

Authorities: Search Authority Files

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Revision History

Date	Section title	Description of changes
April 2013	All	Removed references to Chinese Name Authority.
July 2011	All	Small corrections courtesy of a user's review. Thank you!
	Formerly: 2 LC authority file indexes	Removed this section; added URLs for Searching Authorities Quick Reference and Authorities: Formats and Indexes, both of which have a complete list of search indexes with fields and subfields indexed.
November 2010	2 LC authority file indexes	Added new prefix for name authority record LCCNs (ns).
June 2008	1 Search or browse the LC authority file	The LCCN index now includes 667 fields that contain the word <i>undifferentiated</i> .
	2 LC authority file indexes	The numeric index table, under LCCN, gives an explanation of including field 667 in the index.

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1 Search the Library of Congress authority file interactively

See also: "Use LC authority file search results."

Why search for authority records?

- When creating or modifying a bibliographic record, determine the correct forms for names of persons, organizations, conferences, and/or titles associated with the resource you are describing.
- When adding subject headings to a bibliographic record, determine established headings.

About the Library of Congress (LC) authority file

- The Library of Congress and NACO libraries create and maintain the authority records.
- Records are stored and displayed in the MARC authorities format.

Open authority history records

If you want to track the history or identify past changes for distributed authority records, you can open authority history record(s) from a displayed authority record using **Authorities > Show > LC Superseded Versions**. You can also search or browse the authority history file—for example, to check for headings you can no longer find in the LC authority file—using **Authorities > Search > LC Names and Subjects History** or **Authorities > Browse > LC Names and Subjects History**.

Authority history records are read-only. You can copy and paste or print only. Authority history file records date back to the mid-1980s.

See "Open LC authority history records interactively" for instructions.

Authority file indexes

About LC authority file indexing

- Browsing and keyword searching use the same indexes (same fields and subfields are indexed for both), except for numeric indexes, which are unavailable for browsing.
- Indexing differs for derived searching
- How you specify an index varies with the search or browse method you use:
 - When you search or browse using the **Command Line Search** box in the Search LC Names and Subjects dialog, you must type the index label.
 - When you use the **Keyword/Numeric Search** boxes of the Search window or when you use the Browse LC Names and Subjects window, do not type the index label. Instead, select the index from the list provided.
- Numeric and derived indexes are unavailable for browsing.

List of LC authority file indexes

See the list of LC authority file indexes with fields and subfields indexed in the OCLC Connexion: Searching Authorities Quick Reference at:
<http://www.oclc.org/support/documentation/worldcat/authorities/authquickref/searchauthoritiesquickreference.pdf>

Authorities: Search Authority Files

See comprehensive information about the format of OCLC authority records and the search indexes in Authorities: Format and Indexes at:
<http://www.oclc.org/support/documentation/worldcat/authorities/authformat/default.htm>

Enter a command line search Use a command line search if you are experienced in searching the LC authority file and already know the format and index labels for entering searches.

	Action
1	On the Authorities menu, click Search > LC Names and Subjects , or click  , or press <Shift><F2>.

	Action
2	<p>In the Search LC Authority File dialog, in the Command Line Search box, type a keyword, numeric, derived, or phrase search.</p> <p>Notes:</p> <ul style="list-style-type: none"> • You must use the command line to enter a derived search or to enter a heading to browse. • You can also enter headings to browse using the Browse LC Authority File dialog (Authorities > Browse > LC Names and Subjects). This dialog provides expanded scans for subheadings. <p>Or</p> <p>Select from the list of up to 10 of your last command line searches.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Omit the Find command (fin) from all searches. • Phrase command line search. <ul style="list-style-type: none"> — Include the Scan command (sca) in phrase searches. — Omit initial articles. — You can enter diacritics and/or subfield codes; the system removes them before processing the search — Include an index label, followed by a colon, and then the phrase. Example: sca pn:m Mozart, Wolfgang Amadeus • Keyword/numeric command line search. <ul style="list-style-type: none"> — Enter an index label, followed by a colon, followed by the search term(s). — You can use a word or phrase to search a single index. — Omit prepositions and articles. — You can enter diacritics; the system removes them before processing the search. — Do not enter subfield codes. Example: ti:huckleberry finn • Derived command line search. <ul style="list-style-type: none"> — Use the following number of letters in these patterns for the four available indexes: personal name (4,3,1), corporate/conference/geographic name (=4,3,1), title (3,2,2,1), or subject (5,3). — Index labels are optional for a derived personal name, title, or subject search. If included, the index label must be followed by a colon. Example: pd:moza,wol,a or moza,wol,a — For a derived corporate, conference, or geographic name search, you must include either the index label (cd:) or an equal sign (=) to distinguish a corporate/conference/geographic name search from a personal name search. Example: cd:chem,soc, or =chem,soc, • Combine searches with Boolean operators and, or, or not. Note: You cannot use Boolean operators in phrase browsing (scanning indexes). <p>For information about entering diacritics and special characters in search terms, see Authorities, Edit Authority Records, "Insert diacritics and special characters."</p> <p>Tip: To delete all retained searches in the dialog, click Clear Search. The client deletes search terms from all search boxes but retains the most recent 10 in the drop-down search lists.</p>

	Action
3	<p>Optional. Show or hide cross references in search results:</p> <ul style="list-style-type: none"> To show See reference tracings in addition to the main entry for each record, click the Show See References in Results check box. Result: The LC Authority File Search List shows multiple-line entries that include the 4XX fields for each main entry. To show See Also reference tracings for each main entry, click the Show See Also References in Results check box. Result: The LC Authority File Search List shows multiple-line entries that include hot links to the 5XX fields for each main entry. To include both See and See Also references for each main entry, click both check boxes. Result: The LC Authority File Search List shows multiple-line entries that include both the 4XX fields and hot links to the 5XX fields for each main entry. To show only the main entry for each match, clear both check boxes (default). <p>Note: Cross reference settings apply to command line keyword, numeric, and derived search results. The system ignores these options for command line phrase searches (browsing).</p>
4	<p>Optional. If you want to keep the search you enter, select the Retain Search check box.</p> <p>Results:</p> <ul style="list-style-type: none"> A check mark indicates that the last search you enter will be retained in the text box, including search terms and indexes. The client keeps the search when you close and reopen the dialog or the program
5	<p>Click OK or press <Enter> to send the search. Or Click Clear Search to clear the search and enter another. Or Click Cancel to cancel the search and close the dialog.</p>

- See “Use LC authority file search results” for more about working with results of the search.
- For a list of LC authority file indexes with fields and subfields indexed, see OCLC Connexion: Searching Authorities Quick Reference at:
<http://www.oclc.org/support/documentation/worldcat/authorities/authquickref/searchauthoritiesquickreference.pdf>

Note: In search results lists, the qualifier *[CHILDREN'S]* is displayed next to entries associated with Children's Subject authority headings (010 prefix *sj* and 008/15 = *b*) to distinguish them from other authority records.

Enter a keyword/
numeric search

Tip: For the most precise search, use the LCCN with the hyphen (index label: **ln**), or use the OCLC ARN (index label: **an**).

	Action
1	<p>On the Authorities menu, click Search > LC Names and Subjects, or click , or press <Shift><F2>.)</p>

	Action
2	<p>In the Keyword Search area, type a word or phrase in the first Search for box and select an index in the adjacent list. (See “LC authority file indexes” for more information.)</p> <p>Or</p> <p>Select keyword(s) from the list of up to 10 of your last search terms.</p> <p>Note: The list displays all available indexes and index labels followed by a colon (:). (required punctuation).</p> <p>Guidelines for keyword searches:</p> <ul style="list-style-type: none"> • To combine keywords <ul style="list-style-type: none"> — Search for two or more terms in the same index: <p>Type the terms in a single text box and select the index. Type the significant words of the name or a subject heading in order as they usually appear. Separate words with spaces. Spaces between words are treated as and operators. You can also combine terms with or and/or exclude terms with not.</p> — Search for two or more terms in different indexes (see step 3). • Omit prepositions and articles. • You can enter diacritics; the system removes them before processing the search. • Do not enter subfield codes in a keyword search. • See also “Tips for keyword searches.” <p>Guidelines for numeric searches:</p> <ul style="list-style-type: none"> • ARN: Type all digits. Leading zeros are optional. Example: Type 01450635 or 1450635 or precede either with index label an: with no space between the label and the number. • LCCN: Type the year portion (2 or 4 digits), hyphen, and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision. Examples: 78-5201 or 785201 2001-12345 or 200112345 82-000012 or 82000012 82-12 or 8212 n85-204041 or n85204041 sh85-61704 or sh8651704 Note: The LCCN index includes both field 010 subfields a z and field 667. The system only retrieves records with field 667 containing the word <i>undifferentiated</i>. See more in Authorities: Formats and Indexes at: http://www.oclc.org/support/documentation/worldcat/authorities/authformat/default.htm#afsi-indexed-fields. • ISBN: Type 10 digits, no hyphen. You may omit a leading zero. Type x (final character) in upper- or lowercase. Example: Type 1556156790 See Technical Bulletin 253: ISBN and OCLC Number Changes at http://www.oclc.org/support/documentation/worldcat/tb/253/ for more about 13-digit ISBNs. • ISSN: Type 4 digits, hyphen, 4 digits. Type x (final character) in upper- or lowercase. <p>See “LC authority file indexes” for index labels and a list of MARC fields and subfields indexed for all search types.</p> <p>For information about entering diacritics and special characters in searches, see “Insert diacritics and special characters.”</p>

