 |aSlave insurrrections|zUnited States|vSources

INDEXED AS SUBJECT: slave insurrrections united states sources

PRECEDED BY: slave insurrections virginia

FOLLOWED BY: slave keeping

**Decision: wondered why …Virginia preceded …United States since V doesn't come before U and saw typo in new heading (3 r's). Corrected bib record

Example from Subject FTU List

FIELD: 650 0 |aTravel|zGreat Britain|xHistory

INDEXED AS SUBJECT: travel great britain history

PRECEDED BY: travel french united states

FOLLOWED BY: travel guidebooks

**Decision: authority record for "Travel" shows it can't be subdivided geographically.

Corrected heading to Great Britain|xDescription and travel. Did not add |xHistory because |xDescription and travel cannot be subdivided by |xHistory (Subject Cat. Manual sect.1647:9)

Headings NOT reported on Subject FTU list

Headings entering the database for the first time that are already in the database as a 5xx reference on another heading.

Example: "Tree farms" will not be on the FTU list when it is used as a 650 subject heading because it is already in the database as a 550 xref on the authority record for "Timber"

```
 A11071308            Last updated: 06-21-00 Created: 06-21-00 Revision: 1
 01 ACODE1:          02 ACODE2:          03 ASUPPRESS:
 04 001       oca02025223
 05 008       000321i| anannbabn          |b ana       cz n
 06 010       sh 85135386
 07 053     0 SD434|bSD535.3|cForestry
 08 150       Timber
 09 360       |iindividual timber trees, e.g.|aOak; Pine
 10 450       Forest production
 11 550       Building materials|wg
 12 550       Forest products|wg
 13 550       Lumber trade|wg
 14 550       Forests and forestry
 15 550       Lumber
 16 550       Tree farms
 17 550       Trees
 18 550       Wood
```

```
+-----------------------------------------------------------------------+
|To modify a particular field, Key its number                           |
|V > VERIFY MARC Codes     F > FULL Screen Editor    Z > MOVE Fields     |
|H > Verify HEADINGS       I > INSERT a Field        + > ADDITIONAL options |
|Choose one (1-18,V,H,F,I,Z,D,C,P,R,Q,+) _                              |
+-----------------------------------------------------------------------+
```

Anzio Lite   Version 11.4t   NUM

OCLC Searching Tips

- Many subject headings with free-floating subdivisions are established LC authority records with cross references
- May need to search multiple OCLC indexes
  - Example: Shakespeare is in both name and subject indexes
  - Corporate author, uniform title, personal name, subject, conference

OCLC Downloading Tips

- Interactive downloading
    - Authority records for 100, 110, 111 or 130 headings automatically index as author or title
        - When authority record is needed for the subject index, specify load table choice before exporting
    - Watch authority records with mixed tags (150 with 400 and 500 xrefs)
    - Choose proper load table if necessary
        *atab=asub (#101524)

OCLC Downloading Tips *(con't)*

■ Batch downloading

   ◆ Choose correct downloading table in III

   ◆ No need to copy authority records

   ◆ No problem with mixed tags

Mixed Tags

150   0 Holy Cross

400 00 Jesus Christ|xCross

450   0 Cross

500 00 Jesus Christ|xCrucifixion

500 00 Jesus Christ|xRelics

550   0 Feast of the Cross

If using interactive downloading, Jesus Christ will be indexed as an author rather than a subject because it is a x00 field

View with Innopac Tags

■ In database maintenance, type an asterisk (*) to see Innopac tags

SUBJ AUTH   Holy Cross

NAME S FRM   Jesus Christ Cross

NAME SA FRM   Jesus Christ Crucifixion

NAME SA FRM   Jesus Christ Relics

SUBJ S FRM   Cross

SUBJ SA FRM   Feast of the Cross

To Avoid problems with Mixed Tags

■ Check tags before exporting from OCLC

■ Insert a command line (949) at the end of the authority record with mixed tags

■ Specify which "authority record load table" you wish to use (#101524)

 ◆ *atab=asub (for subjects)

 ◆ *atab=anam (for names)

■ Can also be used when you want to download a name authority record into subject index

Other headings reports generated when bibliographic records are added, deleted or with some updates

