Staff User’s Guide - Authorities

Version 20
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1 Authorities Overview

Authority records are a means of achieving consistency of headings, particularly those relating to author, subject and series titles. Authority records can also serve as an aid to searching the bibliographic database.

In ALEPH, authority records are cataloged and stored in a separate database - the authority database. An installation can have one or more AUTHority databases linked to its bibliographic database/s. Generally, a separate authority database is recommended for different authorities. For example, MeSH and LC authorities should each have their own database. This is recommended because different authorities may share terms.

ALEPH supports MARC 21, UNIMARC and MAB authority formats. In fact, since the system is table-driven, most types of authorities can be used. This manual focuses on the MARC 21 authority format. In principle, the functionality and setup is the same for all authority formats.

The next six chapters each focus on different aspects of the use of the authority database in ALEPH. These chapters build upon each other, adding additional facets:

- **2 The Authority Database.** This chapter describes the authority database with sections on the authority record and the authority database indexes, and on how links (for example, related, narrower and broader terms) are created between authority records.

- **3 Authority Control.** This section describes the link between the bibliographic and the authority databases, including update of bibliographic records and enrichment of the bibliographic headings and word files.

- **4 Authority Database as Search Aid.** This chapter describes how the authority database can be used as an aid in searching the bibliographic database. It includes the following topics:
  - Display of/navigation from linked authority records from a bibliographic heading.
  - 'Jumping' from the authority database to the bibliographic database.

- **5 Multilingual Authorities.** This section describes how the authority database is set up as a multilingual authority database.

- **6 Batch Loading of Records to the Authority Database.** This section describes how the Load Authority Records (manage-31) service accepts an input file of authority records and uses them to update the authority database.
7 Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries. This section describes how the p_manage_102 and the p_manage_103 services can be used to accomplish faster enrichment and correction of the bibliographic database based on the authority records of the authority database.

2 The Authority Database

This chapter includes the following sections:

- The Authority Record
- Authority Database Indexes
- Authority Database Links
- Authority Database Setup

2.1 The Authority Record

The authority record is cataloged using the MARC 21 Authority Format with some additional ALEPH proprietary fields. The following table depicts the most important fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader (LDR) (Record Label in UNIMARC)</td>
<td>A fixed field that comprises the first 24 character positions (00-23) of each record and provides information for the processing of the record.</td>
</tr>
<tr>
<td>008</td>
<td>The appropriate codes are important:</td>
</tr>
<tr>
<td></td>
<td>• Pos.14 - Are the headings appropriate for use as main/added entries?</td>
</tr>
<tr>
<td></td>
<td>• Pos.15 - Are the headings appropriate for use as subject entries?</td>
</tr>
<tr>
<td></td>
<td>• Pos.16 - Are the headings appropriate for use as series entries?</td>
</tr>
<tr>
<td></td>
<td>o a = yes</td>
</tr>
<tr>
<td></td>
<td>o b = no</td>
</tr>
</tbody>
</table>

The system uses these codes to determine whether or not an authority record should be used if the code is set in the tab_aut table (see Authority Control Setup on page 34). The system uses a and c for headings update. This functionality is relevant only for MARC 21 libraries.
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XX (2XX in UNIMARC)</td>
<td>The preferred term (&quot;established heading&quot;). A record should have only one 1XX field (except for multilingual authority records).</td>
</tr>
<tr>
<td>4XX</td>
<td>Non-preferred terms. Note that 1XX and 4XX terms must be unique within the authority database. Ambiguous headings (the same 4XX field in different authority records) are problematic. For more details, see Ambiguous Headings on page 28.</td>
</tr>
<tr>
<td>5XX</td>
<td>Related term. The type of relationship is defined in subfield w (or subfield 5 in UNIMARC). Additional information on the creation of links between authority records based on the 5XX fields can be found in Authority Database Links on page 9.</td>
</tr>
</tbody>
</table>
| UPD | UPD is a special ALEPH field that determines whether or not the authority record can be used to automatically update bibliographic records. The content of the field:  
- Y=automatically update the bibliographic record  
- N=do not update the bibliographic record  
If the authority record has no UPD field the default is UPD=Y |
| COR | COR is a special ALEPH field that is automatically added to an authority record when the preferred term is changed. If the original preferred term is not kept in the authority record, the link to the bibliographic records (that contain the original preferred term) is lost. See Changing the Preferred Term: the COR Field on page 27 for more details. |

Authority records can either be cataloged manually or imported from external sources using standard loader procedures (online and batch).

### 2.2 Authority Database Indexes

The authority database can be searched like any other ALEPH database. A variety of indexes (headings, words and direct indexes) can be created. Authority database indexes are also used by catalogers when searching the authority database from the Cataloging module. If necessary, additional indexes can be defined especially for this purpose.

An authority database for MARC 21 or UNIMARC subjects and names typically has the following headings files:

#### MARC 21

<table>
<thead>
<tr>
<th>Type</th>
<th>Created from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal names</td>
<td>100, 400</td>
</tr>
<tr>
<td>Corporate names</td>
<td>110, 410</td>
</tr>
<tr>
<td>Meeting names</td>
<td>111, 411</td>
</tr>
</tbody>
</table>
Uniform titles created from 130, 430
Topical terms created from 150, 450
Geographic names created from 151, 451
Genre terms created from 155, 455

**UNIMARC**

<table>
<thead>
<tr>
<th>Personal names</th>
<th>created from 200, 400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate body names</td>
<td>created from 210, 410</td>
</tr>
<tr>
<td>Territorial or geographic names</td>
<td>created from 215, 415</td>
</tr>
<tr>
<td>Family names</td>
<td>created from 220, 420</td>
</tr>
<tr>
<td>Uniform titles</td>
<td>created from 230, 430</td>
</tr>
<tr>
<td>Name/Titles</td>
<td>created from 240, 440</td>
</tr>
<tr>
<td>Name/Collective uniform titles</td>
<td>created from 245, 445</td>
</tr>
<tr>
<td>Topical subjects</td>
<td>created from 250, 450</td>
</tr>
</tbody>
</table>

If you want the indexes to include related terms (5XX field), separate indexes without these fields should be created for searching and copying from the authority database in the cataloging module. This is because ALEPH requires that only one authority record be linked to a heading in order to display information concerning the authority term (for example, preferred/non-preferred) and in order to automatically insert the preferred term if a non-preferred term is selected.

2.2.1 The "GEN" Index

In addition to the indexes created for searching the authority database, the system requires a "general" headings index (GEN), for creating the links between the bibliographic and authority databases. This index should include preferred (1XX) and non-preferred terms (4XX and COR). Related terms (5XX) fields should not be included, as each term must link back to a single authority record.

2.3 Authority Database Links

You can create links between related authority records. In MARC 21 and UNIMARC, the 5XX field is used for creating links and the type of relationship is defined in subfield w (subfield 5 in UNIMARC) of the field. In ALEPH the type of relationship can be defined in a special table and additional types, apart from those available in the MARC standard, can be added (refer to Authority Database Links Using tab07 on page 14).

The links between records can be used to navigate the authority database; they can also be used to navigate the bibliographic database (see The Authority Database as Search Aid on page 47).
If the `tab07` table is used (refer to Authority Database Links Using `tab07` on page 14), then the relationships between terms do not have to be entered in both authority records (that is, both sides of the relationship). It is sufficient to enter the related term in one of the records and, based on this, the system creates both sides of the link. Authority records in which the relationship has been entered in both records can also be used. In this case, the `tab07` table is not needed. Note that the `tab07` table is required only for multilingual authority libraries.

The links between authority records based on the `tab07` table are created by the **Links Between Records** (p-manage-12) service. The links are also created as records are added and updated in the authority database. Note, however, that for the link to be created, the authority record to which the related term points must already be in the database. This means that the database must either be built following the hierarchy of the relationships, or that all terms (1XX fields in MARC 21, 2XX for UNIMARC) must be entered before related terms are entered. If the `tab07` table is used, it is recommended to rebuild the authority database links periodically by running this service.

**Note**

When a term is changed, the system will not automatically update the authority records in which the term is a related term. If a term appears in many authority records it may be useful to use Global Changes (p-manage-21) to change a term in multiple records.

**Examples:**
The three following authority records have related terms. Note that related terms, (550 with no subfield w or subfield 5 for UNIMARC) are entered in this example in both records; while broader terms (550 subfield w-g (subfield 5g for UNIMARC)) are entered in the case of a broader-narrower type relationship in only one record. This is typical of Library of Congress authority records:

<table>
<thead>
<tr>
<th>Authority</th>
<th>LDR</th>
<th>^<del>^~rrz~~~~~~~~~~~~^~n</del>4500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Control No.</strong></td>
<td>001</td>
<td>000002769</td>
</tr>
<tr>
<td><strong>Date and Time</strong></td>
<td>005</td>
<td>20010717152603.0</td>
</tr>
<tr>
<td><strong>Indexed Data</strong></td>
<td>030</td>
<td>012717nabaccrnaan</td>
</tr>
<tr>
<td><strong>LC Control No.</strong></td>
<td>010</td>
<td>sh 85000529^</td>
</tr>
<tr>
<td><strong>Catalog Source</strong></td>
<td>040</td>
<td>DLC</td>
</tr>
<tr>
<td><strong>LC Class No.</strong></td>
<td>053</td>
<td>5502.57</td>
</tr>
<tr>
<td><strong>Topical Term</strong></td>
<td>150</td>
<td>Acid soils</td>
</tr>
<tr>
<td><strong>Subject Loc.</strong></td>
<td>450</td>
<td>Acidic soils</td>
</tr>
<tr>
<td><strong>SAF. Term</strong></td>
<td>550</td>
<td>Soils</td>
</tr>
<tr>
<td><strong>SAF. Trac. Topic</strong></td>
<td>550</td>
<td>Soil acidity</td>
</tr>
<tr>
<td><strong>Update</strong></td>
<td>UPD</td>
<td>Y</td>
</tr>
</tbody>
</table>
Example 2:

| Leader | LDR | ^^^^^^nz^^^^^^^^^^^^^n^4500 |
| Control No. | 001 | — — 000002770 |
| Date and Time | 005 | ^20010717152855.0 |
| Fixed Data | 008 | 010717nabacznnaaan|b^|nc||d |
| Topical Term | 150 | 0 ^Soils |

Example 3:

| Leader | LDR | ^^^^^^nz^^^^^^^^^^^^^n^4500 |
| Control No. | 001 | — — 000002771 |
| Date and Time | 005 | ^20010717153141.0 |
| Fixed Data | 008 | 010717nabacznnaaan|b^|nc||d |
| Topical Term | 150 | 0 ^acid soil |
| SAF. Trac Topic | 550 | 0 ^Soil acidity |

In the Search function, the links are displayed as follows:

When the link button is clicked, the system displays the linked authority record.

A similar display is available in the Web OPAC of the authority database.

When cataloging a 5XX field, you can check whether or not the 5XX field (See also from tracing field) cataloged in the authority record has a corresponding entry in the "GEN" index. If there is no matching heading in the "GEN" index, an error message is displayed. If the 5XX field has a corresponding entry, the program also checks if this entry derives from a 1XX Heading field or from a See from tracing field (4XX). If the matching heading derives from a See from (4XX), then an error message is displayed (the program is called check_doc_aut_5xx, see the Cataloging module System
2.3.1 Authority Database Indexes

**Note:**
The following section is primarily of interest to System Librarian’s.

The authority database indexes are defined in `tab00.lng`, `tab11_acc`, `tab11_word` and `tab11_ind`.