	Action
3	<p>Optional. To combine the keyword or phrase you entered with a search in another index, type up to four more words or phrases in the other text boxes, select an index for each. and select AND, OR, or NOT to combine the searches.</p> <p>Note:</p> <ul style="list-style-type: none"> • AND finds records that contain both terms in the same record • OR finds records that contain either term • NOT finds records that contain the first term but not the second term
4	<p>Optional. Show or hide cross references in search results:</p> <ul style="list-style-type: none"> • To show See reference tracings in addition to the main entry for each record, click the Show See References in Results check box. Result: The LC Authority File Search List shows multiple-line entries that include the 4XX fields for each main entry. • To show See Also reference tracings for each main entry, click the Show See Also References in Results check box. Result: The LC Authority File Search List shows multiple-line entries that include hot links to the 5XX fields for each main entry. • To include both See and See Also references for each main entry, click both check boxes. Result: The LC Authority File Search List shows multiple-line entries that include both the 4XX fields and hot links to the 5XX fields for each main entry. • To show only the main entry for each match, clear both check boxes (default). <p>Note: Cross reference settings apply to command line keyword, numeric, and derived search results. The system ignores these options for command line phrase searches (browsing).</p>
5	<p>Optional. If you want to keep the search, select the Retain Search check box.</p> <p>Results:</p> <ul style="list-style-type: none"> • A check mark indicates that the last search you enter will be retained, including search terms and indexes. • The client keeps the search when you close and reopen the dialog or the program. <p>Tip: To delete all retained searches in the dialog, click Clear Search. (The client deletes search terms from the search boxes but retains them in the search lists. The client also retains index selections.)</p>
6	<p>Click OK or press <Enter>. Or Click Clear Search to clear the search and enter another. Or Click Cancel to cancel the search and close the dialog.</p>

- See “Use LC authority file search results” for more about working with results of the search.
- For a list of MARC fields and subfields included in LC authority file search indexes, see Authorities: Formats and Indexes at:
<http://www.oclc.org/support/documentation/worldcat/authorities/authformat/default.htm#afsi-indexed-fields>

Note: See note above about the display of the CHILDREN'S qualifier in results lists.

Authorities: Search Authority Files

Enter a derived search Use the command line search in the Search LC Authority File dialog to enter a derived search.

- A derived search uses a specific number of initial characters from the words in a name, title, or subject.
- The "derived" segments of the words are separated by commas.
- The number and pattern of letters and commas tells the system which LC authority file index to search.
- The following index labels for derived searches are optional, except that they are required if you combine derived searches (example: to search for Margaret Mitchell's *Gone with the Wind*, type **pd:mitc,mar, and td:gon,wi,t,w**)
 - Personal name (**pd:**)
 - Corporate, conference, and geographic (**cd:**)
 - Title (**td:**)
 - Topical subject (**sd:**)

Derived search formats

The following table gives the four types of LC authority file derived searches, the formats for entering them (number of initial letters and commas required for each), and examples:

Derived search type	Format	Example
Personal name (pd:)	4,3,1	Mozart, Wolfgang Amadeus Type pd:moza,wol,a
Corporate/Conference/ Geographic Name (cd:)	=4,3,1 or cd:4,3,1	American Chemical Society Type cd:chem,soc, or =chem,soc, (Note that <i>American</i> is a stopword, and is therefore not included as part of the search, and that two commas are included even though there is no third element)
Title (td:)	3.2,2,1	Realism in Modern Literature Type td:rea,in,mo,l
Subject (sd:)	5,3	civil rights Type sd:civil,rig
<p>Note: Even if a derived search has fewer than the required number of words, you must type all required commas. Example: For a title search for <i>Roots</i>, type roo,,,</p>		

For a list of MARC fields and subfields included in Authority file derived search indexes, see Authorities: Formats and Indexes at:
<http://www.oclc.org/support/documentation/worldcat/authorities/authformat/default.htm#afsi-indexed-fields>

Tips for derived LC authority file searching

- **Use a circumflex (^) for greater precision.** In a derived personal name, corporate/conference name, or topical subject search, you can enter a circumflex in the second or subsequent portions of the search key. The circumflex indicates that the segment contains no additional characters.

Example:

To search for the corporate name Library of Congress, use a circumflex in the second segment: **cd:libr,of^,c**.

- **Enter fewer than maximum characters in a segment (no circumflex).** In a derived personal name, corporate/conference name, or topical subject search, you can enter fewer characters than the maximum allowed without using the circumflex. Doing so expands the search; the system assumes that the segment may contain any additional characters or no additional characters.

Example:

Personal name search **smit,b**, retrieves records for the surname *Smith* with any forename beginning with *B*.

Notes:

—For a derived title search, the system treats an incomplete segment as if it contained a circumflex. As a result, the system retrieves only records matching the characters you enter.

—You cannot use wildcards in a derived search. Wildcards include truncation (asterisk (*)) or character masking (question mark (?) or number sign(#)).

Stopwords for derived corporate/conference/geographic name index

Omit stopwords in corporate or conference names if they appear in the first position. Include stopwords that follow a significant term.

Example:

In a search for *Conference on Urban Planning Information Systems*, both *conference* and *on* are treated as stopwords. Type: **cd:urba,pla,i** or **=urba,pla,i**

If all words in a corporate or conference name are stopwords, ignore the stopword list and include all words in the search key.

The following table lists stopwords for derived corporate, conference, and geographic searches:

Derived Corporate Name Stopword List			
&	Department	Meeting	Senate
a	Dept.	Michigan	Society
A.	Division	Minnesota	South
Alabama	East	Mississippi	South Carolina
Alaska	Federal	Missouri	South Dakota
American	Florida	Montana	State
an	for	National	Subcommittee
and	France	Nebraska	Symposium
Arizona	Georgia	Nevada	Tennessee
Arkansas	Great	New Hampshire	Texas
Association	Britain	New Jersey	the
at	Hawaii	New Mexico	U. N.
Australia	House	New York	U.N.
Board	Idaho	North	United Nations
Bureau	Illinois	North Carolina	United States
California	in	North Dakota	University
Canada	India	of	U. S.
College	Indiana	Office	U.S.
Colloquium	Institute	Ohio	Utah
Colorado	Institution	Oklahoma	Vermont
Commission	International	on	Virginia
Committee	Iowa	Oregon	Washington
Commonwealth	Joint	Organization	West
Conference	Kansas	Parliament	West Virginia
Congress	Kentucky	Pennsylvania	Wisconsin
Connecticut	Louisiana	Rhode Island	Workshop
Council	Maine	School	Wyoming
Delaware	Maryland	Seminar	
	Massachusetts		

Note: See note above about the display of the CHILDREN'S qualifier in results lists.

Enter a phrase search (browse) with optional expanded terms

When you browse for a heading, the system scans LC authority file heading indexes for the exact phrase you type.

You can browse for all forms of a heading or you can enter a subheading (expanded term) to limit the search to only instances of the heading that contain the subheading.

Most search techniques, such as truncation, character masking, Boolean operators, and combining searches, cannot be used for browsing. The phrase you enter is matched—character by character, from left to right—against the characters of the terms in the heading indexes.

To browse the LC authority file for heading phrases, you can either:

- Use the command line search in the Search LC Authority File dialog (**Authorities > Search > LC Names and Subjects**). When the LC Authority File Browse List opens, you have the option to enter a subheading and do an expanded scan.

Or

- Open the Browse LC Authority File dialog (**Authorities > Browse > LC Names and Subjects**).

Use the following procedure.