Reports on Headings

F > Headings used for FIRST Time

I > INVALID headings used

D > DUPLICATE call numbers & other errors

B > BLIND References

R > Duplicate authority RECORDS

U > Bibliographic UPDATES **

N > NEAR matches **

L > BUSY matches **

X > Non-Unique 4XXs **

Y > Cross-Thesaurus matches **

A > ALL reports

C > CLEAR report file

Q > QUIT

Choose one (F,I,D,B,R,U,N,L,X,Y,A,C,Q)

INVALID headings used (#101472)

■ Checks incoming 1xx, 6xx & 7xx against 4xx headings in Authority file

■ Must be a direct match, headings with subdivisions are not reported

■ You must make the correction

   ◆ Search OPAC, verify heading

   ◆ Search OCLC, verify that the correct heading is still valid, is so, correct the heading

INVALID headings used   03-12-02

1 > FIELD: 650 0|aHealth care
     INDEXED AS SUBJECT: health care
     MESSAGE: --------------- INVALID HEADING ---------------
     CORRECT HEADING IS: medical care
     FROM: b12540419 World Health Organization. International Collaborative
     Study of Medical Care Utilization Health care : an international study :
     report of the World Health Organization/International Collaborative Study
     of Medical Care Utilization / edited by Robert Kohn and Kerr L. White ;
     with a foreword by Robert F. Bridgman
     CATALOG DATE: 03-12-2002
     FUNCTION: oc AT TERM: 0 INITIALS: ON: Tue Mar 12 2002 07:55:22

```
+------------------------------------------------------------------------+
|Key a number to edit that database record, or                           |
|P > PRINT                    R > RANGE                    Q > QUIT       |
|Choose one (1-1,P,R,Q) _                                                 |
+------------------------------------------------------------------------+
```

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Edit View Diagnose Communicate Transfer Help

```
 A11115208              Last updated: 06-29-01 Created: 06-29-01 Revision: 2
 01 ACODE1:          02 ACODE2: a       03 ASUPPRESS:
 04 001      oca02009280
 05 008      010223i| anannbabn          |a ana      cz n
 06 010      sh 85082871
 07 150      Medical care
 08 360      |isubdivision|aMedical care|iunder names of individual military
             services and under individual wars, classes of persons, ethnic
             groups, and occupational groups, e.g.|aUnited States.  Air Force--
             Medical care; World War, 1939-1945--Medical care; Aged--Medical
             care; African Americans--Medical care; Construction industry--
             Employees--Medical care
 09 450      Delivery of health care
 10 450      Delivery of medical care
 11 450      Health care
 12 450      Health care delivery
 13 450      Health care systems
 14 450      Health services
```

```
+------------------------------------------------------------------------+
|To modify a particular field, Key its number                            |
|V > VERIFY MARC Codes      F > FULL Screen Editor      Z > MOVE Fields   |
|H > Verify HEADINGS        I > INSERT a Field          + > ADDITIONAL options |
|Choose one (1-22,V,H,F,I,Z,D,M,C,P,R,],Q,+)                             |
+------------------------------------------------------------------------+
```

Anzio Lite   Version 11.4t   NUM

Health care|xUtilization is reported on "Headings Used for First Time" rather than on "Invalid Headings" because it does not match 4xx exactly (the addition of the sub-division makes it not an exact match)

Headings used for FIRST Time   03-12-02

```
1 > FIELD:          650  0|aHealth care|xUtilization
    INDEXED AS SUBJECT: health care utilization
    MESSAGE: --------------- FIRST TIME USE ---------------
    PRECEDED BY:        health care technology
    FOLLOWED BY:        health catchment areas
    FROM: b12540407 World Health Organization. International Collaborative
    Study of Medical Care Utilization Health care : an international study :
    report of the World Health Organization/International Collaborative Study
    of Medical Care Utilization / edited by Robert Kohn and Kerr L. White ;
    with a foreword by Robert F. Bridgman
    CATALOG DATE: 03-12-2002
    FUNCTION: oc AT TERM: 0 INITIALS:  ON: Tue Mar 12 2002 07:53:33
```

```
+------------------------------------------------------------------+
|Key a number to edit that database record, or                     |
|P > PRINT                    R > RANGE                 Q > QUIT    |
|Choose one (1-1,P,R,Q)                                            |
+------------------------------------------------------------------+
```