The `tab00.lng` table defines the various indexes (headings, words and direct indexes). The following are samples for all types of available indexes:

**Words:**

- **H WRD** `W-001` 00 18 Words
- **H WPE** `W-002` 00 20 W-person
- **H WCO** `W-003` 00 21 W-corp
- **H WME** `W-004` 00 22 W-meet
- **H WUT** `W-005` 00 23 W-uni.ti
- **H WPL** `W-006` 00 24 W-place
- **H WPU** `W-007` 00 25 W-publ.
- **H WSU** `W-008` 00 26 W-subj.

**Headings:**

- **H PER** ACC 11 00 00 Personal names
- **H TOP** ACC 11 00 00 LCSH
- **H COR** ACC 11 00 00 Corporate names
- **H MET** ACC 11 00 00 Meeting names
- **H TIT** ACC 11 00 00 Uniform titles
- **H GEO** ACC 11 00 00 Geographic names
- **H SBD** ACC 11 00 00 Subdivisions
- **H LCN** ACC 11 00 00 Class numbers
- **H GEN** ACC 11 00 00 General
- **H Z0101** ACC 12 00 00 General (Brief rec.)
- **H GXX** ACC 11 00 00 General (Secondary)

**Direct indexes:**

- **H LCC** IND 21 00 00 LCCN
- **H CNO** IND 21 00 00 Control Number

The `tab11_word` table defines which fields are sent to the word indexes. Following is an example for MARC 21 format:

```
100##
110##
111##
130##
150##
151##
155##
```

Following is an example for UNIMARC format:

```
```
The `tab11_acc` table defines which fields are sent to the headings indexes. Following is an example for MARC 21 format:

<table>
<thead>
<tr>
<th>100##</th>
<th>PER</th>
<th>-wi</th>
</tr>
</thead>
<tbody>
<tr>
<td>110##</td>
<td>COR</td>
<td>-wi</td>
</tr>
<tr>
<td>111##</td>
<td>MET</td>
<td>-wi</td>
</tr>
<tr>
<td>130##</td>
<td>TIT</td>
<td>-wi</td>
</tr>
<tr>
<td>150##</td>
<td>TOP</td>
<td>-6</td>
</tr>
<tr>
<td>151##</td>
<td>GEO</td>
<td>-wi</td>
</tr>
<tr>
<td>400##</td>
<td>PER</td>
<td>-wi</td>
</tr>
<tr>
<td>410##</td>
<td>COR</td>
<td>-wi</td>
</tr>
<tr>
<td>411##</td>
<td>MET</td>
<td>-wi</td>
</tr>
<tr>
<td>430##</td>
<td>TIT</td>
<td>-wi</td>
</tr>
<tr>
<td>450##</td>
<td>TOP</td>
<td>-wi56</td>
</tr>
<tr>
<td>451##</td>
<td>GEO</td>
<td>-wi</td>
</tr>
</tbody>
</table>

Following is an example for UNIMARC format:

<table>
<thead>
<tr>
<th>200##</th>
<th>PER</th>
<th>-0235678</th>
</tr>
</thead>
<tbody>
<tr>
<td>200##</td>
<td>SUB</td>
<td>-0234678</td>
</tr>
<tr>
<td>210##</td>
<td>COR</td>
<td>-0234678</td>
</tr>
<tr>
<td>210##</td>
<td>SUB</td>
<td>-0234678</td>
</tr>
<tr>
<td>400##</td>
<td>PER</td>
<td>-0235678</td>
</tr>
<tr>
<td>410##</td>
<td>COR</td>
<td>-0235678</td>
</tr>
</tbody>
</table>

**Notes for `tab11_acc`:**

1. If the headings files are also used for search/copy in the Cataloging module, do not send 5XX fields, as terms should link back to one authority record.
2. Send all 1XX, 4XX and COR fields to the GEN headings index. Do not send 5XX fields to the GEN headings index, as terms must link back to one authority record.

3. For the implementation of the check_doc_aut_5xx program that checks whether or not the 5XX field (See also from tracing field) cataloged in the authority record has a corresponding entry in the "GEN" index, note that the 5XX fields should be sent to the "GXX" headings index (as shown in the above sample). The check_doc_aut_5xx compares the entries in this index with the entries in the "GEN" index.

4. For the generation of brief records (Z0101) from the authority library, send all the 1xx and 4xx fields to the Z0101 headings index.

The tab11_ind table defines which fields are sent to the direct indexes. Following is an example for MARC 21 format:

```
010## LCC a
035## CNO
```

Following is an example for UNIMARC format:

```
680## LCC
675## UDC
676## DDC
```

### 2.3.2 Authority Database Links Using tab07

**Note:**
The following section is primarily of interest to System Librarian’s.

This section contains the setup needed for the creation of authority links when the tab07 table is used.

**tab_z103**
In order to create links between authority records the following line must be present in `tab_z103` in the authority library:

`update_z103_aut`

**tab07**
This table defines links between authority headings for the creation of Z103 link records.

**Note**
The building of the Z103 links between authority records is required only for multilingual authority libraries. When cataloging in a multilingual authority library it...
suffices to add 5XX references in one language only. Using this table, the system builds Z103 links, to "add" the 5XX in all its language manifestations. The additional 5XX fields are not actually present in the authority record, but when the record is displayed, they are included (through the Z103 links).

In addition, libraries can opt to use the tab07 and the Z103 links in order to build reciprocal 5XX references. According to the table setup, if you have a 5XX in one record, the Z103 can create the reciprocal reference in the other record. In this way, if you enter "broader term" references, the "narrower term" references will be automatically generated. For example, LCSH authority records include 550 fields for broader terms only ($$wg). If the library wants to show references in the opposite direction (to narrower terms), this can be done using this table.

### Structure of the table:
- Col. 1 Field code
- Col. 2 Subfield to strip or include in finding a match
- Col. 3 Headings list used for searching for the heading.

### Note
The headings file should include all 1XX fields but no 5XX fields - that is, the terms in the headings file must point back to a single authority record. For this reason, the 'GEN' headings file is generally used.

- Col. 4 Subfield which contains link type
- Col. 5 Link type code
- Col. 6 Type of ALEPH link to build. This code is used to distinguish between the types of links in the formatting tables.
- Col. 7 Reciprocal link. If the related terms are entered in only one record, a reciprocal link should be defined.

#### Example of tab07 (MARC 21)

<table>
<thead>
<tr>
<th>Code</th>
<th>Field Code</th>
<th>Subfield</th>
<th>Link Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>510##</td>
<td>GEN</td>
<td>w a</td>
<td>ET LT</td>
</tr>
<tr>
<td>510##</td>
<td>GEN</td>
<td>w b</td>
<td>LT ET</td>
</tr>
<tr>
<td>511##</td>
<td>GEN</td>
<td>w a</td>
<td>ET LT</td>
</tr>
<tr>
<td>511##</td>
<td>GEN</td>
<td>w b</td>
<td>LT ET</td>
</tr>
<tr>
<td>550##</td>
<td>GEN</td>
<td>w g</td>
<td>BT NT</td>
</tr>
<tr>
<td>550##</td>
<td>GEN</td>
<td>w h</td>
<td>NT BT</td>
</tr>
<tr>
<td>550##</td>
<td>GEN</td>
<td></td>
<td>RT</td>
</tr>
</tbody>
</table>

#### Note
In the sample authority records above, related terms are entered in both records. For this reason 'RT' type relations are defined for only one side. However, since only broader terms are entered, 550 records with subfield w-g have a reciprocal relationship defined.

#### Example of tab07 in UNIMARC Format:

<table>
<thead>
<tr>
<th>Code</th>
<th>Field Code</th>
<th>Subfield</th>
<th>Link Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>500##</td>
<td>abcdfgxyz</td>
<td>GEN</td>
<td>5 g BT NT</td>
</tr>
<tr>
<td>500##</td>
<td>abcdfgxyz</td>
<td>GEN</td>
<td>5 h NT BT</td>
</tr>
</tbody>
</table>
2.3.3 Authority Record Display

Note: The following section is primarily of interest to System Librarian’s.

Authority records can be displayed using the same tables as bibliographic records. This section illustrates special aspects of authority record display in the "FULL" display of the record.

edit_doc_999
The following is an example of edit_doc_999 for an authority record (MARC 21):

```
## SYS                  D LSys. no.            Y       E
## 1####                D LHeading             Y Z     E
## 260##                D LSub. CSR            Y       E
## 360##                D LSub. CSAR           Y       E
## 4####                D LSeen from           Y       E
!## 5#### w g           D LB.term              Y Z     E
!## 5#### w h           D LN.term              Y Z     E
## 5#### w -            D LSee also             Y Z     E
## 663##                D LName Complex SA Ref Y       E
## 664##                D LName Complex SeeRef Y       E
## 665##                D LHistory Reference   Y       E
## 666##                D LExplanatory Ref.     Y       E
## 64### a f            D LSeries-f             Y       E
## 64### a t            D LSeries-t             Y       E
## 64### a s            D LSeries-s             Y       E
## UPD##                D LUpdate Flag          Y       E
## BT                   D LBroader term         Y Q     E
## NT                   D LNarrower term        Y Q     E
## RT                   D LRelated term         Y Q     E
## ET                   D LEarlier term         Y Q     E
## LT                   D LLater term           Y Q     E
```

In addition to the regular field codes, enter authority record links, using the codes defined in columns 6 and 7 of tab07. In column 10 of edit_doc_999, enter "Q" as the type of link.

Note
The 5XX fields are commented out. If both the links (for example, BT, NT, etc.) and 5XX fields are displayed, the terms are duplicated.

3 Authority Control
This chapter presents the following topics:
3.1 Uses of the Authority Database

The authority database is used in the following ways:

1. Bibliographic record cataloging. The authority database can be consulted during cataloging. Headings can be selected and copied into the bibliographic record.

2. Bibliographic record update. Optionally, the system can automatically update bibliographic records so that non-preferred terms (or "unestablished headings") are replaced by the preferred term (or "established heading").

3. Searching the bibliographic database. The authority database can be used to enrich the access points (headings and words) to bibliographic records. This means that end users can search using non-preferred terms. To read about additional aspects of using the authority database to search the bibliographic database, see The Authority Database as Search Aid on page 47.

3.1.1 Search and Copy in Cataloging

You can search the local database, "Search field headings of current library" (F3), or search additional databases, "Search field headings of other library" (Ctrl+F3), from the cataloging draft form. In the latter case, the database searched is generally an authority database. Refer to Authority Database Indexes on page 8.

These options are explained in section 5.2 in the Cataloging chapter of the user guide.
3.1.2 Update of Bibliographic Records

If the UPD field in the authority record is "Y", the system automatically updates the bibliographic record from a non-preferred term to a preferred term.

In the following example, if the UPD field in the authority record for American Bible Society is set to 'Y' and the bibliographic record contains the following field:

710 $$aA.B.S.

the system replaces this field with the preferred term when the record is sent to the server:

710 $$aAmerican Bible Society

When the system updates the bibliographic record, it replaces the non-preferred terms with the complete preferred term from the authority record, retaining any additional subdivisions (see Subdivisions on page 27) that are present in the original field. A special table adds end-punctuation (see Addition of End Punctuation to Authority Controlled Headings on page 41).

When a bibliographic record field is updated, in addition to updating the content of the field the system will also correct the field tag and indicators if they are different than those of the authority record. For example, if the authority record has 451 as a see-reference to a 110 field, and the heading in the bibliographic library originates from a 651 field, the system will correct the contents of the field, and also will correct the bibliographic tag to 610 (including the indicators).

For example:

Authority record:

| Corporate Name | 110 2 a Connecticut College. |

Original bibliographic record:

| Subject-Geo. Trm | 651 0 a Connecticut College Arboretum |

Corrected bibliographic record:

| Subject-Corp.A. | 610 20 a Connecticut College. |
| b Arboretum |

The correction is performed differently in the following cases:

When the updated bibliographic tag is a 6XX field, the second indicator of the bibliographic record will be preserved. The second indicator in the bibliographic record indicates the Thesaurus, and is not used in the authority record. The second and third positions of the tag and the first indicator will be corrected.