	Action
1	On the Authorities menu, click Browse > LC Names and Subjects , or click  , or press <Alt><F2>.
2	In the Browse for box in the Browse Authorities dialog, enter the first words of a heading Or Select a previous browse term from the list of up to 10 of your last searches. Guidelines: <ul style="list-style-type: none"> • Omit initial articles. • When browsing for a personal name, if you enter the name in inverted order, include the comma after the surname. Example: mozart, wolfgang amadeus. • You can enter diacritics and/or subfield codes; the system removes them before processing the browse query. Click Enter Diacritics to open the Enter Diacritics dialog (see Authorities, Edit Authority Records, “Enter diacritics and special characters” for more information).
3	In the index list, select one of the following indexes: <ul style="list-style-type: none"> • Personal Names • Corporate/Conference Names • Titles • Topicals • Geographic Names • LCSH • Subdivision Headings • LC Names • Children’s Subjects

	Action
4	<p>Optional. In the Expanded Term box, enter the first letters or words of a subheading. Or Select a previous term from the list of up to 10 of your last searches.</p> <p>Including an expanded term shows the expanded subheadings for the closest heading match.</p> <p>Alternative: Leave the Expanded Term box blank and expand the scan in the browse results window:</p> <ol style="list-style-type: none"> In the Browse LC Authority File dialog, enter a heading in the Browse for box but leave the Expanded Term box empty, and click OK, or press <Enter>. In the the Expanded Term box of the LC Authority File Root Browse List, enter a subheading and click Do Expanded Scan. <p>Tip:</p> <ul style="list-style-type: none"> By default, the client keeps your search term and index selection (but clears your expanded term if any) the next time you open the Browse LC Authority File dialog. To clear the Browse for box, click Clear Search. The client retains your last index selection, clears the Browse for box but retains the last ten terms for both the Browse for box and the Expanded Term box in the drop-down lists.
5	<p>Click OK or press <Enter>.</p> <p>Results:</p> <ul style="list-style-type: none"> The LC Authority File Browse list displays a list of matching terms. Your browse term (or the closest match) is highlighted. If more than one record matches a phrase in the list, the number of matching records appears to the right of the record title <p>Or Click Cancel to cancel browsing and close the dialog.</p>
6	<p>To view the authority record, or to view a list of matching records if multiple records match:</p> <p>Double-click an entry in the Browse LC Authority File List or highlight an entry and press <Enter>.</p> <p>Results of opening an entry that represents multiple records:</p> <ul style="list-style-type: none"> If more than 100 records match, the client displays a list of only the first 100 entries. You get a message telling you the total number of matching records. The message also tells you how to view the next 100 records. To navigate lists of more than 100 records: <ul style="list-style-type: none"> — To move forward in the list, on the View menu, click View Next 100, or press <Ctrl><Alt><Shift><X>, or select the last record in the list and press <Down arrow>. Or — To move back in the list, on the View menu, click View Previous 100, or press <Ctrl><Alt><Shift><U>, or select the first record in the list and press <Up arrow>.

Search results too large

Problem

- Your search in the Connexion LC authority file retrieves too many records, and you have difficulty finding the specific record you need.
- You cannot limit the search effectively. For example, you need a record for a broader heading found in many records for specific headings.

Strategy

Browse for authority records, instead of searching, using the term and index. In the Browse Results list, click the term to view a list of the records retrieved. Browsing may produce a smaller result set that you can sort by main entry.

Or

Enter the heading in a bibliographic record and then control the heading.

	Action
1	In the bibliographic record you are editing, add the appropriate type of heading field. Then type the heading in the added field.
2	With the cursor remaining in the added field, on the Edit menu, click Control Heading > Single or press <F11>. Result: The authority control function either links the heading to the appropriate authority record or returns a list of records that completely or partly match the heading you entered.
3	To view the authority record(s), click the hyperlinked heading(s).

Example

Search or browse to find a record for the corporate name heading *Catholic Church*. A search retrieves over 5000 records. A browse retrieves over 1500 records.

Add a 110 or 710 field to a bibliographic record, enter the text **Catholic Church** in the field, and on the Edit menu, click **Control Headings > Single**. The system retrieves two records that exactly match the heading you entered.

For more information, see Authorities, Use Authority Control for Bibliographic Records, "Control headings in bibliographic records."

Pattern headings for LC subjects

The Library of Congress (LC) has identified headings that are representative of particular categories. Such headings are called pattern headings. These headings are in the Subject LC authority file with a set of subdivisions appropriate for use with other headings belonging to the category. Pattern headings can help you:

- Verify subject headings in an existing bibliographic record.
- Select appropriate subject headings to include in an original record.

The following table lists the LC-identified pattern headings:

Subject Field	Category	Pattern Heading(s)
Religion	Religious and monastic orders	Jesuits
	Religions	Buddhism
	Christian denominations	Catholic Church
	Sacred works (including parts)	Bible
History and Geography	Colonies of individual countries	Great Britain x Colonies
	Legislative bodies (including individual chambers)	United States. b Congress
	Military services (including armies, navies, marines, etc.)	United States x Armed Forces United States. b Air Force United States. b Army United States. b Marine Corps United States. b Navy
	Wars	World War, 1939-1945 United States x History y Civil War, 1861-1865
Social Sciences	Industries	Construction industry Retail trade
	Types of educational institutions	Universities and colleges
	Individual educational institutions	Harvard University
	Legal topics	Labor laws and legislation

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Subject Field	Category	Pattern Heading(s)
The Arts	Art	Art, Italian Art, Chinese Art, Japanese Art, Korean
	Groups of literary authors (including authors, poets, dramatists, etc.)	Authors, English
	Literary works entered under author	Shakespeare, William, d 1564-1616. t Hamlet
	Literary works entered under title	Beowulf
	Languages and groups of languages	English language French language Romance languages
	Literatures (including individual genres)	English literature
	Musical compositions	Operas
	Musical instruments	Clarinet Piano
Science and Technology	Land vehicles	Automobiles
	Materials	Concrete Metals
	Chemicals	Copper Insulin
	Organs and regions of the body	Heart Foot
	Diseases	Cancer Tuberculosis
	Plants and crops	Corn
	Animals	Fishes Cattle

2 Use LC authority file search results

How keyword/numeric and derived search results display The following table describes results when you use keyword/numeric or derived searching via **Authorities > Search > LC Names and Subjects**:

Number of records found	The client displays...
0	A message asking you to change or simplify the search and try again
1	The full record
2 to 100	<ul style="list-style-type: none"> • A brief list of titles • The list is sorted by main entry • The qualifier <i>[CHILDREN'S]</i> next to entries associated with Children's Subject authority headings (010 prefix <i>sj</i> and 008/15 = <i>b</i>). Displays in search results only, not in browse results.
101 or more	<ul style="list-style-type: none"> • A message that tells you: <ul style="list-style-type: none"> — The total number of records found — That the displayed list contains the first 100 records — How to view the next 100 (View > Next 100 Records) • A list of the first 100 records <ul style="list-style-type: none"> — The entire list, no matter how many records are found, is sorted by main entry — The tag number for the heading is shown in brackets; for example, [110] • Cross references under each heading, if you selected check boxes in the Search LC Authority File dialog to show See and/or See Also References. <ul style="list-style-type: none"> — See references display the tag number in brackets; for example, [410] — See also references also include the tag number in brackets and display as blue hot links. To view the reference: <ul style="list-style-type: none"> Double-click the link, or highlight the entry and press <Enter>.

Use the search results list Columns for each entry on the LC Authority File Search List show:

- Record number (assigned by the sytem when search results are returned)
- Description of the heading

View an LC Authority File Search List of more than 100 records

The client shows only 100 records at a time when results exceed that number. To view search results of more than 100 records:

Action
To view the next 100 records in the search results list, on the View menu, click Navigate Records and Lists > Next 100 Records , or press <Ctrl><Alt><Shift><X>, or press <Page down>. Or To view the previous 100 records, on the View menu, click Navigate Records and Lists > Previous 100 Records , or press <Ctrl><Alt><Shift><V>, or press <Page up>.
Tip: Check the status bar to see where you are in the list of total records found. For any record selected on the list or opened for display, the status bar shows the record number of the total number of records found (for example <i>234 of 1,234</i>).

How browse results display

When you use a phrase search to browse a headings index using **Authorities > Browse > LC Names and Subjects** or using the command line search via **Authorities > Search > LC Names and Subjects**, results display in an LC Authority File Root Browse List. The list shows:

- A list of 50 headings that match or most closely match the browse term you entered.
- The number of matching records for each heading, if more than one.
- The closest match highlighted.
- The expanded term list under the closest, highlighted match, if you entered one in the Browse LC Authority File window.

Note: If you did not enter an expanded term for the initial browse, use the text box at the top of the browse results list to enter one and click **Do Expanded Scan**.