Anzio Lite   Version 11.4t   NUM

DUPLICATE call numbers & other errors (#101473)

- Alerts you of duplicate errors
  - Duplicate call numbers
  - Duplicate OCLC # or ISBN /ISSN
  - Duplicate barcodes (patron and item)
  - Or can be set to "none" (catching nothing)
- You make corrections

DUPLICATE call numbers & other errors   03-18-02

```
1 > FIELD:      001    45749794
      INDEXED AS OCLC NO: 45749794
      MESSAGE: --------------- DUPLICATE USE ---------------
      FROM: b12542404 Naidoo, Beverley The other side of truth / Beverley Naidoo
      CATALOG DATE: 03-18-2002
      FUNCTION: oc AT TERM: 0 INITIALS: bjt ON: Mon Mar 18 2002 08:16:43
```

```
+----------------------------------------------------------------------------+
|Key a number to edit that database record, or                               |
|P > PRINT                    R > RANGE                    Q > QUIT           |
|Choose one (1-1,P,R,Q) _                                                     |
+----------------------------------------------------------------------------+
```

You searched for the OCLC NO: 45749794

2 entries found, entries 1-2 are:	CALL #

45749794

   1 The other side of truth / Beverley Naidoo

   2 The other side of truth   jPN .Naid6 07

```
+---------------------------------------------------------------+
|Please type the NUMBER of the item you want to see, or         |
|P > PRINT                        L > LIMIT this Search          |
|D > DISPLAY Title and Author     Q > QUIT                      |
|Choose one (1-2,P,D,L,Q) _                                     |
+---------------------------------------------------------------+
```

BLIND references (#101474)

- Reported once
- Usually because last bib record has been with heading has been deleted
- Author -- title -- subject
- Manually delete if all headings are out of the database
- We retain blind reference when we have the heading with subdivisions so we can have use of the cross references

Edit View Diagnose Communicate Transfer Help

```
                          BLIND References          03-18-02
  1 > FROM: a10929861 SUBJECT 150 0|aAerospace engineers
        FUNCTION: ee AT TERM: 701
        INITIALS: tejn ON: Fri Mar 15 2002 13:03:54
        MESSAGE: --------------- IS A BLIND REFERENCE ---------------

  2 > FROM: a10736219 SUBJECT 150 0|aMetals|xCold working
        FUNCTION: ee AT TERM: 701
        INITIALS: tejn ON: Fri Mar 15 2002 12:58:39
        MESSAGE: --------------- IS A BLIND REFERENCE ---------------

  3 > FROM: a11135402 TITLE 130 0|aDiscrete mathematics and theoretical computer
        science
        FUNCTION: oc AT TERM: 0
        INITIALS:  ON: Thu Mar 14 2002 09:30:48
        MESSAGE: --------------- IS A BLIND REFERENCE ---------------




  +-------------------------------------------------------------------------+
  |Key a number to edit that database record, or                            |
  |P > PRINT                    R > RANGE                    Q > QUIT        |
  |Choose one (1-3,P,R,Q)                                                   |
  +-------------------------------------------------------------------------+
Anzio Lite    Version 11.4t                                   NUM
```

BLIND References   03-27-2002

2 > FROM: a11036825 SUBJECT 150 0|aDrivers' licenses
FUNCTION: oc AT TERM: 0
INITIALS: ON: Thu Mar 23 2002 15:07:26
MESSAGE: ----------- IS A BLIND REFERENCE -----------

You searched for the SUBJECT: drivers lic
3 SUBJECTS found, with 3 entries; SUBJECTS 1-3 are:

1   Drivers Licenses --> Authority Record   .... 1 entry
2   Drivers Licenses United States .... 1 entry
3   Drivers Licenses United States States ....1 entry

Duplicate authority RECORDS (#101475)

- Generated by loading authority records
- Alerts you of duplicate authority records
- Will alert you of "duplicate" author records when there is an added |t, |l, |k [Not really a duplicate] (User manual #101484)
- You make decision about whether or not to retain authority record

Duplicate authority RECORDS   03-27-2002

1 > FIELD: 150 0|aMicrofinance
   INDEXED AS SUBJECT: microfinance
   MESSAGE: -------------- DUPLICATE AUTHORITY --------------
   FROM: a11036904
   FUNCTION: oc AT TERM: 0 INITIALS: ON: Thu Mar 23 2002
     15:11:42