When updating bibliographic 650 or 655 fields, the indicators are retained.

When the bibliographic tag 130, 630 or 730 is updated from an authority 130, the second indicator of the authority tag (number of non-filing characters) is moved to the
first indicator of the bibliographic tag. The second indicator of the bibliographic tags is left blank, except for the following cases:

For the 630 field the second indicator (Thesaurus) is retained.

For the 730 field, if the second indicator is 2 indicates that the entry is an analytic entry), then it is retained.

When the updated bibliographic tag is 610 is updated from a 151/410 combination, the 610 tag will not be updated.

When updating a bibliographic 24X, 255, or 440 field, the tag and indicators of the fields will not be updated.

When the updated bibliographic tag is 043,072,080 both the tag and the indicators are retained.

When a local field is updated, in other words it contains a 9, such as in 9XX or 69X, the tag and the indicators are retained. If the tag is a regular tag but at least one of the indicators is alphabetic, the tag will be updated, if necessary, but the indicators will be left unchanged.

3.1.3 Enrichment of the Bibliographic Headings Files

Here is a MARC 21 authority record for the American Bible Society.

| Leader | LDR | ^^^^nz^a^^^^|^n^^^^|
| Control No. | 001 | ^ | 000002170 |
| Date and Time | 005 | ^ | 20030109121202.0 |
| Fixed Data | 008 | ^ | 020813na|acamaabn|[[[[[[[]a^ana]]]]]] |
| LC Control No. | 010 | a | n 80057270 |
| Catalog, Source | 040 | a | DLC |
| Corporate Name | 110 | 2 | a American Bible Society |
| Source, Trac.Corp | 410 | 2 | a Beikoku Seisho Kaisha |
| Source, Trac.Corp | 410 | 2 | a Jam`iyat al-Tawr ah al-Am irik `an`iyah |
| Source, Trac.Corp | 410 | 2 | a Ta Mei-kuo sheng ching hui |
| Source, Trac.Corp | 410 | 2 | a ABS |
| Source, Trac.Corp | 410 | 2 | a A.B.S. |
| Source, Trac.Corp | 410 | 2 | a Beikoku Seisho Ky `okai |
| Source, Trac.Corp | 410 | 2 | a Hevrat Amerika shel Sifre kodesh |
| Source, Trac.Corp | 410 | 2 | a Sociedad Biblica Americana |
| Source, Trac.Corp | 410 | 2 | a Amerikan Kitabimakades Sirketi |
| Source, Trac.Corp | 410 | 2 | a Phrahrathsatham sam akhom `Am erikan |
| Source, Trac.Corp | 410 | 2 | a Phrahrathsatham sam akhom `Am erikan |
| Source, Trac.Corp | 410 | 2 | a Phrahrathsatham Sam akhom `Am erikan |
| Source, Trac.Corp | 410 | 2 | a Amerikanik e Vivlik e Hetaireia |
| Source, Trac.Corp | 670 | a | Its Instituted, 1816. |
| Source, Trac.Corp | 670 | a | Dios habla hoy, c1903 |

Once the system uses this record to enrich the bibliographic headings files, the user can find all non-preferred terms in the bibliographic headings even though they are not in the records themselves.

For example, if you browse the headings list for Beikoku Seisho Kaisha, the system displays the following:
The user can access the records with the preferred term by clicking the cross-reference.

### 3.1.4 Enrichment of Bibliographic Word Files

Optionally, the system can create words from non-preferred terms. This option is based on a special expand program (see Enrichment of Word Files on page 38).

This option enables the user to perform a keyword search with non-preferred terms. For example, here is a keyword search for *beikoku*:

This search locates records with the corporate author: *American Bible Society*.
3.2 The Authority Control Process

This section describes how the authority control process works.

3.2.1 The BIB-AUT Link - ue_08

The link between the bibliographic database and the authority database is created via the bibliographic headings file.

When a new heading is created in the bibliographic database the system searches for a matching heading in the general headings file (GEN) of the authority database. If a match is found, the system uses the authority record (found via the authority database's headings file) to enrich the bibliographic database's heading file by adding to it the preferred term and all non-preferred terms.

A special process called ue_08 performs this function. This process must be working in the background in the bibliographic library. After a heading has been checked by ue_08 it is marked as either being linked to an authority record or, if no matching authority record has been found, as having been processed by ue_08.

3.2.2 Authority Recheck for Selected Headings

You can set selected headings that have already been checked and marked as linked to an authority record to NEW. You can also set headings as having been processed by ue_08 if no matching authority record has been found. This triggers the ue_08 process to handle these headings again.

To perform this action, choose a heading in the Browse List of headings of the GUI Search function and click AUT Recheck (you can select more than one heading):
The selected headings are set to NEW and the Auth.info which is displayed next to a heading that is linked to authority record is removed. In the event that the heading has any reference headings, they are also set to NEW:

**Note**

The **AUT Recheck** option only works for non-reference headings. Reference headings are handled from the main heading that can be reached using the Expand option.
3.2.3 Finding a Match
The match between the bibliographic heading and the authority heading is based on the normalized form and the filing form of the headings. These must be identical in both libraries. This means that the normalization and the filing forms of the headings index in the bibliographic database must be created in the same way as the normalization and filing forms of the general (GEN) headings index in the authority database.
Note

The system strips end subfield punctuation when headings are created so this punctuation is not considered in the match. The following punctuation is stripped:

<table>
<thead>
<tr>
<th>Sign</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>colon</td>
</tr>
<tr>
<td>,</td>
<td>comma</td>
</tr>
<tr>
<td>.</td>
<td>period</td>
</tr>
<tr>
<td>=</td>
<td>equal sign</td>
</tr>
<tr>
<td>;</td>
<td>semi colon</td>
</tr>
<tr>
<td>/</td>
<td>slash</td>
</tr>
</tbody>
</table>

For example, the field:

100  $$aGrey Owl,  $$d1888-1938.

creates the heading:

$$aGrey Owl $$d1888-1938

A special table is used to insert missing subfield punctuation into the updated bibliographic heading (refer to Addition of End Punctuation to Authority Controlled Headings on page 41).

3.2.4 Update Bibliographic Records

The ue_08 procedure does not update bibliographic records. The procedure identifies records that are candidates for update (it creates Z07 records) and sends a message to the indexing procedure (ue_01) that these records should be re-indexed. The ue_01 process calls up the UE_01 section of the tab_fix table of the bibliographic library. The fix_doc_ref_1 program is the fix program that updates the bibliographic records - this program needs to be defined under the UE_01 section for the correction of the records. In addition, the ue_01 process also indexes non-preferred terms in the word files.

As part of the enrichment process (done by ue_08), the headings in the bibliographic database are marked as being either preferred or non-preferred terms. Based on the UPD field in the authority record, they are also identified as terms that can or cannot be used to update the bibliographic record. In other words, the update of the bibliographic record is carried out from the bibliographic headings file and not directly from the authority record.
1. A bibliographic record is indexed (by ue-01).

2. If no corresponding bibliographic heading exists, a new bibliographic heading is created, in which event, steps 3-6 occur.

3. The bibliographic heading is checked against the authority database (by ue-08).

4. The bibliographic heading is linked to the authority database record (ue-08) and cross-references are created in the bibliographic headings.

5. Bibliographic records linked to the bibliographic heading are registered for re-indexing (Z07).

6. Bibliographic records are re-indexed (ue-01) and corrected when required (fix_doc_ref_1).

The option not to write Z07s can be used after loading bibliographic and authority records that have undergone authority processing; in this case, the bibliographic records presumably would not contain non-preferred headings and writing Z07s is superfluous. This option can also be set to 'N', if the library has used the p_manage_102 service to enrich the bibliographic headings list from the authority database records (see Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries on page 68. In addition, the option can be set to 'N' in sites where all the records in the authority database have the UPD flag set to 'N'.

3.2.5 Update the Authority Database (ue-11)

The ue_08 procedure only works on new headings added to the bibliographic database. However, the authority database may also undergo changes. These include the addition of new records and updates to existing records (deletion, addition of new non-preferred terms, change of preferred term). These changes will probably affect the bibliographic database. The ue_11 process sends and receives messages (Z105) between databases. In the authority mechanism, it is used to reflect changes made to the authority record in the bibliographic database. When authority records are updated the system sends a message to the library defined in the authority library's tab_z105. A special process called ue_11, that must be working in the background in the z105_library (USR00), sends the message.

The ue_11 process must be working in the background in the library defined for the z105_library variable in the aleph_start file. If the variable is set as follows:

```
setenv z105_library USR00
```

then ue_11 must be run in the USR00 library.
3.2.6 Changing the Preferred Term: the COR Field
The authority library's tab_fix table must have the following line:

INS fix_doc_preferred

in order to trigger the automatic creation of a COR field with the original term when
the preferred term of the authority record is changed. This is necessary so that the link
with bibliographic records (that have the original preferred term) is retained. The
COR field is treated by the system as another non-preferred term (see Update of
Authority Records on page 40).

3.3 Subdivisions
Subdivisions are used to add specificity or depth to a particular subject heading term.
There are several types of subdivisions. The following are the standard subdivisions
for MARC 21 subject headings:

- $v - Form subdivision
- $x - General subdivision
- $y - Chronological subdivision
- $z - Geographic subdivision

You can set up the system to strip these subdivisions (subfields $v, $x, $y and $z)
from the bibliographic heading in order to find the more general term in cases where
there is no match between the original subject heading from the bibliographic library
and the headings in the authority library.

If a match is found, the preferred and non-preferred forms of this "general" heading
are added to the bibliographic headings list. These headings are not linked to any
bibliographic records. In the case of logical bases, the system analyzes whether or not
the heading should be included in the base.

In addition, if the bibliographic heading contained the non-preferred form of the
heading and if the conditions for bibliographic updated exist (UPD field is 'Y' and
fix_doc_ref_1 has been defined in the tab_fix table), then the bibliographic record is
updated as in the following example:

Authority record:
150  $$aFighting dogs
450  $$aPit dogs

Bibliographic record:
65010  $$aPit dogs $$zItaly

The bibliographic record is updated as follows:
The bibliographic headings list is, in addition, enriched with the following entries:

- Fighting dogs
- Pit dogs (see fighting dogs)

For more information about fix_foc_ref_1, refer to the System Librarian’s Guide - Cataloging.

To see the setup needed for the stripping of the subdivisions refer to Stripping Subdivisions and Subject List Enhancement on page 42.

### 3.4 Ambiguous Headings

#### 3.4.1 Ambiguous Headings within a Single Authority Database

Ambiguous headings must be unique. You do this by adding an identifier to the text of the heading to make it unique. In ALEPH versions previous to 16, we suggested that this be done by adding a subfield 9 with the preferred term (subfield 9 is a local MARC tag and can be stripped upon export). Using the example above, this would be done as follows:

```
110     $$a African Literature Association
410     $$a ALA $$9 (African Literature Association)

110     $$a American Library Association
410     $$a ALA $$9 (American Library Association)

110     $$a Automobile Legal Association
410     $$a ALA $$9 (Automobile Legal Association)
```

From version 16 there is an automatic process available, called `fix_doc_aut_duplicate`, which performs the following:

- When a 4xx field is found to be a duplicate of the 4xx or 1xx field of another record, the 1xx field is appended to the 4xx field, using $$7; that is, the 4xx field is changed as follows:

  `4xx [original subfields and text] $$7 [text of 1xx (subfields are stripped)]`

The `fix_doc_aut_duplicate` routine is based on checking the 4xx field against the ACC (Z01 headings) lists named GEN and DUP; therefore these lists must be present in the authority library's tab00 and tab01 tables. The 4#### field must be sent to the DUP list, with the 7 subfield stripped.