Use the browse results list

Open lists/records:

Action
Double-click an entry in the LC Names and Subjects Browse List (or single-click and press <Enter>). Results depend on the number of records represented by the entry: <ul style="list-style-type: none">• If the entry represents a single record, the record opens.• If the entry represents more than 50 matching records, the client displays a list of the first set of 50.• To see the next or previous set of 50 records:<ul style="list-style-type: none">— Press <Page down> or <Page up>. (You may have to press more than once, depending on the size of your client window display.)Or— Scroll one entry at a time: Press the <Up arrow> or <Down arrow>. At the last or first entry of a set of 50, the display changes to the next or previous set, respectively. <p>Note: The first set of 50 records is numbered 1 through 50. The next set displayed restarts numbering with 1. The client does not number the entire list consecutively, as it does other record lists.</p>

For general information on using lists in Connexion client, see Basics, Client Interface, "Record lists."

Expand scan from list window:

Action
In the LC Authority File Root Browse List, in the Expanded Term box, enter a subheading and click Do Expanded Scan .
Alternative: Enter a subheading in the Expanded Term box of the Browse LC Authority File dialog at the same time that you enter the main heading phrase.

Anomalies in LC authority file browse results: display of misleading subfield codes

Occasionally, a heading appears in a browse results list that differs in punctuation, capitalization, diacritics and special characters, and/or subfield coding from the heading in the authority record itself.

An example of this is browsing the LCSH index for the heading **Noah's Ark**. In the root index, the heading is presented as ‡t **Noah's Ark**; however, when you view the record, the heading **Noah's Ark** appears in ‡a, not ‡t. There is only a single subject authority record for **Noah's ark**, in which the heading appears only in ‡a (LCCN sh 85092133). But the text **Noah's ark** appears in ‡t in 9 other authority records.

This is a known side effect of storing the data required to support displaying subfield delimiters and codes in the root and expanded index lists.

Details:

- To optimize data storage and retrieval, the system indexes all instances of a given heading phrase as a single index entry. The index contains the text of each unique heading only once. The stored text includes the subfield value associated with the first occurrence of a heading encountered during indexing.
- This means that the heading and subfield value represented in the index may not reflect the subfield in which particular instances of the heading appear in authority records. The browse results (root or expanded index list) show the heading as stored in the index. However, for each occurrence of the same heading, the index includes data needed to retrieve the correct record for the user's query.
- In the case of **Noah's ark**, the first instance of the phrase **Noah's ark** was encountered in ‡t. Therefore, that subfield code appears with the heading text in the Root Index list, but the system retrieves the correct authority record for the LCSH browse query, with the heading in ‡a.

Hide columns or change the order

	Action
1	Right-click anywhere in a list, and on the popup menu, click List Settings .
2	<p>To hide a column: In the Column Settings dialog, select a column by its name and click Hide. Or Double-click a column to clear the check box next to its name.</p> <p>To display a hidden column: Select the column and click Show Or Double-click a column to select the check box next to its name.</p> <p>Default: All columns are selected. A check mark in the adjacent box indicates that a column is selected</p>
3	<p>To change the order of columns:</p> <p>Select each column you want to move, one by one, and click Move Up or Move Down until it is in the position you want.</p> <p>Or use the mouse to change order of columns:</p> <p>You do not have to use the Column Settings command in the right-click menu to change the order of columns. Instead:</p> <ol style="list-style-type: none"> 1. Place the cursor over the column heading of the column you want to move. 2. Hold down <Ctrl> and left-click and drag the column heading. Or Right-click, hold and drag the column heading. <p>While you drag, the cursor becomes a rectangle.</p> <ol style="list-style-type: none"> 3. Drop the rectangle on top of the border between the two columns where you want to place the column you are dragging.

	Action
4	To restore the default order of columns and re-display all columns, click Reset .
5	Click OK to make your changes and close the dialog. Or Click Cancel to close the dialog without making the changes.

Resize columns

Action
<p>Move the cursor over the right-hand border of the heading for the column you want to resize until the cursor becomes . Then click and hold while you drag the border to a new position.</p> <p>To restore column widths to the default, right-click anywhere in the list. On the popup menu, click Restore List Sizes.</p> <p>Result: In the confirmation message, click OK to confirm, or click Cancel to keep the column widths as they are. When you reopen a list of this type, the original column widths are restored.</p>

Re-sort a list

Action
<p>Click any column heading to re-sort entries by that column. Or On the View menu, click Sort by > Main Entry for an LC Authority File Search List or Sort by > Title for an LC Authority File Browse List, or press <Alt><V><S><M> or <Alt><V><S><T>, respectively.</p> <p>Note: For lists of more than 100 records, sorting applies only to the 100 records currently displayed. If you display another set of 100 records, you must re-sort the list.</p>

Select multiple records in a list

Action
<p>Select adjacent records: Click to highlight the first entry, and then press and hold <Shift> and click the last entry. The entire group of records between the entries is selected. Or Click an entry and hold the mouse button down while you drag the cursor up or down in the list to select the group of records you want.</p> <p>Select nonadjacent entries: Click to highlight the first entry. Then press <Ctrl> and click to highlight each additional entry.</p>

Print a list or selected entries You can print an entire browse or search list, or you can print selected entries on a search list:

Action	
1	<p>Print entire search or browse list:</p> <p>With an LC Authority File Search List or an LC Authority File Browse List open, on the File menu, click Print List, or press <Shift><F12>.</p> <p>Or</p> <p>Print selected entries in a search list:</p> <p>Select only entries you want to print, and then on the File menu, click Print List, or press <Shift><F12>.</p>
2	<p>If you have more than one entry selected, the Print List dialog opens.</p> <p>Click the button next to All to print all records in the list.</p> <p>Or</p> <p>Click the button next to Selected Items to print the list with only the entries you selected.</p> <p>Otherwise, go to step 3.</p>
3	<p>In the Print dialog, click Print or press <Enter>.</p> <p>Note: If results exceed 100 records, you can print only the set of currently displayed records. You must display other sets in the list to print them.</p>

Note: Connexion client uses Internet Explorer (IE) to print records and lists. Therefore, page margins for printing are determined by IE Page Setup settings. To adjust the margins, open the browser, and on the File menu, click **Page Setup**. You can determine other print settings (for example, portrait or landscape orientation) in the client Print dialog.

For general information on using lists in Connexion client, see Basics, Use Client Interface, "Record lists."

Open a record

Action
<p>In the LC Authority File Search List or LC Authority File Browse List, double-click an entry for a record, or highlight it and press <Enter>. (An entry on a Browse List can represent a record or another list.)</p> <ul style="list-style-type: none"> When a record opens, to open the next record without returning to the list, on the View menu, click Forward, or click , or press <F9>. To open the previous record, on the View menu, click Back, or click , or press <Shift><F9>.

Print a record

	Action
1	With a record open, on the File menu, click Print , or click  , or press <Shift><F12>, or press <Alt><F><P>.
2	In the Print dialog, click OK or press >Enter>. Results: <ul style="list-style-type: none"> If you click  or press <Ctrl><P>, printing occurs immediately using your default Windows printer, unless you selected to print records to a file (Tools > Options > Printing). <p>Note: If  is available (not grayed out), it prints the displayed record or, if a list is displayed, the selected record.</p> <ul style="list-style-type: none"> If you use File > Print or press <Alt><F><P>, the Print dialog opens. Your default Windows printer is selected, but you can select any printer from the list of printers installed on your workstation. <p>In the Print dialog, click OK or press <Enter> to print the record.</p>

Note: See Note above in “Print a list or selected entries” about adjusting page margins for printing.

For general information on using records in Connexion client, see Basics, Use Client Interface, “Records.”

Navigate among records and lists

When you have multiple records and lists open, you can use commands on the View and Window menus, or equivalent toolbar buttons or keystroke shortcuts, to navigate among the open windows. See Basics, Use Client Interface, “Record lists” for procedures.

Actions on authority records

You can take the following actions on authority records:

Action	How to
Edit	<ul style="list-style-type: none"> Edit the record to add local information for your library. See Authorities, Edit Authority Records, “Edit authority records” for more information.
Export	<ul style="list-style-type: none"> With an authority record displayed, on the Action menu, click Export, or click , or press <F5>. (Record must have an ARN.) See Authorities, Export or Import Authority Records, “Export authority records” for more information.

Action	How to
Report Error	<ul style="list-style-type: none">On the Action menu, click Report Error, or press <Alt><A><E>. See Authorities, Take Actions on Authority Records, "Report errors in authority records" for more information.
Set Status (workflow status only)	<ul style="list-style-type: none">With an authority record open, on the Action menu, click Set Status, or press <Alt><Shift><S>. See See Authorities, Save Authority Records, "Save authority records" for more information.