Duplicate authority RECORDS   03-27-2002

1 > FIELD: 100 10|aTwain, Mark,|d1835-1910.|tCorrespondence.|kSelections
   INDEXED AS TITLE: correspondence
   MESSAGE: -------------- DUPLICATE AUTHORITY --------------
   FROM: a11037428
   FUNCTION: oc AT TERM: 0 INITIALS: ON: Thu Mar 23 2002 11:02:34

You searched for the AUTHOR: twain mark

13 entries found, entries 1-8 are:

Twain Mark 1835 1910

1   --> Authority Record -- Adventures of Huckleberry Finn
2   --> Authority Record -- Autobiography
3   --> Authority Record -- Correspondence
4   --> Authority Record -- Correspondence. Selections
5   --> Authority Record -- Novels. Selections
6   --> Authority Record -- Selections. 1982
7   --> Authority Record -- Selections. 1983
8   --> Authority Record -- Selections. 1984

Automatic Authority Control Processing (#101467)

Reports generated when authority records are loaded or updated if product is enabled

Automatic Authority Control Processing

Bibliographic UPDATES

- Authority record is loaded or updated
  - First time headings
  - A heading changes (new/revised authority record overlays old record or is loaded & old record is deleted)
- All 4xx fields on authority record will be checked against headings in your database

Automatic Authority Control Processing *(con't)*

- Overnight, III checks the 4xx fields on new or updated authority records against the database and changes headings on bib records that match the 4xx fields

- Headings with subdivisions ARE changed automatically

BIBLIOGRAPHIC RECORD UPDATED   03-15-02

1 > FIELD: d650 0|aAutomobile drivers' licenses|zUnited States
   INDEXED AS SUBJECT: automobile drivers licenses united states
   MESSAGE: -------------- HEADING UPDATED --------------
   CHANGED TO: d650 0|aDrivers' licenses|zUnited States
   BIBLIOGRAPHIC RECORD: .b10627972   AUTHORITY RECORD: .a11036825
   CATALOG DATE: 02-23-93
   FUNCTION: au AT TERM: 0 INITIALS: ON: Fri Mar 15 2002 05:20:04

2 > FIELD: d650 0|aAutomobile drivers' licenses|zUnited States|xStates
   INDEXED AS SUBJECT: automobile drivers licenses united states states
   MESSAGE: -------------- HEADING UPDATED --------------
   CHANGED TO: d650 0|aDrivers' licenses|zUnited States|xStates
   BIBLIOGRAPHIC RECORD: .b12169067   AUTHORITY RECORD: .a11036825
   CATALOG DATE: 08-22-96
   FUNCTION: au AT TERM: 0 INITIALS: ON: Fri Mar 15 2002 05:20:04

Automatic Processing Will <u>NOT</u> Occur If:

- Old heading is not listed as 4xx on new auth. rec.

- Old hdg exists as 4xx on more than 1 auth. rec.

- Heading on bib record is mis-tagged

651 0 Afro-Americans|xHistory

- Indicator in heading on bib record is different than thesaurus indicated in 008/11 field

650 4 Afro-Americans|xHistory|xVideocassettes

Automatic Processing Will <u>NOT</u> Change:

- Free-floating subdivisions without a matching authority record

Twain, Mark, 1835-1910|xCharacters|xAfro-Americans

Lincoln, Abraham, 1809-1865|xRelations with Afro-Americans

NEAR matches (#101479)

- Reports headings that are not an exact match
- Something is slightly different between the heading in database & authority record
  - Punctuation
  - Case (upper or lower)
  - Tagging or Subfield delimiters
  - Diacritics
  - "and" vs. &
- You make correction

NEARLY MATCHES 03-26-02

1 > FIELD: d610 20|aGoldman, Sachs & Co
   INDEXED AS SUBJECT: goldman sachs and co
   MESSAGE: --------------- NEAR MATCH ---------------
   CORRECT HEADING MAY BE: d110 20|aGoldman, Sachs & Co
   BIBLIOGRAPHIC RECORD: .b12325740   AUTHORITY RECORD:
   .a11037635 CATALOG DATE: 03-26-02 FUNCTION: au
   AT TERM: 0 INITIALS: ON: Tue Mar 26 2002 05:20:03