The 7 or 9 subfield can be displayed or suppressed in the headings index. This is controlled by the formatting tables ('H' or 'C' type line in edit_field).

Changing the authority record headings in this way does, of course, affect the automatic update of bibliographic records. For example, if a bibliographic record has the following field:

```
65010  $$aFighting dogs $$zItaly
```
ALEPH will not find a matching authority record heading (because all records will have 7 or 9 subfield). In such cases, the record has to be updated manually by selecting the appropriate term. The library can locate such cases by running the List Unauthorized Headings (p_auth_03) service. This report lists headings that have not been authorized, meaning there is no match in the designated authority library.

Note that for both methodologies, the headings with the additional subfield are scattered in unpredictable ways through the browse list. In order to control the filing of these headings, you can use the add_prefix_hash routine. This procedure adds a hash (#) sign immediately after the subfield code specified in the parameters column. The hash sign brings to the top of the list those headings with the added subfield in the correct sort order, while other headings will be sorted immediately after. Following is an example of the sorting that will be performed:

$$a ALA $$7 African Literature Association
$$a ALA $$7 American Library Association
$$a ALA $$7 Stiftelsen Anpassning till liv och arbete
$$a ALA Auto & Travel Club.

In order to sort the headings derived from the fix_doc_aut_duplicate program correctly, the following setup should be defined in tab_filing:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>N</td>
<td>add_prefix_hash</td>
<td>7</td>
</tr>
</tbody>
</table>

This filing routine, add_prefix_hash, adds a hash (#) sign to the subfield specified in the parameters column of the tab_filing table. The hash (#) sign is added immediately after the subfield code. For example:

$$a [original heading]$$7#[text of added by fix_doc_aut_duplicate].

Note that the addition of the hash sign is only for filing purposes, and that both the record and the display of the heading are not altered.

Also note that the add_prefix_hash routine needs to be defined in the tab_filing table before running del_subfield_code (this is a routine that deletes the subfields’ code).

Without this setup, the heading will not be sorted correctly:

410 2  $$a ALA $$7 African Literature Association
410 2  $$a ALA $$7 American Library Association
110 2  $$a ALA Auto & Travel Club.
410 2  $$a ALA $$7 Stiftelsen Anpassning till liv och arbete

add_prefix_hash corrects the sorting to:

410 2  $$a ALA $$7 African Literature Association
410 2  $$a ALA $$7 American Library Association
410 2  $$a ALA $$7 Stiftelsen Anpassning till liv och arbete
3.4.2 Ambiguous Headings from Different Authority Databases

The bibliographic database can be linked to more than one authority database. These authority databases may use the same terms, in which case they are ambiguous headings. This is a problem only if the library wants to have a headings file that combines headings from more than one authority database - for example, a combined Library of Congress and MeSH subjects index.

The solution, once again, is to make the headings unique.

This has been implemented for MeSH where MeSH is an additional authority database and may share terms with the main authority database. A special fix procedure adds subfield 2 (the "Source of heading or term") to all MeSH headings in the authority and bibliographic databases (see MeSH as Additional Authority Database on page 40).

Example:

MeSH Authority record:

150  $$aOncology  $$2MeSH  
450  $$aCancer    $$2MeSH

LC Authority record

150  $$aCancer
450  $$aOncology

Bibliographic record:

65012  $$aOncology  $$2MeSH

The LC-MeSH combined subject headings index in the bibliographic database looks like this:

Cancer
Cancer (MeSH)
See Oncology

3.5 Conflicting Authority Headings and the Category Mechanism

3.5.1 Conflicting Headings

In the Bibliographic and Authority libraries a new heading is created when the content of the field being indexed does not match a heading that already exists in the headings index (title, authors, subjects, and so on). In the Authority Control process (described in section 3.2 The Authority Control Process on page 21) the system matches a new heading created in the Bibliographic record against headings in the “GEN” index in the Authority library. The match is based on the normalized text of the headings.
This means that two headings with identical normalized text will match even if they derive from tags (fields) of a different nature. For example:

A bibliographic record may have the topical term “Chess” in the 650 tag. The heading “Chess”, created from this tag in the subject headings index, will match the AUT library’s GEN index heading “Chess”, which was derived from a personal name ‘see from’ tag in the following authority record:

```
Personal Name 100 1 a Chess, Henry L.
See Trac Fer N 400 1 a Chess
```

If the UPD of the authority record “Chess” is “Y”, the subject “Chess” in 650 will be replaced by “Chess, Henry L.”

ALEPH has a mechanism to prevent matching across different types of headings. This mechanism takes into account the nature or “category” of the tag from which the heading is derived, both when the headings are created in the BIB library, and when they are matched from BIB to AUT in the authority control process.

The “Category Mechanism” is not mandatory, but it is recommended, especially if your records adhere to MARC 21 cataloging standards. This mechanism was introduced in version 18; its implementation is optional.

### 3.5.2 The Category Mechanism

The Category Mechanism is based on adding the last two numbers of the tag to the headings record (Z01). This ensures that two headings with identical text will be considered as two separate entries in the headings list, and will not be matched in the authority control process with identical text that derived from a field of a different category.

The Z01-CATEGORY field in the headings supports the category mechanism. The field includes three positions. The two first positions contain the second and third positions of the tag from which the heading was derived. The third position of the field is not functionally implemented but it might be used in the future in order to enable an additional level of categorization. For libraries which do not use the category mechanism, the content of Z01-CATEGORY will be ‘ZZZ’.

Following is an example of two authority records that will link correctly to the BIB headings, when the second and third tag positions are taken into account.

```
Personal Name 100 1 a Chess, Henry L.
See Trac Fer N 400 1 a Chess
```

The headings created from the 100 and 400 tags will have the category ‘00’. The AUT GEN headings will only match bibliographic headings that are created from the 100, 600, 700 and 800 tags.

And:

```
Topical Term 150 a Chess
SAF Trac Topic 550 g a Board games
SAF Trac Topic 550 g a Mathematical recreations
```
The heading derived from the 150 field will have the category ‘50’. The AUT’s GEN heading will only match with bibliographic headings created from the 650 tag.

Based on the above example, a bibliographic heading derived from the ‘650 0$aChess’ field will not match the authority heading derived from the authority ‘400 $aChess’ field.

Note that last two numbers of MARC 21 tags in the BIB and AUT records do not always match even if they are the same category. For example 240 and 440 in the bibliographic record should match with 130/430 in the authority record. This means that while the categories mechanism will prevent mismatches, not all possible matches will be enabled. This problem can be minimized by the setup of the categories mechanism. Refer to the section “Categories Mechanism Set-up” for more details.

3.5.3 COR Fields

When a heading field in the authority library is updated, the system generates a “COR” field. This field contains the original term. This is necessary so that the bibliographic record field will be updated by the authority control process. The bibliographic records that have the original preferred term are corrected because the COR field is treated by the system as a non-preferred term.

Headings derived from COR fields will also contain category specification, which will be added by the system in subfield 0 based on the tag from which the COR field derived.

This is required in order to preserve the link with the bibliographic record that contains what is now a non-preferred term. This is especially important if there is a change in the second and third positions of the tag.

The category of the heading, including those headings derived from the COR field, is displayed under the ‘Aut. Info.’ column of the Browse list. This is especially important for the COR field where the category is not implicit in the tag.

For example:

![Original Preferred](image)

\[\text{COR} \quad a \quad \text{Trees INC.} \]

\[0 \quad 10\]

Above is an example of a COR field created for the 100 tag. The category is in subfield $$0$. For libraries which do not use the category mechanism, the content of subfield $$0$$ will be ‘ZZZ’.

3.5.4 Category Mechanism Setup

**Note:**
The following section is primarily of interest to System Librarian’s.

The table, tab_acc_category, determines whether or not the ‘Categories’ mechanism is used for a particular field tag. It resides in the $data_tab of both the bibliographic and the authority libraries. The table contains two columns: The first column is a five-character column that contains the tag. The second column is a one-character column that determines whether the category is used or not. If the table is not present in the
system, then the categories mechanism will not be used. If a field is not included in the table, then the headings derived from the field will be built without category.

These are the available values for the second column:

0 (or blank): The system will not use the Categories mechanism. All headings created from this field will have the Z01-CATEGORY set to ’ZZZ’, and the BIB-AUT match will continue working as it did previous to version 18.

1: The system will take into account the second and third positions of the tags for a heading’s uniqueness and matching algorithms. Note that if this option is selected, when upgrading from a version previous to version 18, it is necessary to rebuild the headings index in both bibliographic and authority libraries.

2: For future use. This option will enable possible addition of a second level of categorization in the future.

For sites with standard authority control the following setup is recommended:

**For the Authority Library:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>100##</td>
<td>1</td>
</tr>
<tr>
<td>110##</td>
<td>1</td>
</tr>
<tr>
<td>111##</td>
<td>1</td>
</tr>
<tr>
<td>148##</td>
<td>1</td>
</tr>
<tr>
<td>130##</td>
<td>0</td>
</tr>
<tr>
<td>150##</td>
<td>1</td>
</tr>
<tr>
<td>151##</td>
<td>1</td>
</tr>
<tr>
<td>155##</td>
<td>1</td>
</tr>
<tr>
<td>400##</td>
<td>1</td>
</tr>
<tr>
<td>410##</td>
<td>1</td>
</tr>
<tr>
<td>411##</td>
<td>1</td>
</tr>
<tr>
<td>430##</td>
<td>0</td>
</tr>
<tr>
<td>450##</td>
<td>1</td>
</tr>
<tr>
<td>451##</td>
<td>1</td>
</tr>
<tr>
<td>455##</td>
<td>1</td>
</tr>
<tr>
<td>500##</td>
<td>1</td>
</tr>
<tr>
<td>510##</td>
<td>1</td>
</tr>
<tr>
<td>511##</td>
<td>1</td>
</tr>
<tr>
<td>530##</td>
<td>0</td>
</tr>
<tr>
<td>550##</td>
<td>1</td>
</tr>
<tr>
<td>551##</td>
<td>1</td>
</tr>
</tbody>
</table>

**For the Bibliographic Library**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>100##</td>
<td>1</td>
</tr>
<tr>
<td>110##</td>
<td>1</td>
</tr>
<tr>
<td>111##</td>
<td>1</td>
</tr>
<tr>
<td>130##</td>
<td>0</td>
</tr>
<tr>
<td>240##</td>
<td>0</td>
</tr>
<tr>
<td>245##</td>
<td>0</td>
</tr>
</tbody>
</table>
Explanation of the setup:
As noted above, there is a problem with using the tag to indicate the category of the field. In MARC 21, the tags of the bibliographic and authority fields from the same category are not always the same. This is true for titles – in authority records they are entered in the 130/430 tags; in the bibliographic record controlled titles are added in the 130, 240, 440, 730, and 830 tags. If the category based on the tag is added to these fields, titles from 240 and 440 will not match with titles from the authority 130 field. In order to enable a match on these tags, the tab_acc_category table above has all title fields set to 0. This means that the category will not be added and identical titles from the 240 tag in the BIB and 130 in the AUT will match. Since other types of headings are set to use the categories mechanism, mismatches should not occur.

The setup above enables matches between varying title tags. However, it does not provide a solution for possible geographic names, where a 151 authority field can match the bibliographic 110 and 710 fields (“51” will not match “10”).

## Authority Control Setup

### Note:
The following sections are primarily of interest to System Librarian’s.

### 3.6.1 BIB-AUT Links
The following tables control the authority-bibliographic links:

`tab00.lng` and `tab11_acc`

These tables define the bibliographic headings files:

`tab00.lng:`
This table defines which headings indexes in the bibliographic library should be subject to authority control. This table also designates - per headings index - which authority database should be checked for a match.