3 Open LC authority history records interactively

What is the LC names and subjects authority history file?

- The LC authority history file permanently stores:
 - Copies of all distributed authority records sent from the Library of Congress (LC) via the distribution cycle
 - Previous, now superseded versions of authority records distributed by LC
 - Deleted authority records distributed by LC
 - Name authority records deleted internally by OCLC quality control staff
- Records are read-only:
 - The records display without editable cells.
 - You cannot edit or take actions on them. You can, however, copy and paste from the records or print them.

Why use the LC authority history file?

Retrieve authority history records to:

- Track the history of a currently distributed authority record and or LCCN (for example, to find out when changes were made or when a particular reference or citation was added, or to look at the cancelled authority record when there is a z in field 010).
- Check for headings you can no longer find in the LC distributed authority file
- Identify the source of changes to a distributed authority record
- Research any issues that occurred during the evolution of an authority record

Tip: You can use a heading in an LC authority history record to generate a new authority record. See Authorities, Create Authority Records, "Generate an authority record from a name heading using an OCLC-supplied macro" for instructions.

Open authority history record(s) from distributed record or vice versa

With an LC authority record open, retrieve LC authority history record(s) that have the same ARN:

Action
<p>Click Authorities > Show > LC Superseded Versions (or press <Alt><U><H><P>).</p> <ul style="list-style-type: none"> • When a single record is located, the record displays in a separate, unique authority history record window. <p>Notes:</p> <ul style="list-style-type: none"> —The LC authority history file contains an exact copy of each distributed LC authority record sent from LC via the distribution cycle. Therefore, you always retrieve at least one authority history record. —Because retrieval is based on matching ARNs, if you research merging of records, you may need to re-search the LC authority file for the LCCN. <ul style="list-style-type: none"> • If multiple records are found a brief list displays. <p>See more details in "Results of search or browse" below.</p>

Or, if you search or browse the LC authority history file and have an LC authority history record displayed, retrieve the LC distributed authority record that has the same ARN:

Action
Click Authorities > Show > LC Distributed Version (or press <Alt><U><H><V>). <ul style="list-style-type: none">• If available, the distributed LC authority record displays in a separate window.• If no distributed authority record is retrieved, you receive a message that the record may have been deleted from the LC authority file. The message also gives the number of authority history records available for that ARN. See more details in "Results of search or browse" below.

Notes on accessibility of authority history records:

- Not accessible from LC distributed authority records saved and displayed in the online or local save file.
- Not accessible in the Control Headings window.
- Not accessible by clicking a See Also 5XX link in an authority history search results list. Clicking the link in an authority history record always displays the distributed authority record.
- Accessible from the LC distributed authority record that opens when you click a 5XX link in an authority history search results list.

Search for authority history records

If you are not starting from an open distributed LC authority record, you can search or browse the authority history file interactively the same way you search or browse the distributed LC authority file.

- Enter a command line search or a guided search using text boxes and lists.

Note: Batch processing is not available for searching or browsing the authority history file.

- Search for headings using a word index or browse using a phrase index.

Note: You cannot search for specific types of headings. All heading fields (100, 110, 111, etc.) are combined in the search and browse Heading index.

See search and browse indexes below.

Enter a command line search or browse

Enter a complete search string in a command line:

	Action
1	Click Authorities > Search > LC Names and Subjects History (or press <Alt><U><S><H>).
2	<p>In the Search LC Names and Subjects History window, in the Command Line Search box, enter a keyword or numeric search (derived searches are not supported).</p> <p>Command line search. Use full search syntax including index label, a colon (:), a word, and Boolean operators if needed to combine search terms. See a list of search indexes below.</p> <p>Command line browse. Use full syntax including the Scan command (sca), index label, an equal sign (=) for phrase or colon (:) for an ARN, and a browse phrase or number. See a list of browse indexes below.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Use the Status index only as a qualifier. Always combine a status index term with a search term in another index. A status search used alone produces an error message. • Optional. Use the truncation symbol (*) and character masking (wildcard) symbols (? or #) to include variant or unknown endings or spellings of a word. • See more about the difference between word indexes and phrase indexes in Cataloging, Search WorldCat, "Search WorldCat interactively." <p>For information about entering diacritics and special characters in search terms, see Authorities, Edit Authority Records, "Insert diacritics and special characters."</p> <p>Tips:</p> <ul style="list-style-type: none"> • To delete all displayed searches, click Clear Search. The client deletes all search terms but keeps the most recent 10 in drop-down lists. • To keep the search you entered, select the Retain Search check box.

	Action
3	<p>Optional. Show or hide cross references in search results:</p> <ul style="list-style-type: none"> To show See reference tracings in addition to the main entry for each record, click the Show See References in Results check box. Result: The search results list shows multiple-line entries that include the 4XX fields for each main entry. To show See Also reference tracings for each main entry, click the Show See Also References in Results check box. Result: The search results list shows multiple-line entries that include hot links to the 5XX fields for each main entry. To include both See and See Also references for each main entry, click both check boxes. Result: The search results list shows multiple-line entries that include both the 4XX fields and hot links to the 5XX fields for each main entry. To show only the main entry for each match, clear both check boxes (default). <p>Note: Cross reference settings apply to command line keyword and numeric search results. The system ignores these options for command line browse results.</p>
4	<p>Click OK or press <Enter> to send the search. Or Click Cancel to cancel the search and close the window.</p> <p>See more about search results below.</p>

Enter a guided search or browse using text boxes and lists

	Action
1	<p>Guided search: Click Authorities > Search > LC Names and Subjects History (or press <Alt><U><S><H>).</p> <p>Guided browse: Click Authorities > Browse > LC Names and Subjects History (or press <Alt><U><H>).</p>
2	<p>Guided search. In the Search LC Names and Subjects History window, in the Keyword/Numeric Search area, enter search terms in box(es) and select an index for each. Combine searches in different indexes by selecting Boolean operators, or combine searches in a single index by typing search terms and Boolean operators in a single box. See a list of search indexes below.</p> <p>Guided browse. In the Browse LC Names and Subjects History window, enter a browse term in the box and select an index. See a list of browse indexes below. Note: Browsing does not currently support Root and Expanded indexes.</p> <p>For information about entering diacritics and special characters in search terms, see Authorities, Edit Authority Records, "Insert diacritics and special characters."</p> <p>Tip: To delete all retained searches in the window, click Clear Search. The client deletes all search terms but keeps the most recent 10 in drop-down lists.</p>

	Action
3	Click OK or press <Enter>. Or Click Cancel to cancel the browse and close the window. See more about browse results below.

Results of search or browse

Authority history search results

- When you retrieve a single authority history record:
 - The client treats the record as a unique record type that can be kept open simultaneously with displayed records of other types (one record per type) without having to "pin." (Use pinning [**View > Pinned**] to keep multiple records of the same type open simultaneously.)

Note: You should always retrieve at least one authority history record, the exact copy of the distributed record sent from LC via the distribution cycle.

- The record information area at the top displays:
 - A timestamp (this timestamp is unique to LC authority history records and will never appear in LC distributed authority records)
 - **Example:19900406 11:41:26.100Z 02718558 n 3**

Definition of authority history timestamp:

The system assigns a unique timestamp to each authority history record. The timestamp consists of the date and time the record was added to the OCLC Authority History file, the OCLC ARN, the status of the record, and a source program identification.

For the timestamp example given above, the following is a description of each part:

19900406 [yyyymmdd]
11:41:26.100Z [time to the millisecond; Z = Greenwich Mean Time]
02718558 [OCLC ARN]
n [status code - new]
3 [source code - initial database loaded from the LC Names and Authorities file]

Status codes = **n** (new), **c** (changed), **d** (deleted), **p** (deleted internally by OCLC)

Example source codes = **3** (initial database loaded from the LC Names and Subjects Authorities file), **4** (In Distribution update from Connexion client), **5** (In Distribution update from Connexion browser), **6** (loaded from the LC distribution file), **r** (loaded from the Research Libraries Group authority history database)

- When you retrieve multiple records:
 - A brief list displays in 2 columns, sorted by timestamp, starting with the most recent to oldest history record. One column is an assigned results list number. The other column is the record description, including:
 - Line 1 = main entry
 - Line 2 = ARN, authority history (see definition above), and the LCCN
 - Line 3 = See references, if you selected to display them when you did the search
 - Line 4 = See Also references, shown in blue type, if you selected to display them
 - Note:** If the result is a list of records, the first record in the list is likely to be the exact copy of the distributed record sent from LC via the distribution cycle.
 - If the client retrieves more than 100 records, the first 100 records display. To view the next 100 records in the search results list, click **View > Next 100 Records** (or press <Page down>). To view the previous 100 records, click **View > Previous 100 Records** (or press <Page up>).
 - See more about navigating and using Connexion client results lists.

