

## Authority Control -- Key Takeaways & Reminders

### Purpose of Authority Control

Definition of authority control from  
[ODLIS — Online Dictionary for Library and Information Science](#)

The procedures by which consistency of form is maintained in the headings (names, uniform titles, series titles, and subjects) used in a library catalog or file of bibliographic records through the application of an authoritative list (called an authority file) to new items as they are added to the collection. Authority control is available from commercial service providers.

### Authority Tags and Bibliographic Tags where headings are controlled

Heading	Authority Tag	Bibliographic Tags
Personal Name	100	100, 600, 700, 800
Corporate Name	110	110, 610, 710, 810
Conference Name	111	111, 611, 711, 811
Uniform Title	130	130, 440, 630, 730, 830
Chronological Term	148	648
Topical Subject	150	650
Geographic Subject	151	651
Genre / Form Subject	155	655
Topical Subdivision	180	6xx \$x
Geographic Subdivision	181	6xx \$z
Chronological Subdivision	182	6xx \$y
Form Subdivision	185	6xx \$v

## Relationship between the OCLC Authority File and the Library of Congress Authority File: how the OCLC Authority File is updated

The Library of Congress (LC) and the Program for Cooperative Cataloging (PCC) libraries, that participate in the Name Authority Cooperative Program (NACO) or the Subject Authority Cooperative Program (SACO) create and contribute authority records according to rules and specifications in:

- *MARC 21 Format for Authority Data (Library of Congress, 1999 base text) and its updates*
- *LC Guidelines Supplement to the MARC 21 Format for Authority Data (Library of Congress, 2002 edition, aka The Blue Pages)*
- *Anglo-American Cataloguing Rules (2<sup>nd</sup> edition, Revised)*
- *RDA: Resource Description & Access. (American Library Association, 2010)*
- *Library of Congress Rule Interpretations (Library of Congress, 2<sup>nd</sup> edition, 1989-)*
- *Descriptive Cataloging Manual Z1: Name and Subject Authority Records (Library of Congress)*
- *NACO Participants' Manual (Library of Congress, 3<sup>rd</sup> edition, 2005)*
- *SACO Participants' Manual (Program for Cooperative Cataloging, 2<sup>nd</sup> edition, 2007)*
- *Subject Cataloging Manual: Subject Headings (Library of Congress, 24<sup>th</sup> edition, 2001-)*

OCLC adds records created by LC staff, SACO participants, and non-OCLC NACO participants through electronic transfer. OCLC adds name and uniform title authority records daily and subject authority records weekly.

### Online resource: Authorities: Format and Indexes

[https://help.oclc.org/Metadata\\_Services/Authority\\_records/Authorities\\_Format\\_and\\_indexes](https://help.oclc.org/Metadata_Services/Authority_records/Authorities_Format_and_indexes)

OCLC Authorities Documentation

[https://help.oclc.org/Metadata\\_Services/Connexion/Connexion\\_client\\_documentation](https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_documentation)

These documents include:

OCLC Connexion: Searching Authorities Quick Reference

<https://oc.lc/connexion-client-search-authorities-quick-ref>

Connexion Client: Search Authority Files

<https://oc.lc/connexion-client-search-authority-file>

Use Authority Control for Bibliographic Records

## MARC Authority Fields

(X = any number 0-9)

- 010 LCCN
- 1XX Heading
- 4XX "See from" tracing
- 5XX "See also from" tracing
- 6XX Notes
  - 670 Source Data Found
  - 680 Scope Note

### Codes in subfield \$w (most often in 4xx and 5xx fields):

- a - Earlier heading
- b - Later heading
- d - Acronym (pre 1981)
- f - Musical composition (pre 1981)
- g - Broader term
- h - Narrower term
- i - Reference instruction phrase in subfield \$i
- n - Not applicable
- r - Relationship designation in subfield ‡i or ‡4
- t - Immediate parent body

### Fields that may assist in identifying and differentiating personal or corporate names

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 368 Other Corporate Body Attributes | 374 Occupation                   |
| 370 Associated Place                | 375 Gender                       |
| 371 Address                         | 376 Family Information           |
| 372 Field of Activity               | 377 Associated Language          |
| 373 Associated Group                | 378 Fuller Form of Personal Name |

### Fixed fields:

Geo subd (008/06)

- blank = Not subdivided geographically
- i = Subdivided geographically—indirect
- n = Not applicable

Name (008/32)

- a = Differentiated personal name
- b = Undifferentiated personal name
- n = Not applicable

### Identify LC Children's Subject Heading:

- In search results list: [CHILDREN'S]
- In full record: sj prefix in 010 field
- In full record: Fixed field Subj coded **b**

## Series authority records:

### Fixed fields

Series (008/12): Type of series code

- a = Monographic series
- b = Multipart item
- c = Series-like phrase
- n = Not applicable

Ser use (008/16): Heading use code--series added entry

- a = Heading appropriate as series added entry
- b = Heading not appropriate as series added entry

Ser num (008/13): Numbered/unnumbered series code

- a = Numbered series
- b = Unnumbered series
- c = Numbering varies
- n = Not applicable

### Variable fields:

642 ‡a: Series numbering example

644 ‡a: Series analysis practice

- f = Analyzed in full
- p = Analyzed in part
- n = Not analyzed

645 ‡a: Series tracing practice

- t = Traced as series added entry
- n = Not traced as series added entry

646 ‡a: Series classification practice

- c = Volumes are classified as a collection
- m = Volumes are classified with main or other series
- s = Volumes are classified separately

## Control headings

- Controlling a heading establishes an electronic link between a heading in a bibliographic record and the corresponding authority record for that heading
- Controlled headings in a bibliographic record display as links (blue underlined text)
- Click the controlled heading to open the associated authority record in a separate window
- Once the heading in a master bibliographic record is controlled, it is linked to the authority record so if the authority record changes, the controlled heading in the bibliographic record will be updated.