**Structure of the table:**

- Col. 1 - Headings list code in bibliographic library
- Col. 2 - Usage code from tag 008 of the authority library:
  - 1 - pos. 14 (Main heading)
  - 2 - pos. 15 (Subject)
  - 3 - pos. 16 (Series);
- Col. 3 - Code of 1st authority library
- Col. 4 - Code of 2nd authority library
- Col. 5 - Code of 3rd authority library
- Col. 6 - Code of 4th authority library

**Following is a sample of the table:**

```
AUT 1 USM10
SUB 2 USM10 USM12
SBD 2 USM10
SLC 2 USM10
```
In the above sample, the bibliographic database SUB headings index is linked to two authority databases; USM10, Library of Congress and USM12, MeSH.

Note the following:

- If the second column is used and the library is a MARC 21 library, the system checks the appropriate codes in the 008 field of the authority database.

- When a match is not found in the library defined in col. 3, then the library in col. 4 is checked, and so on.

- Since SUB is a combined LC and MeSH subjects heading index, it is linked to both USM10 (LC) and USM12 (MeSH)

**tab20**

This table defines which fields from the authority record are used to enrich the bibliographic database's headings.

Structure of the table:

Line One

- Col. 1 - Line number
  - 1 = heading

- Col. 2 - Source heading code in the bibliographic library. This is the heading file for which ue_08 tries to find a match in the authority database.

- Col. 3 - Target heading code in the bibliographic library. This is the headings file ue_08 enriches.

- Col. 4 - Authority record field text to match to bibliographic heading.

- Col. 5 - Subfield filter (used mainly for MARC 21 multilingual authorities).

- Col. 6 - Subfield text -- col. 5 and 6 together filter the Authority record field, depending on particular subfield + content.

- Col. 7 - Subfields to take or strip from the authority record field as the basis for the creation of the bibliographic heading.
• Col. 8 - Indicator (first or second) to use for stripping initial non-filing text in MARC 21.

(Note: Indexes assigned in Col. 2 and Col. 3 of tab20 should match the indexes used by the library in tab00.lng, tab01.lng, and tab11_acc).

Line Two

• Col. 1 - Line number
  ○ 2=cross reference

• Col. 4 - Authority record field for building Reference.

• Col. 7 - Subfields to take or strip for match.

• Col. 9 - Type of reference (always SEEF).

Following is a sample of the table:

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>AUT</td>
<td>AUT</td>
<td>100##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
</tr>
<tr>
<td>1</td>
<td>AUT</td>
<td>AUT</td>
<td>100##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AUT</td>
<td>AUT</td>
<td>400##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SUM</td>
<td>SUM</td>
<td>150##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SUM</td>
<td>SUM</td>
<td>450##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SUM</td>
<td>SUM</td>
<td>150##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SUM</td>
<td>SUB</td>
<td>150##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SUM</td>
<td>SUB</td>
<td>450##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>COR##</td>
<td>-8</td>
<td>0</td>
<td>SEEF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note:

- The COR field should be treated as a non-preferred term - each authority field should be repeated for the 4XX and COR fields.

- In the above example, MeSH subject headings are sent to two headings files - SUM and SUB. The source for the match is the specific headings file but both the specific (SUM) and the common (SUB) headings files are enriched.

- In the above example, MARC 21 1XX fields should be replaced with 2XX fields for UNIMARC.

3.6.2 Enrichment of Word Files

The bibliographic indexing is enriched when the bibliographic record is indexed. Enrichment of the word files is optional and is based on defining the following expand program:

```
WORD       expand_doc_bib_accref
```

This expand program adds all non-preferred terms to the bibliographic record (virtually). When the record is re-indexed after ue_08 has created the BIB-AUT link, non-preferred terms are added to the word files. The non-preferred terms are "added" to the bibliographic record using the same tag as the preferred term.

The way the expand file works can be demonstrated by adding it to the U39-DOC section in tab_expand and then displaying a bibliographic record with a heading that is linked to an authority record:

```
U39-DOC    expand_doc_bib_accref
```

If the bibliographic record with "American Bible Society" is displayed, the expanded non-preferred terms can be seen:

```
300   L $$aliii, 1434 p.$$bmaps.$$c25 cm.
500   L $$a"Verzeichnis der Masoretischen Termini": 4 p. inserted.
546   L $$aPrefaces and introductions in German, English, and Latin.
500   L $$aVocalized text.
7001  L $$aKittel, Rudolf,$$d1853-1929
7001  L $$aBaumgartner, Walter,$$d1887-
7001  L $$aKahle, Paul,$$d1875-1964
7102  L $$aAmerican Bible Society (field in record)
```

Expanded fields:

```
7102 L $$aBeikoku Seisho Kaisha
7102 L $$aTa Mei-kuo sheng ching hui
```
The expand_doc_bib_aut_700 expand program for MAB customers expands fields 800 (classification) and 803 (description) from the classification authority base (for example, nnn13) in order to enrich the bibliographic record.

3.6.3 Display of Cross-references in the Web OPAC

The text for the authority library name is taken from line 93nn in the table www_f_heading in the $aleph_root/error_lng directory, where nn is the number of the authority library. For example, the text "LC Authority Record" is taken from line 9310 when the LC authority library is in USM10 (UNI10 for UNIMARC) and the text "MeSH Authority Record" is taken from line 9312 when the MeSH authority library is in USM12:

9310 L [LC Authority Record]
9312 L [MeSH Authority Record]

For an example of this usage, see Enrichment of the Bibliographic Headings Files on page 19.

3.6.4 Update of Bibliographic Records

tab01

Column 7 in tab01 defines which headings file is used to update the bibliographic record, in order to trigger a correction in a bibliographic record field where there is a heading which is a non-preferred term. Example:

D 100 00 0000 AUT 100 LPersonal Name ME
D 650 0 00 0000 SUL 650 LSubject-Topical-LC
D 650 1 00 0000 SUB 650 Lsubject-Topical
D 650 2 00 0000 SUM 650 LSubject-MeSH
D 65000 00 0000 SUL 650 LSubject-Topical-LC
D 65001 00 0000 SUB 650 Lsubject-Topical
D 65002 00 0000 SUM 650 LSubject-MeSH
D 65010 00 0000 SUL 650 LSubject-Topical-LC
D 65011 00 0000 SUB 650 Lsubject-Topical
D 65012 00 0000 SUM 650 LSubject-MeSH
D 65020 00 0000 SUL 650 LSubject-Topical-LC
D 65021 00 0000 SUB 650 Lsubject-Topical
D 65022 00 0000 SUM 650 LSubject-MeSH

Note:
• In order to update a field from a specific headings file, use indicators in this table. Note that a hash sign cannot be used, and this means that all variations must be entered. This enables you to update LC subjects from the LC subjects (650#0) and MeSH subjects from the MeSH headings (650#2).

• In addition to this table, the authority record must have UPD=Y (lack of a UPD field is the same as UPD=Y).

3.6.5 Update of Authority Records

**tab_z105**

This table defines to which bibliographic database/s the authority database will send a message when an authority record is added or updated. The table must be defined in the authority database.

Example:

```
UPDATE-DOC 4 USM01 CEN01
```

In this example, the authority database is sending an update message to the USM01 and CEN01 bibliographic databases. The update message is a Z105 record.

The UE_11 procedure must be working in the background in the library defined for the z105_library variable in the aleph_start file. If the variable is set as follows:

```
setenv z105_library USR00
```

Then the ue_11 needs to be run in the USR00 library.

**The 'COR' Field - tab_fix**

In order for the system to automatically create a COR field when the preferred term is changed the following line must be defined in **tab_fix**:

```
INS fix_doc_preferred
```

Note that if you load authority records, the fix should also be defined for the loader program. For example:

```
OCLC fix_doc_preferred
```

3.6.6 MeSH as Additional Authority Database

If the library wants to have a combined headings list controlled from MeSH and an additional authority database (for example, LC), the following must be defined so that the source is added to MeSH authority and bibliographic headings:

**tab_fix** in the authority library:

```
INS fix_doc_aut_mesh
```
The `fix_doc_aut_mesh` adds subfield $2[MeSH]$ to fields 1xx, 4xx, 5xx and COR of authority records from the MeSH authority database.

The `fix_doc_sub` program adds subfield $2[MeSH]$ to fields 6xx of the bibliographic records. The subfield is only added when the second indicator of the field is 2 (Medical Subject Headings).

### 3.6.7 Addition of End Punctuation to Authority Controlled Headings

The `tab_subfield_punctuation` in the tab directory of the bibliographic library is used to define subfield punctuation for fields. Punctuation for fields is necessary when the system automatically updates the bibliographic record from a linked authority record. When the bibliographic record is updated from the authority database, the system always uses the preferred term (1XX) from the authority record. Originally, the bibliographic record may have more data than the authority record. This data should be retained. In MARC, authority records do not have end punctuation, whereas bibliographic records do. The `tab_subfield_punctuation` table is used to add end punctuation to the updated field. The table also can be used to add punctuation between the end of the preferred term from the authority record and the additional subfields retained from the bibliographic record (for example, between subfield $a$ - personal name - and subfield $t$ - title of MARC 21 600 field).

The following is a sample of the `tab_subfield_punctuation` table:

```
! 2  3 4 5          6
!-!!!!!-!-!-!!!!!!!!!!-!!!!!!!!!!
A 1#### a  .  .
A 1#### d  .          -.
A 100## a 4  ,
A 100## d 4  ,
A 110## b  .          .
```

**Key to `tab_subfield_punctuation`:**

- **Column 1 - Program code**
  
  Always use "A".

- **Column 2 - Tag and indicators**
  
  Contains the field tag with indicators for which subfield punctuation is being defined. Use the hash (#) as a placeholder for undefined indicators.

- **Column 3 - Subfield Code**
  
  Enter the subfield to which the end punctuation is going to be added.

- **Column 4 - Following subfield Code**
Enter the subfield that follows after the end punctuation added to the subfield defined in the previous column.

- **Column 5 - Punctuation to Add**
Enter the punctuation signs that should be added to the subfield.

- **Column 6 - If Punctuation**
This column is used to determine whether or not the punctuation defined in column 5 is added to the field. If the field already ends with the punctuation defined in column 6, punctuation from column 5 is not added.

### 3.6.8 Subject Subdivisions
The bibliographic database often has subject headings that exist only with subdivisions, whereas the authority database does not have records for subjects with every possible subdivision. The authority record of the heading without subdivisions might include cross-reference and note information that is important, and the library might want to include these headings in the bibliographic library's headings list. We will call this type of heading, which is not linked to document records, and which exists only because there is an occurrence of the same heading with a subdivision, a general heading.

You can set up the system to strip subdivisions (subfields $v, $x, $y and $z) from the bibliographic heading in order to find the more general term.

This section explains how to set up your system so that general headings will be included in the headings list, and will be displayed when relevant to the logical base being searched.

### Stripping Subdivisions and Subject List Enhancement
Headings enhancement in a standard ALEPH installation is achieved by matching a heading with an authority record. Using this one-on-one exact lookup, a heading that has subdivisions will never find a match in the non-subdivided authority records. ALEPH setup and processes include an option for enrichment of the bibliographic library's headings that will include these headings. The result of this process is the creation of a heading record in the bibliographic database, using the general heading found in the authority database. The heading includes a link to the authority record, and cross-references are created (when relevant).

Although the mechanisms are built into the system, they depend on the configuration of `tab11_acc`, `tab00.lng`, `tab_xyz` and `tab20` in the bibliographic library.

The main principle involved in the setup is that the library must set up special Z01 headings lists, which includes, in addition to the heading in its full form, headings that are stripped of subdivisions. We call this an XYZ index. Libraries that have more than one authority database (for example, LC and MeSH) will have to set up two separate lists, defining the code of each list.