BUSY matches (#101480)

- Record should have been updated

- Busy -- "In use by the system"

- Report tells you what the heading is in your database currently and what it should be changed to

- We have seen this only a few times

Non-Unique 4XXs (#101477)

- Report gives the incoming non-unique 4xx, its authority record number and the authority record number of at least one other record with the same 4xx

- You verify that all 4xx headings should remain on the authority records

- Fastest way--call up 4xx heading in OCLC and make sure your authority records are still valid

NON-UNIQUE 4XX   03-18-02

```
1 > FIELD:      b410 2 |aSFWA
      INDEXED AS AUTHOR: sfwa
      MESSAGE: --------------- NON-UNIQUE 4XX ---------------
      AUTHORITY RECORD: .a10018207        AUTHORITY RECORD:  .a11135372
      CATALOG DATE:
      FUNCTION: au AT TERM: 0 INITIALS:  ON: Wed Mar 13 2002 05:20:05
```

```
+------------------------------------------------------------------------+
|                                                                        |
|Key a number to edit that database record, or                           |
|P > PRINT                     R > RANGE                 Q > QUIT         |
|Choose one (1-1,P,R,Q)                                                  |
|                                                                        |
+------------------------------------------------------------------------+
```

Edit View Diagnose Communicate Transfer Help

You searched for the AUTHOR: sfwa
2 entries found, entries 1-2 are:
Sfwa
   1   --> See SCIENCE FICTION AND FANTASY WRITERS OF AMERICA
   2   --> See SCIENCE FICTION WRITERS OF AMERICA

```
+----------------------------------------------------------------+
|Please type the NUMBER of the item you want to see, or          |
|P > PRINT                    Q > QUIT                            |
|L > LIMIT this Search                                            |
|Choose one (1-2,P,L,Q)                                          |
+----------------------------------------------------------------+
```

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¶   CAT   SID: 01665   AF

Entire list displayed.

AUTH co "SFWA - "   Records: 2

Rec#   Field accessed >> Established heading

1¶   SFWA >> Science Fiction and Fantasy Writers of America

2¶   SFWA >> Science Fiction Writers of America

¶   CAT   SID: 01665   AF

Entire record displayed.

AUTH co "SFWA - "   Record 1 of 2
                                            LC/NACO - NAME

  ARN: 3304549
  Rec stat: n   Entered: 19930125
  Type: z   Upd status: a   Enc lvl: n   Source: c
  Roman: ■   Ref status: a   Mod rec: Name use: a
  Govt agn: ■   Auth status: a   Subj: a   Subj use: a
  Series: n   Auth/ref: a   Geo subd: n   Ser use: b
  Ser num: n   Name: n   Subdiv tp: n   Rules: c ¶
 ▸ 1 010   nr 93002674 ¶
 ▸ 2 040   NIC ǂc NIC ¶
 ▸ 3 005   19930126062654.8 ¶
 ▸ 4 110 2   Science Fiction and Fantasy Writers of America ¶
 ▸ 5 410 2   SFWA ¶
 ▸ 6 510 2   Science Fiction Writers of America ǂw a ¶
 ▸ 7 670   Bulletin (Science Fiction and Fantasy Writers of America),
winter 1992: ǂb cover (Science Fiction and Fantasy Writers of America, SFWA) ¶
 ▸ 8 675   Bulletin of the Science Fiction Writers of America, fall 1991:
cover (Science Fiction Writers of America) ¶

Cross-Thesaurus Matches (#101478)

- III verifies that the authority record and the heading on the bibliographic record are from the same thesaurus
- If the indicators do not match, no changes take place
- Headings are reported for you to check
- **Have III enable this feature**

ALL Reports (# 101481)

- All reports are run with one command
- Reports are labeled
- Reports are in the order of the "Reports on Headings" screen

CLEAR report file (#101460)

- When all reports are run, clear the file otherwise the next time this report is run, the headings from the first report will be reported again with all the new incoming headings generated by the new work done in the database.

How Much Time Does This Take???

- **First Time Headings Report**
  - UMD generates 2.4 new headings per title cataloged
  - 2/3 of new headings are subject headings
  - Catalogers spend 2-3 hours total per week
- **ALL Other Reports**
  - 15 minutes per week

Questions????

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