Control headings can be used on bibliographic records or workforms in:

- WorldCat
- Online save file
- Local bibliographic save file (when signed in)


Control headings can be applied to these fields:

- Name headings (1xx and 7xx)
- Subject headings (6xx) with 2nd indicator 0 (LCSH)
- Genre headings (655) with 2<sup>nd</sup> indicator 0
- Subject subdivisions (‡x, ‡v, ‡y, ‡z)
- Series added entries (8xx)

### Use these procedures to control headings:

- To control all headings in the record, use the menu command **Edit>Control Headings>All**.
- Some headings (such as unqualified personal name headings) need to be controlled individually. To control a single heading, use the menu command **Edit>Control Headings>Single**.
- To add a subdivision to a heading that is already controlled, first un-control the heading (Menu command: **Edit>Control Headings>Un-control Single**)

### Summary of Control Headings commands

- Control all headings: **Edit>Control Headings>All**  
OR <Shift><F11>
- Control single heading: **Edit>Control Headings>Single**  
OR <F11> OR  OR (right click) > **Control Single Heading**
- Un control all headings: **Edit>Control Headings>Un control All**
- Uncontrol single heading: **Edit>Control Headings>Uncontrol Single**  
OR (right click) > **Uncontrol Single** OR <Ctrl><F11>

## Browse or search the OCLC Authority File

Most Authority File indexes can be either searched or browsed. Browsing is usually easier, but if you are not sure of the form of the heading (for example, for corporate/conference names or uniform titles), a keyword search can be useful.

To browse the Authority File, use the menu command **Authorities>Browse>LC Names and Subjects**. Enter the terms you want to browse and select the appropriate index.



The Expanded Authority File Browse feature is especially useful for name-title headings, and subject headings with many subdivisions. You can use this feature either when doing an initial browse, or from the Root Browse results list.

- To use when doing an initial browse: Browse as above and enter a subheading in the Expanded Term box.
- To use from the Root Browse results list, enter a subheading in the Expanded Term box and click **Do Expanded Scan**.

LCCN (Library of Congress Control Number) and OCLC ARN (OCLC Authority Record Number) can only be searched, not browsed.

To search the Authority File, use the menu command **Authorities>Search>LC Names and Subjects**. Enter the terms you want to browse, and select the appropriate index

### Summary of browse or search the OCLC Authority File

- Search Authority File: **Authorities > Search >LC Names and Subjects**  
OR <Shift><F2> OR 
- Browse Authority File: **Authorities > Browse >LC Names and Subjects**  
OR <Alt><F2> OR 

## Export an authority record

Menu command: **Action>Export**

OR <F5>

OR 

## Authority File Indexes

<b>Index</b>	<b>Label</b>	<b>MARC Authority Fields Indexed</b>
Cataloging Source (search only)	cs	040 \$a, \$c, \$d
Children's Subjects	sj	Most fields; index includes records with LCCN prefix <b>sj</b>
Corporate/Conference Names	cn or co	110, 111, 151, etc.
Descriptive Rules (search only)	dx	040 \$e
Genre	ge	155, 455, 555, 755, etc.
Geographic Names	gg	151, etc. and 181, etc.
Keyword (search only)	kw	Includes all variable fields
LC Names	nw	Most fields; index includes records with LCCN prefix starting with <b>n</b>
LCCN (search only)	ln	010, 667
LCSH	su	Most fields; index includes records with LCCN prefix <b>sh &amp; sj</b> ; as well as x51 (geographic) headings from records with LCCN prefix starting with <b>n</b>
Notes (search only)	nt	Includes all 6xx fields
OCLC ARN (search only)	an	001
Personal names	pn	100, 400, 500, 700, etc.
Subdivision headings	sb	180, 181, 182, 185, etc. with subfields ‡v ‡x ‡y ‡z
Titles	ti	Name-title headings and uniform title headings
Topical headings	sp	150, etc.

## Related Topics:

### **VIAF (Virtual International Authority File)**

VIAF is a collaborative effort between national libraries and organizations contributing name authority files. All authority data for a given entity is linked together into a "super" authority record. It is a convenient way for the library community and other agencies to repurpose bibliographic data produced by libraries serving different language communities

More information about VIAF can be found here: <https://www.oclc.org/en/viaf.html>

### **FAST (Faceted Application of Subject Terminology)**

FAST is a fully enumerative faceted subject heading schema derived from the Library of Congress Subject Headings (LCSH).

The development of FAST has been a collaboration of OCLC and the Library of Congress with advice from members of the ALCTS/SAC/Subcommittee on FAST.

OCLC systematically adds FAST (Faceted Application of Subject Terminology) headings to many WorldCat bibliographic records. This process began in September 2013.

More information about FAST can be found here:

<https://www.oclc.org/research/themes/data-science/fast.html>