In the following examples, we assume that there are separate databases (Authority Libraries) for LC and MeSH, but some of examples only show LC as the example.
tab11_acc

tab11_acc is used to assign record fields to headings indexes. In order to facilitate finding a match in the authority database, we want to strip subdivisions from the heading. Following is a sample setup to achieve this:

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6 ...</th>
</tr>
</thead>
</table>
|   !!!!-!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!!!!!-!!!-!!!-
**tab20**

tab20 defines the rules by which a headings index is enriched from an Authority record, creating headings for cross-references and for general headings:

The XYZ index must be defined in the tab20 table feeding back to the headings index as in the following sample lines:
The XYZ headings list is intended for internal purposes, but functions in the same manner as all headings lists, and can be used for browse searches. The BIB records are actually indexed there.

To sum up, through this setup, the following is accomplished:

The system matches the *general* authority heading from the XYZ index against the authority database. Using the tab20 table, this heading (and its cross-references) is added to the Subjects Index List (SUL).

**Filtering Headings List for Logical Bases**

The inclusion of *general headings* in the bibliographic library's headings list raises a problem that is related to logical bases. The Browse list that is displayed when searching on a logical base includes only *relevant* headings (that is, headings which have links to documents that are included in the logical base). General headings and their cross-references never have related documents and theoretically would never be displayed. Therefore, there is additional functionality in the system for including or excluding these headings when Browse is performed in a logical base.

The logical bases include *general* headings via the following mechanisms:

Logical bases that use Z0102 are automatically filtered because of the Z0102 mechanism.

For logical bases that do not use Z0102, if the bibliographic heading has an authority link, but does not have attached records, and if the heading does not have vxyz subfields, the system searches for the same heading on the XYZ headings index. Because the XYZ heading has related documents, the system can determine if the XYZ heading would be included in the logical base. If so, then the parallel heading in the regular subject headings list is displayed in the base. Otherwise, it is not displayed.

**Note concerning general headings that have vxyz subfields**

In tab11_acc, you can define various permutations to create headings with vxyz in the
XYZ list. Some of these headings will find a match in the authority library and will be written in the BIB library's Browse list, through enrichment and tab20.

The logical base mechanism checks a *general* heading (that does not have linked BIB records) in the "XYZ" index only if the heading does not have $\nu_{xy}$ subfields. Therefore, *general* headings with subdivisions will not be displayed in a logical base.

### 3.6.9 Multiple Authority Libraries

If you want to set up multiple authorities, you must designate a preferred authority library. You set this in `tab_aut` in the tab directory of the bibliographic library. Here is an example:

```
! 1   2   3     4     5     6
!!!!!-!-!!!!!-!!!!!-!!!!!-!!!!!
SUB   2 USM10 USM12
```

The above setting denotes that the USM10 Authority record is preferred over the USM12 record.

To define the actual preference, use the BLK relation type in the `library_relation` table in the `/alephe/tab`:

```
!1    2     3     4     5     6
!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!>
BLK USM10 USM12
```

The above setting de-activates the non-preferred AUT record for future use.

### 3.7 Background Processes in Authority Control

There are several background processes that must be run:

In the z105_library (USR00) - `ue_11`

In the authority library - `ue_01`

In the bibliographic library - `ue_01` and `ue_08`, and `ue_08` must work in C mode, and with Y for Write Z07s for related bibliographic records.

### 3.8 Authority Control Reports

Your BIB library can set up alternate AUT libraries for the authority control of a single browse list. The BLK line in the `library_relation` table in `/alephe/tab` is used by the system to define the preferred authority library. When a link in a BIB heading is changed from the non-preferred AUT library to the preferred AUT library, positions 14-16 of the non-preferred AUT record's 008 field are changed to "bbb", effectively deactivating the record for future use.
To see the setup needed for multiple authority libraries, refer to Multiple Authority Libraries on page 46.

3.8.1 List Headings Having Multiple Document Records (p_auth_04)
This is a report of headings that are linked to more than one authority record. The report is designed to "uncover" ambiguous headings. The report is only meaningful when run on the authority library.

3.8.2 List Unauthorized Headings (p_auth_03)
This report lists bibliographic headings that have not been authorized - meaning there is no match in the designated authority library. To be meaningful, the report should only be run on headings that have authority control (that is, they are defined in tab_aut). The report is run in the bibliographic library and can be run with date and headings index code parameters to limit output.

3.8.3 Print Catalog Records with "SEEF" (Non-preferred) Headings (p_print_05)
This report checks the bibliographic library for records that use the non-preferred rather than the preferred form of a heading. This happens only if the Authority record has UPD=N, in which case the bibliographic record is not updated, and the non-preferred heading remains in the record.

4 The Authority Database as Search Aid
This section describes how the authority database may be used as a tool in searching the bibliographic database beyond the enrichment of the headings and word files. It contains the following subjects:
- Display of Authority Record from Bibliographic Headings
- Jumping from the Authority Database to the Bibliographic Database
- Untraced References
- The Authority Database as Search Aid - Setup
- Enrichment and Display of 4XX and 5XX Fields from AUT

4.1 Display of Authority Record from Bibliographic Headings
The user can display the authority record linked to a bibliographic heading by clicking the text "LC Authority Record". The system will then display the authority record:
From the authority record, the user can move around the bibliographic database. Clicking the caption of the field (such as *Heading, See also*) displays the list of headings. Clicking the field (if it is underlined) creates a set of records in the Bibliographic database that use the term. ALEPH uses the term as the basis for a FIND type search in the bibliographic headings file. In the example above, the non-preferred term *Acidic soils* is not underlined because it is not used by any bibliographic records.

The library can modify the display of the authority record in a table that can be defined for each authority database linked to the bibliographic database. It is possible to suppress the display of non-preferred and/or related terms in the authority record that are not used by any bibliographic records (for example, suppress related terms that have no linked records in the bibliographic database). This is the reason why, in the example above, *See also soil acidity* does not appear - it is not actually used by any bibliographic record.

### 4.2 Jumping From the Authority Database to the Bibliographic Database

The user can search the authority database and then "jump" to the bibliographic database by creating a set of bibliographic records that use a specified term.

This function is available from the FULL display of the authority record in the Web OPAC. Once a user has located an authority term that interests him, he can click the "Heading" (1XX field) to create a set of bibliographic records that utilizes the term:
When the user clicks *Acid soils*, the following window is displayed:

### ALEPH Services

**Find other documents in the database**
- Go
  - LCSH: Acid soils

**Browse a headings list in the database**
- Go
  - LCSH: Acid soils

**Find text selection in the bibliographic library**
- Go
  - USM01 AUT: Acid soils
- Go
  - USM01 SUB: Acid soils

You can select the bibliographic headings file to be searched for the term. In this example, when the Local Subjects index is invoked, ALEPH creates a set of records in the bibliographic database that uses the term "Acid soils" as a subject.

### 4.3 Untraced References

Untraced References from the authority library can be added to the headings list of the bibliographic library. Untraced references are headings that are not authorized for use as headings in the bibliographic library and are not used by other headings as "see from" entries. They can be used to provide a reference note to the user (that is, to guide the user to established headings). In MARC 21 format, code b in position 09 of the 008 field indicates that the 100 - 151 field contains an unestablished heading that is not traced. In UNIMARC format, the LDR field must contain value z at position 6 and the 100 field must contain value x in position 8.

Bibliographic headings that originate from untraced references are not updated/added by the UE_08 process used for standard authority control (the enrichment cannot be based on a match since the untraced reference is not approved for use as a heading in
the bibliographic library). This type of record is copied to the bibliographic headings list by the "Update Untraced References" (p-manage-105) service. This service is available from the Build Indexes to the Catalog option of the Services menu of the Cataloging module (available when the user connects to an authority library). The service creates entries in the bibliographic headings list for those authority records in which position 09 of the 008 MARC 21 field is set to "b" or position 6 of the LDR UNIMARC field is set to "z" and position 8 of the 100 UNIMARC field is set to "x". This job must be run each time an untraced reference is added or updated in the authority database (it is suggested to run it on a weekly basis). The service deletes all existing untraced types of headings and rebuilds them including new additions and updates. The enrichment is based on the definitions of standard authority tables (tab_aut and tab20). In the OPAC and in the Search function, the untraced references are displayed with regular headings (without documents attached). In the following example, De la is an untraced reference.

**Note**

Position 09 of the 008 field in the authority record for the untraced reference is set to "b".

<table>
<thead>
<tr>
<th>Leader</th>
<th>LDR</th>
<th>010612nabbcnnabn</th>
<th>008</th>
<th>pnc</th>
<th>d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>UPD</td>
<td>a N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Data</td>
<td>008</td>
<td>b</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Name</td>
<td>100</td>
<td>a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen. Exp. Rel. Nam</td>
<td>566</td>
<td>a</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names beginning with this prefix are also entered under La (e.g. La Bretèque, Pierre de) or under the name following the prefix (e.g. Torre, Marie de la).

The reference is added to the browse list of the bibliographic library:

**Browse List: Authors**

<table>
<thead>
<tr>
<th>No. of Recs</th>
<th>Brief Recs</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>De Jong, Gordon F.</td>
</tr>
<tr>
<td></td>
<td>De la - [LC Authority Record]</td>
</tr>
<tr>
<td>2</td>
<td>De Zwart and Guérin, London</td>
</tr>
<tr>
<td>2</td>
<td>Dean, Harry 1864</td>
</tr>
</tbody>
</table>

Similar to standard headings associated with authority records, this record is displayed in a separate window when clicking the authority link:
4.4 The Authority Database as Search Aid - Setup

4.4.1 Displaying the Authority Record from the Bibliographic Heading

edit_doc_999_aut_AUTLIBRARY.lng

Every authority database to which the bibliographic database is linked should have an "edit_doc_999_aut_AUTLIBRARY.lng" table defined for the display of the FULL authority record when it is expanded from the bibliographic heading. For example, if the bibliographic database USM01 is linked to two authority databases, USM10 and USM11, the following tables should be defined in the tab directory of USM01:

- edit_doc_999_aut_usm10.lng
- edit_doc_999_aut_usm11.lng

Example (for MARC21):

```
1 2 3 4 5 6 7 8 9 0 11 2 13 4
!!-!!!!!!-!-!!!!!!!!!!-!-!-!!!!!!!!!!!!!!!!!!!!-!-!-!!!!-!-!!!!!-!
## SYS                  D LSys. no.            Y E
## 1####                D LHeading             Y Z E
## 260##                D LSub. CSR            Y E
## 360##                D LSub. CSAR          Y E
## 4####                D LSeen from           Y E
## 5#### w g            D LBroader term        Y X E
## 5#### w h            D LNarrower term       Y X E
## 5#### w -            D LSee also           Y X E
## 663##                D LName Complex SA Ref Y E
## 664##                D LName Complex SeeRef Y E
## 665##                D LHistory Reference   Y E
## 666##                D LExplanlory Ref.     Y E
## 64### a f            D LSeries-f            Y E
## 64### a t            D LSeries-t            Y E
## 64### a s            D LSeries-s            Y E
## 7####                D LLink               Y E
```

Note:
The table has the same characteristics as the "edit_doc_999" table. One special feature is a special type of link in column 10 - "X". "X" informs the system to suppress the display of the term if it is not in use in the bibliographic database.

Note that unlike edit_doc_999 of the authority database, the table does not include the linking fields. It includes the 5XX fields. A special expand procedure will add the relevant 5XX fields based on the authority record links (necessary if the related term is entered in only one side) - see the following section.

**tab_expand**

expand_doc_aut_aut is an expand program that adds all related terms to the authority record. This is necessary when "related" 5XX or RT fields are not entered in both records but only in one of the records, and when the library has built reciprocal relations using tab07. The expand program is based on the links that are created between authority records (see Authority Database Links Using tab07 on page 14).