Authority history browse results

An authority history browse list shows:

- A scrollable list of 25 entries that match or most closely match the browse term you entered.
- The number of matching records for each entry.
- The item that matches your browse term most closely, highlighted in the list.
- Use <Page down> or <Page up> to display the next or the previous set of 25 entries.

Notes:

- Display terms in browse results lists are in all UPPERCASE letters.
- Diacritics and subfield codes do not display in the lists.

Label to indicate LC authority records that are in the distribution cycle

LC authority records that NACO participants have added or modified in the LC authority file go into a distribution cycle (with a "NACO lock" on them). While in the distribution cycle and until they are distributed by the Library of Congress, the records display the label In Distribution in the information area at the top of the record. Only distributed records display this label. Authority history records do not.

Indexes

Authority history search indexes

Index (label)	Fields indexed	Subfields indexed
Heading Word (me:)	100/400 110/410 111/411 130/430 150/450 151/451 155/455 180/480 181/481 182/482 185/485	a b c d e f g h j k l m n o p q r s t v x y z
LCCN Word (ln:)	010	a z
OCLC ARN (an:)	001	Not applicable
Status (ahs:)*	001 (Leader/06)	Not applicable
<p>*Caution: Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another LC authority history index. If you search the Status index only, you get an error message.</p>		

Authority history browse indexes

Index (label)	Fields indexed	Subfields indexed
LCCN Phrase (lc=)	010	a z
OCLC ARN (an:)	001	Not applicable
Heading Phrase (me=)	100/400	a b c d e f g h j k l m n o p q r s t v x y z
	110/410	a b c d e f g h k l n o p s t v x y z
	130/430	a d f g h k l m n o p r s t v x y z
	150/450 151/451	a b v x y z
	155/455	a v x y z
	180/480 181/481 182/482 185/485	v x y z

4 Tips for keyword searches

Tips cover save file keyword searches and LC authority file keyword searches

The following tips cover combining search terms and statuses, finding variants of search terms, and finding singular and plural terms.

Tips apply to keyword searches in bibliographic and authority save files, both online and local, and to LC authority file keyword/numeric searches, depending on the various search parameters in each search dialog.

See specific information about using truncation, wildcards, and plural endings for WorldCat Searches in "Search WorldCat interactively."

Combine search terms in one index

To search for multiple terms in one index, type all terms and Boolean operators in one **Search for** box in the Search dialog for the type of save file you are searching:

To find records that ...	Enter ...	Example
Contain all specified multiple terms (and)	<i>[term 1] [term 2]</i> Or <i>[term 1] and [term 2]</i> A space between terms is treated as an and .	transportation safety gaudier and brzeska
Contain at least one of the specified multiple terms (or)	<i>[term 1] or [terms 2]</i>	radiography or radiology
Do not contain one or more specified terms (not)	<i>[term 1] not [term 2]</i> Or <i>[term 1] or [term 2] not [term 3]</i>	college education not elementary brzeska not gaudier
Contain one or more groups of terms combined with other terms (terms grouped in parentheses)	<i>[term 1] ([term 2] or [term 3])</i> <i>[term 1] or ([term 2] or [term 3])</i> <i>[term 1] or ([term 2] [term 3])</i>	clinical (trial* or research)

Combine search terms in multiple indexes

To search for single terms in more than one index, type each term in separate **Search for** boxes in the Search dialog for the save file you want to search and combine by selecting a Boolean operator and an index from the Search dialog lists:

Boolean operator	Retrieves	Example
AND	Only records that contain both terms	For online authority save file: food (topical index) AND Smith (personal name index)
OR	Records that contain at least one of the terms	For online bibliographic save file: universities (title index) OR 20040707 (used date index)

Boolean operator	Retrieves	Example
NOT	Records that do not contain the term	For local bibliographic save file: persuasion (title index) NOT austen (name index)

Combine statuses

- Combining status criteria with **AND** narrows the search. The system retrieves only records that each contain all specified status values:
 - You can **AND** status values of different types. Use more than one status box in a save file search dialog to search for records with a specific statuses.

Example:
In the Search Online Bibliographic Save File dialog:
Workflow: New AND Source: Imported AND Action: Validate Completed
 - You can **AND** action status values to search for records on which you have taken various actions. Select **Action Status** in two or three list boxes and then select a different action name for each.

Example:
In the Search Local Authority Save File dialog:
Action: Add Completed AND Action: Export Completed.
 - You retrieve no records if you try to **AND** multiple values for the same action category (for example, **Export Failed AND Export Completed** retrieves no records). A record can have only one value for each action.
 - You retrieve no records if you try to **AND** multiple values for workflow status or source status (for example, **Extracted AND Derived** retrieves no records). A record can have only one value for each of these status types.

- Combining status criteria with **OR** broadens the search. The system retrieves records that contain any of the specified status values:
 - You can search for records with at least one of two or three possible values for different status types.

Example:
In the Search Local Bibliographic Save File dialog:
Workflow: New OR Source: Derived OR Action: Validate Completed
 - You can **OR** two or three possible values for the same status type. Select the same status type in two or three list boxes, select **OR** as the operator, and then select the status values.

Example:
In the Search Online Bibliographic Save File dialog:
Source: Workform OR Source: Imported

- **Always use AND to combine Master Record Locked** status with any other search criteria, limiting results to locked records that also match other specified terms, statuses, etc.

Find variant word endings or spellings

Use the **truncation** symbol (*) and **character masking** (wildcard) symbols (? or #) to include variant or unknown endings or spellings of a word in a search.

Note: You must precede wildcard symbols (? and #) by at least three characters.

Technique	Search format and example
Truncation (find variant endings)	<p>Use truncation when you want to expand a term to include variant endings or know only the first part of a term.</p> <ul style="list-style-type: none"> Type the first characters of the term, including as many characters as variant terms have in common (include at least three characters). Then type an asterisk (*). <p>Examples: librar* (retrieves <i>library, libraries, librarian, etc.</i>) comput* (retrieves <i>computer, computerized, computers, etc.</i>) catalog* (retrieves <i>cataloging, cataloger, catalogue, etc.</i>)</p>
Character masking (wild cards) (find variant spellings)	<p>Use character masking (wildcards) when you want to expand a term to include variant spellings or are unsure of the correct spelling for part of a term.</p> <ul style="list-style-type: none"> Type a question mark (?) or a number sign (#) in place of the character(s) you want to mask. You must precede the question mark or number sign by at least three characters. <ul style="list-style-type: none"> The question mark (?) retrieves variants of 0 or more characters. <p>Examples: psych?y (retrieves <i>psychology, psychiatry, psychobiology, etc.</i>) col?r (retrieves <i>color or colour</i>) int?net (retrieves <i>internet or intranet</i>)</p> <ul style="list-style-type: none"> The number sign (#) retrieves variants of one character. <p>Example: wom#n (retrieves <i>woman, women</i>) str#ng (retrieves <i>strong, string, strang</i>)</p>

Find singular and plural terms

The system does not automatically search for the singular form of a word when you enter only the plural form or vice versa. To find both forms of a word using one search:

Action
<p>Type both singular and plural forms combined with OR in one text box to retrieve records with either form.</p> <p>Examples: system or systems catalog or catalogs</p>

5 Enter LC authority file searches for batch processing

- About batch searching**
- The client uses your default authority local save file to store search keys you enter until you run the batch.
 - You can change the default local file from the same dialog where you enter the search keys if needed.
 - You can import search keys from a text file (*.txt) that contains each search key on a separate line.
 - After you run the batch, the search results are downloaded to the same local file.
 - In addition to entering LC authority file search keys, you can download records from the authority online save file.