The following line should be defined in tab_expand of the authority library so that when the authority record is displayed from the bibliographic database, all related terms appear including those that do not represent a link from another record. Enter "Y" in column 3:

```
!   1             2                  3
!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
WEB-ACCREF expand_doc_aut_aut             Y
```

Note that this expand file is hard-coded for the Search function and does not need to be added in the table.

**4.4.2 Navigating from the Display of the Authority Record**

**tab11_aut (in the bibliographic library)**

As described in Display of Authority Record from Bibliographic Headings on page 47, when the authority record is displayed, the user can navigate through the bibliographic database using the authority record fields. This navigation is based on the bibliographic headings files.

The tab11_aut table is used to define the headings files that the system uses to create hypertext links to FIND and BROWSE from the authority record. This allows the user to move around the bibliographic database using the authority record fields.

The following is a sample of the tab11_aut table:

```
100##              AUT
100##              SUB
110##              AUT
110##              SUB
111##              AUT
111##              SUB
130##              TIT
130##              SRS
```
Key to the tab11_aut table:

- Column 1 - Field Tag
  Contains the field from the authority record. Note that if an authority term is linked to more than one headings file (personal names, 100, can be used for both authors and subjects), several lines can be created for the field. The system runs the search from the current headings file. # can be used for the third to fifth positions to indicate truncation of numeric additions to the field code (for example, 100# for 1000, 1001, 1003).

- Column 2 to 3 - Not in use

- Column 4 - Index Code Bibliographic headings file in which Browse/Find is activated.

- Column 5 - Subfield(s)
  Subfields to include/strip from the authority record field for Search. The system looks for the exact text of the field in the headings file. Blank indicates entire field. Use minus sign (-) followed by subfields to define subfields to be stripped or list the subfields to be indexed;

4.4.3 Untraced References - Configuration

For the enrichment of the bibliographic headings list with untraced references from the authority database, position 09 of the 008 MARC 21 field must be sent to the UTR word index in the authority library. The index code must be present in the tab00.lng table of the library's tab directory:

```
H UTR    W-017    00    00    Untraced Refs.
```

Position 09 of the field must be sent to this index in the tab11_word table of the library's tab directory:

```
008        F09-01    01    UTR
```

For UNIMARC, position 6 of the LDR must field be sent to the UTR word index in the authority library and position 8 of the 100 field must be sent to the UTR2 index in the authority library. The index codes must be present in the tab00.lng table of the library's tab directory:

```
H UTR    W-010    00    0000    Untraced references
H UTR2   W-011    00    0000    Untraced references2
```

The relevant positions of the LDR and 100 fields must be sent to this index in the `tab11_word` table of the library's tab directory:
Since untraced references are not expanded through the UE_08 process, new entries in the authority database are imported into the bibliographic headings list by running the "Update Untraced References" (p-manage-105) service. This service is available from the Build Indexes to the Catalog option of the Services menu of the Cataloging module (available when the user connects to an authority library).

### 4.5 Enrichment and Display of 4xx and 5xx Fields from autor

In MARC 21, subfield $w$, 4th position (that is, $wxxxx4$) - of both 4XX and 5XX - contains a code that enables the generation or suppression of a cross-reference from 4XX or 5XX fields. If the fourth position of subfield $w$ contains a blank or contains an 'n' (or the subfield does not exist), then the cross-reference is generated and the fields are shown in all relevant places: browse list, expanded authority record, under the heading in the brief record, and so on. If the fourth position of subfield $w$ contains something different, then the cross-reference is suppressed.

To support this, you use the filter columns in the edit_doc_999_aut_999.lng table for the display and in the tab20 table for the enrichment definitions. The following is an example of the lines for the edit_doc_999_aut_999.lng table:

```
## 4#### w !!!n         D LSeen from           Y       E
## 4#### w !!! *        D LSeen from           Y       E
## 4#### w -            D LSeen from           Y       E
## 5#### w g!!n         D LBroader term        Y X     E
## 5#### w g!! *        D LBroader term        Y X     E
## 5#### w h!!n         D LNarrower term       Y X     E
## 5#### w h!! *        D LNarrower term       Y X     E
## 5#### w g            D LBroader term        Y X     E
## 5#### w -            D LSee also            Y       E
```

The following is a sample of the lines that should appear in the tab20 table for the enrichment definitions:

```
1 AUT   AUT   100##              -wi                  0
2             400## w !!!n       -wi5                 0 SEEF
1 AUT   AUT   100##              -wi                  0
2             400## w !!!        -wi5                 0 SEEF
1 AUT   AUT   100##              -wi                  0
2             400## w -          -wi5                 0 SEEF
```

### 5 Multilingual Authority Database

This chapter includes the following sections:

- Multilingual Authority Records
- Multilingual Authority Indexes and Record Display
- Bibliographic Database Records and Update of Bibliographic Records
- The BIB-AUT Link and the Multilingual Authority Database
• Multilingual Authority Setup

Note
At the time of writing, the Multilingual Authority Database only works with MARC 21 format. In addition, note that Multilingual databases can only work as local databases and cannot be set as remote databases.

An ALEPH 500 authority database can work with multilingual authority records. Maintaining a MARC 21 multilingual authority database offers users several advantages:

• Enrichment of bibliographic access points (headings and words). A user can search for records using terms from different languages.

• Language-specific user interface can include language specificity for indexes and the display of records. This means, for example, that in the French interface, a user searches only French indexes and in the records, the system displays the French term even though the record itself was cataloged with the English term.

A multilingual authority database can be maintained for a variety of authorities. The examples below are thesaurus records.

5.1 Multilingual Authority Records
A multilingual authority record in ALEPH is identical to a regular authority record with the following exceptions:

In a multilingual authority record the preferred term is duplicated for each language. Non-preferred terms are entered as necessary for each language.

The language code for all preferred, non-preferred and related terms is entered in subfield $$9.$$

As in regular authority records, you may enter related terms in only one of the related authority records and in addition, in only one language. Based on the links created between the authority records, the system is able to display the term in a specified language.

Example of a multilingual record:
5.2 Multilingual Authority Indexes and Record Display

In a multilingual authority database, the library may be interested in creating separate indexes per language. This can be done by filtering the indexing by the language code in subfield 9 (see AUT Library on page 59).

If you have created a separate index for each language and for the Search Other Database option in the Cataloging module, the library can define a language-specific index for Search. Note that this definition is not sensitive to interface language. In other words, a French cataloger using the French interface cannot use the French headings while an English cataloger is using the English headings.

The authority record display can also be filtered by the language code. For example, this is the display of the authority record from the example described above, with its links, with only French:

<table>
<thead>
<tr>
<th>System number</th>
<th>French term</th>
<th>French see ref.</th>
<th>See also (French)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001637</td>
<td>acceso à la formation</td>
<td>admission aux cours</td>
<td>politique de formation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>acces à l'éducation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>examen d'entrée</td>
</tr>
</tbody>
</table>
5.3 Bibliographic Database Records and Update of Bibliographic Records

Records in the bibliographic database that are linked to a multilingual authority database should be cataloged with the term in only one of the languages used by the authority database. The language code must be entered in subfield 9.

Example:

If a non-preferred term is used, the system updates the bibliographic record using the preferred term of the same language.

5.4 The bib-aut Link and the Multilingual Authority Database

The links between the bibliographic database and a multilingual authority database work as described above with some additional features.

5.4.1 Enrichment of Headings and Word Files

In addition to enriching the bibliographic headings and word files with non-preferred terms, the system adds all language versions.
In the example above, the headings file includes all languages. You can define separate headings and word files for each language (see Bibliographic Database on page 60).

5.4.2 Enrichment of Bibliographic Display
Based on the enrichment of the bibliographic headings file, you can expand to the bibliographic record all language versions for the term that is used in the bibliographic record. In the display tables, it is possible to filter the display by the language code in subfield 9. As shown in the example in Multilingual Authority Indexes and Record Display on page 56, you can, for example, display the French term in the French interface and the English term in the English interface.

5.4.3 Display of Authority Record from Bibliographic Headings
When the authority record is displayed from the bibliographic headings, the system displays related terms in all languages. Once again, this display can be filtered using the language code in subfield 9 so that each language interface displays terms in the interface language.
Note:
The following sections are primarily of interest to System Librarian’s.

The tables below have already been mentioned in Authority Control Setup on page 34 and Untraced References on page 49. The following sections point out the special aspects of multilingual authority setup.

5.5.1 AUT Library

tab100

The variable AUT-TYPE should be set to "M" - that is, multilingual. This is necessary so that the system enriches the bibliographic headings files with all language versions.

Indexes

The library may want to define indexes per language (especially if each language has its own user interface).

An example of a definition in tab00.lng:

<table>
<thead>
<tr>
<th>Sys. no.</th>
<th>English Heading</th>
<th>French Heading</th>
<th>German Heading</th>
<th>Greek Heading</th>
<th>Portuguese Heading</th>
<th>Italian Heading</th>
<th>Spanish Heading</th>
<th>English SF Hdg.</th>
<th>French SF Hdg.</th>
<th>German SF Hdg.</th>
<th>Portuguese SF Hdg.</th>
<th>Italian SF Hdg.</th>
<th>Spanish SF Hdg.</th>
<th>See also</th>
<th>See also</th>
<th>See also</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>access to training -- eng</td>
<td>accès à la formation -- fre</td>
<td>Ausbildung -- deu</td>
<td>στοιχείω στήμ εκπαίδευσης -- gre</td>
<td>acesso à formação -- por</td>
<td>access alla formazione -- ita</td>
<td>acceso a la formación -- spa</td>
<td>admission to training -- eng</td>
<td>admission aux cours -- fre</td>
<td>Kursvorbereitung -- deu</td>
<td>admissão aos cursos -- por</td>
<td>ammissione alla formazione -- ita</td>
<td>admissone a la formación -- spa</td>
<td>access to education -- eng</td>
<td>access à l’éducation -- fre</td>
<td>acceso a la educación -- spa</td>
</tr>
</tbody>
</table>

And in tab11_acc:
Authority Record Display (edit_doc_999)

The following is an example of the table as defined for the French interface:

```
!!!-!!!!!!-!-!!!!!!!!!!-!-!-!!!!!!!!!!!-!-!-!!!-!-!!!!!-!
## SYS                  D LSys. no.            Y       E
## 1#### 9 fre          D LHeading             Y Z     E
## 260##                D LSub. CSR            Y       E
## 360##                D LSub. CSAR           Y       E
## 45#### 9 fre          D LSeen from           Y       E
## 55#### 9 fre          D Lrelated term        Y Z     E
## 65### a f            D LSeries-f            Y       E
## 64### a t            D LSeries-t            Y       E
## 64### a s            D LSeries-s            Y       E
## 7####                D LLink                Y       E
## UPD##                D LUpdate Flag         Y       E
## BT    9 fre          D LB.term              Y L     E
## NT    9 fre          D LN.term              Y L     E
## RT    9 fre          D LR.term              Y L     E
```

Notes:

- All fields are filtered by the language code in subfields.
- There is a limitation in that the display can be filtered by only one subfield. This means that the 5XX fields cannot be filtered both by language and by subfield w, which indicates the type of relationship.

**tab_expand**

The following expand file must be present in the `tab_expand` of the authority database, so that when the authority record is displayed from the bibliographic headings file, the system adds related terms in all languages (as noted above it is sufficient to enter related terms in only one language).

WEB-ACCREF expand_doc_aut_aut

5.5.2 Bibliographic Database

Indexes

The library may want to have indexes per language (especially if each language has its own user interface). A common headings file for all languages must be defined.

An example of a definition in `tab00.lng`:
And in `tab11_acc`:

```
650##                    DES
650##       9 eng        DESE
650##       9 fre        DESF
```

### `tab20/tab_aut`

If separate indexes are defined for each language, these indexes must be defined in `tab20` so that they are enriched from the authority record:

```
1 DES   DES     150##                                   0
2               450                                     0 SEEF
1 DES   DESE    150## 9 eng                             0
2               450                                     0 SEEF
1 DES   DESF    150## 9 fre                             0
2               450                                     0 SEEF
```

Note that the source code is always the common headings file to which all languages are sent. Only this code must be present in `tab_aut`:

```
DES   USM11
```

### `tab_expand`

The following line is necessary so that ALEPH links the bibliographic record to headings in all the languages:

```
ACC        expand_doc_bib_multi_lng
```

The following lines are necessary to display, in each language interface, the term in the language of the interface.

```
WEB-FULL   expand_doc_bib_multi_lng
GUI-DOC    expand_doc_bib_multi_lng
```

This means that all languages are expanded to the bibliographic record. The display is limited to the specific language in `edit_doc_999` of each language. For example, `edit_doc_999.eng`:

```
65014 9 eng          C LMain Descriptor     Y Z eng E
```
tab01
This table is used to indicate which headings file should be used to update the bibliographic record if a non-preferred term has been used. The headings file should be the common language headings file to which all languages are sent. The system updates the bibliographic record using the preferred term of the language code indicated in subfield 9 of the field.

```
D 650 00 0000 DES 650 Ldescriptor
```

```
edit_doc_999_aut_XXXXX
edit_doc_999_aut_XXXXX (where XXXXX is replaced by the authority library code for example, USM10) is used to define the display of the authority record when accessed from the bibliographic headings. The authority record fields can be filtered using the language code in subfield 9.
```

<table>
<thead>
<tr>
<th>!1 2 3 4 5 6 7 8 9 0 11 2 13 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>!-!!!!!!!!!!!-!-!!!!!!!- !-!!-!!-!!-!!-!!-!!-!!-!!-!!-!!</td>
</tr>
<tr>
<td>#1 SYS D LSys. no. Y E</td>
</tr>
<tr>
<td>#4### 9 eng D LHeading Y E</td>
</tr>
<tr>
<td>#4### 9 eng D LSeen from Y E</td>
</tr>
<tr>
<td>#5### 9 eng D LRelated term Y E</td>
</tr>
</tbody>
</table>

Notes:
- All fields are filtered by the language code in subfields
- There is a limitation in that the display can be filtered by one subfield only. This means that the 5XX field cannot be filtered both by language and by subfield w, which indicates the type of relationship.

6 Batch Loading of Records to the Authority Database

This chapter includes the following sections:
- Overview
- Algorithm
- Report
- Running the Report
- Setup

6.1 Overview

The Load Authority Records service (manage-31) accepts an input file of LC authority records in ALEPH sequential format and uses them to update the authority database. "Update" can include the following: deletion of an existing record, update of an existing record or the addition of a new record. Records that were modified or created locally are not updated unless they contain a 010 tag with $$aTEMP.

At present, the Load Authority Records (manage-31) service is accessed from the
Services Menu of the Cataloging module under the Load Catalog Records submenu. Note that the service is only displayed when connected to an authority library:

This service performs the following functions:

**Adds new records to the database.**

**Replaces existing records (update):** Records are replaced for update purposes. If the record was modified locally, it will not be replaced by the service.

**Deletes records from the authority database.**

**Reports deleted records.** The system gives a report of records that have been deleted.

**Reports when replacing records:** The system checks for changes in these 008 fixed field positions:

- 008/06 (Geographic) any change
- 008/32 (Unique) changes from "b" to "a"

This report can be placed in the "rejected records" report as a separate section.

**Checks for duplicates.** After every update (new record or updated record), the system must check for duplicate terms - every 1xx and 4xx term must be unique. Non-unique terms are reported and records with duplicate terms are "blocked" by changing the usage codes of 008 pos. 14,15,16 to uppercase ("a" to "A"; "b" to "B"; and "c" to "C"). A blocked authority record is not linked to the bibliographic database.

**Rejects and reports** - In certain cases, records are rejected and placed in a special "rejected" database.
6.2 Algorithm

The Load Authority Records (manage-31) service has the following algorithm:

1. Compare the records in the input file and the records in the database based on the 010 field - Library of Congress control number - $$a$

2. If a match is found, pos. 5 of the leader is checked:
   
   d - delete the matched record from the database  
   c - check if 040 $$d = XxXXX (Note: there may be multiple $sd's - any $sd XxXXX is considered). If it does, then reject the record and report - if not, replace the current record.
   
   n - treat like c

3. If no match is found using the 010, the system goes on to check for a match based on the preferred term - that is, the 1xx field of the record.

4. If a match is not found, the system checks pos. 5 of the leader:
   
   n - add to the database as new record  
   d - reject and report  
   c - treat like n
   If a match is found and the record in the database has 010 $$aTEMP (that is, it is a temporarily created local AUT record), pos. 5 of the leader is checked:
   
   d - reject record and report  
   c - replace current record  
   n - replace current record

5. If a match is found and there is no 010 $$aTEMP, reject the record and report.

6.3 Report

The system reports the following situations. Each case is identified by a separate code.

6.3.1 Rejected Records

05 - The record was rejected; a match was found on the 010 field but $$d=XxXXX; LDR (05) = "n".

07 - The record was rejected; a match was found on the 010 field but $$d=XxXXX; LDR (05) = "c".

06 - The record was rejected; no match was found but its LDR (05) = "d".
04 - The record was rejected; a match was found on the preferred heading but 010 is not $$aTEMP (that is, this is a local record).

03 - The record was rejected. A match was found on the preferred term (010 = $$aTEMP); but system LDR (05) = "d".

6.3.2 Deleted Records
13 - The record has been deleted from the database. A match was found on the 010 field and the LDR (pos. 05) was "d". The report includes field 682.

6.4 Updated Records
16 - The record updated an existing record; there was a change in the 008 field.

22 - The record updated an existing record but the system found a duplicate heading; there was a change in the 008 field.

25 - The record updated an existing record but a duplicate heading was found.

24 - The record updated an existing record based on a preferred term (010 = $$aTEMP); but the system found a duplicate heading; LDR (05) = "c".

20 - The record updated an existing record based on a preferred term (010 = $$aTEMP); but the system found a duplicate heading; LDR (05) = "n".

18 - The record updated an existing record based on a preferred term (010 = $$aTEMP); there was a change in 008; LDR (05) = "c".

11 - The record updated an existing record based on a preferred term (010 = $$ATEMP); there was a change in 008; LDR (05) = "n".

26 - The record updated an existing record based on a preferred term (010 = $$ATEMP); but the system found a duplicate heading; there was a change in 008; LDR (05) = "c".

27 - The record updated an existing record based on a preferred term (010 = $$ATEMP); but the system found a duplicate heading; there was a change in 008; LDR (05) = "n".

6.4.1 New Records
21 - A new record was added but a duplicate heading was found; LDR (05) = "n".

23 - A new record was added but a duplicate heading was found; LDR (05) = "c".
6.4.2 No Problems Found
15 - The record updated an existing record.

08 - A new record was added; LDR (05) = "c".

14 - A new record was added; LDR (05) = "n".

17 - The record updated an existing record based on a preferred term (010 = $$aTEMP); LDR (05) = "c".
19 - The record updated an existing record based on a preferred term (010 = $$aTEMP); LDR (05) = "n".

6.4.3 Report Format
The report includes the system numbers of new and updated records in the authority database, together with those of rejected records that have been loaded to the "reject" database. The first system number is for an existing record that was updated or for which a match was found and the second is for new or rejected records.

Examples:

000080237:000000182: :04:010 not = TEMP

In this case, a match has been found on system no. 80237 based on the preferred term, but since 010 was not "TEMP", the record has been rejected. The record has been loaded to the reject database as system number 182.

000079159:000000000:sh 98001899 :15:Record Corrected

In this case, an existing record has been updated. The system also prints the contents of the 010 field on which the match was made.

The report can be sorted as follows:

- NEW - sort by the system number of new records created in the AUT database.

- MATCH - sort by the system number of records that have been updated in the AUT database.

- TYPE - sort by the type of update.

Up to two sorts are possible when the service is run; each sort creates its own report. For example:

csh -f p_manage_31 XXX10,test2,test2out,,,,,MATCH,TYPE

c creates two reports (test2out and test2out-2); one sorted by the matching record, and the other sorted by the type of update.
6.5 Running the Report

Use the following command to run the report:

```plaintext
>> ap
>> csh -f p_manage_31  AUT library,input file,output file,,,,,sorttype,sorttype
```

**Notes**

There must be five commas between the output file name and the sort types. The code of the library should be in uppercase.

For example:

```plaintext
>> ap
>> csh -f p_manage_31  XXX10,inaut,outaut,,,,,NEW,TYPE
```

The input file must be in ALEPH sequential format and must be in the scratch directory of the authority library in which the procedure is run. The output file is created in the scratch directory.

6.6 Setup

**Note:**

The following sections are primarily of interest to System Librarian’s.

6.6.1 Setup for "Reject Library"

An ALEPH library for rejected records should be created. The library must be defined as the reject library in a special type of relationship in `library_relations` - "ERR".

For example:

```plaintext
ERR XXX10 XXX19
ERR XXX12 XXX19
```

In this example, XXX19 is the reject library for two authority libraries - XXX10 and XXX12.

6.6.2 tab_fix

Several fix programs work with the authority update program. These programs should be defined under the P-31 routine of the `tab_fix` table.

At present, the following fix programs should be defined in the `tab_fix` table of the authority library:
**fix_doc_preferred** - this fix program adds a "COR" field if the preferred term has been changed.

**fix_doc_aut_mesh** - this fix program is for a MeSH authority library only. $$2[MeSH]$$ is added to the terms.

For example:

P-31  fix_doc_preferred
P-31  fix_doc_aut_mesh

### 6.6.3 LCC Direct Index

The system matches the 010 field using the LCC direct index. The following line must be defined in tab11_ind:

```
010#                    LCC   a
```

### 7 Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries

The p_manage_102 and p_manage_103 services are batch processes that can be used to replace the background running of the ue_08 process (see The Authority Control Process on page 21). You use these processes to accomplish faster enrichment and correction of the bibliographic database based in the authority records of the authority database during the initial upload of the databases or when large quantities of authority records are imported into the system.

The processes:

1. **p_manage_102**: This process is used to pre-enrich the bibliographic browse headings index based on the authority database. The job should be run from the bibliographic library.

   Parameters: bibliographic library, authority library, delete flag, from document number, to document number, filtering program, number of processes.

   The filtering program parameter is used for filtering out specific authority records from building bibliographic headings, based on data in the AUT record.

   Two programs are currently available for this parameter:

   - 1xxt - Ignores the authority record if the 1XX field has subfield $$t$$. 
   - 4xx - Ignores the authority record if the record does not have at least one 4XX field.
If the parameter is left blank, then bibliographic headings are built out of all the authority records in the authorities database.

The p_manage_102 job should be run for all the authority libraries that are used for enrichment and correction of the bibliographic library.

Note that for the first authority library, the service should be run with the delete flag set to Y, or otherwise the existing headings will be kept.

After running p_manage_102, the regular browse headings index should be built (p_manage_02) without deleting existing indexes.

Since all headings from the authority database were marked with the authority library during the p_manage_102 process, new headings, which originated from the regular indexing of the bibliographic records - p_manage_02 - do not have a matching record in the authority database and should be set to -CHK-. For this reason, the Update Headings Index batch process should run with the "Insert -CHK- in New Headings" parameter set to Y (yes), in order that the Z01-AUT-LIBRARY field of the headings should be -CHK-.

2. **p_manage_103**: Since p_manage_02 does not trigger Z07 records, this process should be used for triggering a Z07 record to enable re-indexing of the records which are linked to non-preferred headings.

Parameters: bibliographic library, from document number, to document number, number of processes.