Set up for batch searching

Go to **Tools > Options > Batch tab** to check or change the following options for batch searching:

- Maximum number of search results to download (**default:** 1 record; **maximum:** 100 records)
- Retain batch search keys for searches that:
 - Found no matches
 - Found too many matches
 - Produced an error

(**Default:** all settings are cleared)

Enter searches for batch processing

	Action
1	On the Batch menu, click Enter Authority Search Keys , or press <Alt><A>.
2	<p>Optional. Change the default authority save file (for those who use multiple local files): In the Enter Authority Search Keys dialog, in the Local File list, select a different file. Result: The file you select becomes the new default local save file.</p> <p>Or</p> <p>Click Local File Manager to create or move local files before entering search keys.</p>

	Action
3	<p>In the Query text box, enter a complete search string, including index labels and qualifiers if needed, in the same format you use to enter a command line search when you search the LC authority file interactively.</p> <p>Exception: Heading browse searches are not available for batch searching since they result in an index list, not records.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Omit the Find command (fin) from all searches. • Keyword search. Omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes. • Derived search: <ul style="list-style-type: none"> — Index labels are optional for a derived personal name, title, or subject search. If included, the index label must be followed by a colon. — For a derived corporate, conference, or geographic name search, you must include either the index label (cd:) or an equal sign (=) to distinguish a corporate/conference/geographic name search from a personal name search. <p style="padding-left: 40px;">See more below in "Enter a derived search."</p> <ul style="list-style-type: none"> • Combine searches with Boolean operators and, or, or not. <p>Note: You cannot use Boolean operators in scan queries (LC authority file browse for headings).</p> <ul style="list-style-type: none"> • Browse searches are not available for batch searching since they result in an index list, not records.
4	<p>Optional. To enter a diacritic or special character in the search key, click Enter Diacritics. See Authorities, Edit Authority Records, "Insert diacritics and special characters" for more details.</p>
5	<p>Optional. Under Use default index, select an index from the list of all available indexes to apply to each search you enter.</p> <p>Default: None, or the last index you selected.</p> <p>Result: The client precedes each search with the index label and correct punctuation (colon (:) or equal sign (=)).</p> <p>Exception: Any searches you type with a different index label and punctuation.</p>
6	<p>Click Add, or press <Enter>.</p> <p>Results:</p> <ul style="list-style-type: none"> • The client adds the search key to the list. • The highlighted search key remains in the Query box for you to type over or edit. • The client displays a running Total Entered, showing the number of search keys you have entered.

	Action
7	Continue adding, editing, or deleting search keys. Besides Add , you can use: <ul style="list-style-type: none"> • Delete to delete one or more searches selected in the list • Replace to replace a selected search key in the list with the search key you entered in the Query box • Import to import search keys from a text file (see next section of this topic for details) • Copy to copy selected searches to another local file; prompts for the local file to which you want to copy the search (button is unavailable until you select searches in the list)
8	Click Save to save the search keys in the list to the local save file.
9	Optional. Click Print to print the entire list of search keys you entered.
10	Click Close when finished. Result: If you made changes that you did not save, the client asks if you want to save the changes in the local file. Click OK to save or click Cancel .
11	When ready, run batch processing (see "Run batch processing" for instructions).

Import search keys from a text file

	Action
1	Create an ASCII text file (file extension *.txt) of search keys using basic text-editing software such as Windows Notepad. <ul style="list-style-type: none"> • Enter each search key on a new line (type a search key and then press <Enter> to type the next search key, etc.) • Use separate files for importing to the authority local save file and bibliographic local save file. • If you use multiple local files for batch searching, give the text file a unique name.
2	On the Batch menu, click Enter Authority Search Keys , or press <Alt>.
3	Click Import .
4	In the Windows Open dialog, type the full path and file name of the text file containing the search keys you want to import. Or Navigate to the file, and then click Open . Results: <ul style="list-style-type: none"> • The client adds each line in the text file as a search key to the list of search keys in the Enter Authority Search Keys dialog. • The client asks if you want to delete the import text file. Click Yes to delete or No to keep the file.
5	Follow steps 6 through 10 in the procedure above to complete batch searching.

Download records from the authority online save file

In addition to batch searching for LC authority file records, you can also retrieve records from the online authority save file using the same dialog:

	Action
1	In the Enter Authority Search Keys dialog, click the Retrieve all records from online save file check box.
2	Optional. Under Limit by Review Status , click one of the following check boxes to retrieve only records you submitted for review to colleagues in other libraries or to retrieve only records you did not submit for review: <ul style="list-style-type: none">• Non-Submitted• Submitted
3	Optional. Select the Delete downloaded records from online save file check box if desired. If a record you download is locked: <ul style="list-style-type: none">• With this option cleared: the master record lock is retained in the online save file• With this option selected: the master record lock is released
4	Click Save and then click Close when finished.
5	When ready, run batch processing (see "Run batch processing" for instructions).

6 Run batch processing

About batch processing

- Batch processing is available for WorldCat and Library of Congress (LC) authority file searches and for processing record actions on bibliographic and authority records.
- Run batch processing for multiple local files at once.
- The client stores searches and actions you set on records until you batch process the file. (See Basics, Manage Local Files, “Manage local files for offline/online cataloging” for more about using local files.)
- After you run a batch, the results are downloaded to the same local file.
- The client creates batch reports stored in the default local file (the reports are not separate files).
- When you run another batch using the same file, data for the new batch run overwrites existing data in the batch reports for the file.
- See alternative quick batch procedure to set or delete holdings on bibliographic records by OCLC number without first downloading the records (see Take Actions on Bibliographic Records, "Batch set or delete holdings by OCLC number").

Set options for batch processing

Go to **Tools > Options > Batch tab** to set the following options:

Option	How to set	Default setting
Number of matches to download for searches	In the Batch tab, under Searching , select the number of matches to download from the Maximum Number of Matches to Download list.	1 record Maximum: 100 records
Retain search keys for failed searches	In the Batch tab, under Searching , Batch Search Keys to Retain , select check boxes to keep search keys or any of the following search results: <ul style="list-style-type: none"> • Errors/Not Found • Too Many Matches 	All check boxes cleared No search keys are retained
Requirement: Delete LHRs (local holdings records) when deleting holdings	In the Batch tab, under Record Actions , select the Delete attached LHRs when Deleting Holdings check box to delete LHRs. Notes: <ul style="list-style-type: none"> • You must set this option to batch delete holdings successfully. • This setting does not apply to interactive delete holdings: When you delete holdings interactively (logged on), the system always prompts you to confirm deleting both your OCLC symbol and attached local holdings records. 	Check box cleared LHRs retained; batch Delete Holdings actions fail

Option	How to set	Default setting
Mark exports and label printing for batch processing	In the Batch tab, under Record Actions, Perform local actions in batch , select check boxes to mark records for batch for: <ul style="list-style-type: none"> • Bibliographic Record Export • Label Printing • Authority Record Export 	Check boxes cleared. Exports and label printing are performed immediately whether you are online or offline
Display or print batch reports automatically	In the Batch tab, select the Display batch reports automatically and/or Print batch reports automatically check boxes to select either or both of these options.	Display check box is selected; print check box is cleared Batch reports display automatically but do not print automatically

Go to **Batch > Process Batch**, and click **Search Options** to set the following options:

Option	How to set	Default setting
Assign a My Status to downloaded bibliographic or authority records	<ol style="list-style-type: none"> 1. In the Search Options window, under Downloaded Bibliographic Records or Downloaded Authority Records, select the Assign My Status check box. 2. In the box below the check box, type a My Status (up to 40 characters of free text). <p>Note: The text box is unavailable until you select the Assign My Status box.</p>	Check boxes cleared Text boxes unavailable My Status is not assigned
Apply the default local constant data record to downloaded records	In the Search Options window, under Downloaded Bibliographic Records or Downloaded Authority Records , select the Apply default local constant data check box. Notes: <ul style="list-style-type: none"> • The name of the default local constant data record displays under the check box • If no local constant record is set as the default, the client displays [None], and the check box is unavailable. 	Check boxes cleared Constant data is not applied

Prepare to run batch processing

	Action
1	<p>Required for batch processing:</p> <p>Set up a default authorization/password for logon. Set up either:</p> <ul style="list-style-type: none"> • A general default authorization in Tools > Options > Authorizations Or • A specific default authorization for the local file in File > Local File Manager/ Authorization.
2	<p>To prepare actions on records for batch processing:</p> <p>Save the records to your default local bibliographic and/or authority file and mark with the actions you want to take. See procedures in:</p> <ul style="list-style-type: none"> • “Take actions on bibliographic records/Set actions...for batch processing” • “Take actions on authority records/Set actions...for batch processing”
3	<p>To prepare WorldCat or LC authority file searches for batch processing:</p> <p>Enter search keys in the default local bibliographic and/or authority save file (Batch > Enter Bibliographic [or Authority] Search Keys). See procedures in:</p> <ul style="list-style-type: none"> • “Enter WorldCat searches for batch processing” • “Enter LC authority file searches for batch processing”
4	<p>When ready, run batch processing (see next section).</p>

Run batch processing

	Action
1	<p>On the Batch menu, click Process Batch, or press <Alt><P>.</p>
2	<p>Optional. In the Process Batch window, click Local File Manager to open the Local File Manager window for managing local files, if you need to relocate, create, delete, assign authorization, etc., before running a batch.</p>
3	<p>Optional. In the Process Batch window, select a local file in the list and click Enter Search Keys to check or enter search keys for batch processing, as an alternative to entering them from Batch > Enter Bibliographic [or Authority] Search Keys.</p>
4	<p>In the Local Files list, click check boxes to select the local file(s) you want to process.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The default local bibliographic and authority save files are marked with a red check mark. • Select as many local files as you want to process. All files you select are processed at once.

	Action
5	<p>Under Process, select the types of processing you want to run. Click one or more check boxes to select the following:</p> <ul style="list-style-type: none"> • Online Searches • Online Record Actions <p>If you select this process, the check box for Check date in Replaced becomes available. Select it to have the system check the master record in WorldCat for a more recent date.</p> <ul style="list-style-type: none"> • Exports* • Label Printing* <p>*Note: By default, export and label printing occur immediately whether you are logged on or offline. Therefore, you must set the Perform local actions in batch options in Tools > Options > Batch tab in order to mark records for batch-processing label printing and bibliographic and authority record export. If this option is set, records in either the online or local save file are marked for batch label print or export, rather than printed or exported immediately.</p>
6	<p>Optional. Click to select or clear the Retain file selection check box. (Default: Check box cleared)</p> <p>Results:</p> <ul style="list-style-type: none"> • If this option is selected, the client keeps the same file selections each time you open the window until you change them. • If the option is cleared, the client clears all file selections, and you select the files you want to process each time you open the window.
7	<p>Select the processing order for actions on records and for returning search results:</p> <p>For bibliographic records, select one of the following:</p> <ul style="list-style-type: none"> • Date/Time Added (default) • Save File Number • OCLC Control Number • Name • Title <p>Note: If you select Name for bibliographic records, the client uses a secondary sort by title for records that have no name or have the same name.</p> <p>For authority records, select one of the following:</p> <ul style="list-style-type: none"> • Date/Time Added (default) • Save File Number • OCLC ARN • Heading
8	<p>Optional. Click Search Options to assign a My Status or apply the default local constant data to downloaded bibliographic or authority records (see section on setting batch options above for details).</p>
9	<p>When finished, click OK to run batch processing for the selected local files. Or Click Cancel to close the window without running batch processing.</p>

	Action
10	<p>For records marked for some actions, the client may ask if you want to save the records to the local file after the batch is finished. Click Yes to save or No to delete after the batch is completed.</p> <p>Results:</p> <ul style="list-style-type: none"> • The batch runs immediately and includes all selected local files. • The client closes all local file records and lists. • The Connexion Client Batch in Process window shows the type of processing and the full path and file name of the file in process. For searches, the window shows the number of records being downloaded of the total retrieved. • If you selected the option to display and/or print batch reports in Tools > Options > Batch, the reports display and/or print. • The status of record actions is updated from R (Ready) to C (Completed) or F (Failed) in the local save file records and on the local save file list the next time you open them. • The client does not keep your settings in the Process Batch window (helps prevent re-running a batch by mistake). You must select the file(s) and the processes to run each time. <p>Exception: The client retains your file selection, if you clicked the Retain file selection check box.</p> <ul style="list-style-type: none"> • Searches are deleted from the local file unless you set options to keep searches that failed (Tools > Options > Batch).
11	<p>Optional. To cancel processing during a batch run, click Cancel Batch in the Connexion Client Batch in Process window.</p>

Quick batch alternative for bibliographic records to process holdings: Batch process setting or deleting holdings by OCLC numbers only without having to download the records. For procedures, see Take Actions on Bibliographic Records, "Batch set or delete holdings by OCLC number."

Option to check master record before processing actions

Select this option in the Process Batch window to have the client check the Replaced date of the master record against the local file record before batch-processing the action you marked.

- **With this option selected:** If the date in the master record is more recent than the date in the local file record, the action on the local file record fails, and the client downloads the newer record to the local file.
- **With this option cleared:** The client processes your local file records as they are and does not check whether a newer record is available.
- **Whether you have this option selected or not:** The client **always checks** the Replaced date of the master record against the Replaced date of the local record when you process **Replace** on a record. If the date in the master record is more recent, the replace action fails.

Open batch reports

Report types. For the bibliographic local save file(s) in a batch run, the client creates a search report, record action report, export report, and label print report. For the authority local save file(s) in a batch run, the client creates a search, record action, and export report. The client also creates a report for batch holdings by OCLC number.

View reports automatically as soon as a batch finishes. By default, when the client completes a batch run, reports open automatically to show results. The reports open on top of each other, with each window maximized.

You can clear this option or select another option to print batch reports automatically in **Tools > Options > Batch**.

View current batch reports any time after batch finishes. To view the most current batch reports any time:

Action
<p>To view batch results for the default local save files:</p> <p>On the Batch menu, click View Reports. On the submenu, click one of the following (or press the corresponding default keystroke):</p> <ul style="list-style-type: none">• Bibliographic Search Report (or press <Alt><V><S>)• Bibliographic Record Action Report (or press <Alt><V><A>)• Bibliographic Export Report (or press <Alt><V><X>)• Label Print Report (or press <Alt><V><L>)• Authority Search Report (or press <Alt><V><U>)• Authority Record Action Report (or press <Alt><V><R>)• Authority Export Report (or press <Alt><V><P>)• Holdings by OCLC Numbers Report (or press <Alt><V><H>) <p>To view batch results for local files that are not the default:</p> <ol style="list-style-type: none">1. On the File menu, click Local File Manager, or press <Alt><F><F>.2. Select the file type and file for which you want to view reports.3. Under Batch Reports, click the type of report(s).4. Click View Reports. <p>Note: The reports you select open behind the Local File Manager window on top of each other if more than one opens..</p>

Caution: As soon as you run another batch of searches or actions, the client overwrites the last batch reports with the information for the new batch run(s).

Use batch reports

To print the displayed report:

Action
<p>On the File menu, click Print, or click , or press <Ctrl><P>, and in the Print window click Print.</p> <p>Or</p> <p>Select only the text you want to print, click Print, and in the Print window under Page Range, click the Selection button and then click Print.</p>

To copy data in a report:

Action
<p>Use the mouse to click and drag through the data to select it for copying (or to select all data, press <Ctrl><A>), and on the Edit menu click Copy, or click , or press <Ctrl><C>.</p> <p>Paste the data into an Excel spreadsheet or a text editor for further processing. (If you paste into a spreadsheet, use features of Excel to organize the data.)</p>

Information shown in batch reports

The header of each type of batch report shows:

- **Local File** (full path and file name of the processed file)
- **Session ID**
- **Report Start Time**
- **Session Duration**
- For search and record action reports: Number of bibliographic and authority exports reported for that file

For each type of batch, reports show:

Type of report	Information displayed
Bibliographic and authority batch search reports	<ul style="list-style-type: none"> • Search errors (this section displays only if the batch had search errors) Shows the total number of errors and specifies the type of errors, if present: <ul style="list-style-type: none"> — Too many matches Shows the number of searches resulting in too many matches and for each, shows search keys and number of records found — Error or records not found Shows the number of searches resulting in errors or records not found and for each, shows search keys and type of error • Successful searches (shows the total number) For each successful search, shows: <ul style="list-style-type: none"> — Search key — Number of records found — Local save file number assigned for each record downloaded — OCLC control number or ARN — Title*

Type of report	Information displayed
Bibliographic and authority batch record action reports	<ul style="list-style-type: none"> • Validation errors (this section displays only if the batch had action errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, title, and the action that failed • Successful actions (shows the total number) For each successful action, shows: <ul style="list-style-type: none"> — Save file number of the record you makred with an action for batch processing — OCLC control number or ARN — Title* — The action that succeeded
Bibliographic and authority batch export reports	<ul style="list-style-type: none"> • Record export errors (this section displays only if the batch had export errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, and title • Successful exports (shows the total number) For each successful export, shows: <ul style="list-style-type: none"> — Save file number of the record exported — OCLC control number or ARN — Title*
Label Print report	<ul style="list-style-type: none"> • Label print errors (this section displays only if the batch had label errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, and title • Successful label printing (shows the total number) For each record that had labels printed successfully, shows: <ul style="list-style-type: none"> — Save file number of the record for which labels printed — OCLC control number or ARN — Title*
<p>Note on non-Latin script titles: If linked Latin and non-Latin title fields are in a record, the batch report shows both. Otherwise, the batch report includes either the non-Latin script title or the Latin script title, depending on which is in the title field.</p>	

See details about batch holdings by OCLC number reports in Cataloging, Take Actions on Bibliographic Records, ".Batch set or delete holdings by OCLC number."

