

Authority control in WorldShare Record Manager

This course provides the basic skills needed to work with authority records in WorldShare Record Manager. At the end of this course, learners will be able to find detailed help on the available authority files in Record Manager; set user preferences for authority records and authority control; search and browse the Library of Congress (LC) authority file; use the LC Root/Expanded browse to find authority records having subdivisions; explain the purpose of authority control; control headings in bibliographic records; and export authority records.

Available authority files in Record Manager

- **AAT** - Art & Architecture Thesaurus
- **BNE** - Biblioteca Nacional de España
- **Canadiana Names** (Autorités de noms Canadiana en français) and **Canadian Subject Headings**
- **GND** - German Authority File
- **LC** - Library of Congress Names and Subjects Authority File
- **MeSH** - Medical Subject Headings
- **Māori** - New Zealand Subject Headings
- **NTA** - Nederlandse Thesaurus van Auteursnamen
- **RVM** - Répertoire de vedettes-matière (French Subject Authority file)
- **FAST** – Faceted Application of Subject Terminology

Search and browse LC authority files

User Preferences for authority records

Click **User Preferences** in the left navigation, then click **Searching – Basic** and select **Authority Records**

- Optional: click on checkbox for **One Search Result only** – open record for editing
- **Diacritics**: Enter search terms with diacritics
- **Authority references**: Show **See** references in search results
 - Show **See** Also references in search
 - Show **Heading Linking Entries** in search results
- **Search Scopes**: Specify whether you want each search scope to be displayed in the menu and what order you want them to be listed. You must display at least one search scope.
 - Click on the name of the search scope to customize indexes and display order
 - Default Search Scope: Click the radio button to set a search scope as the default

Authority control

Search Library of Congress (LC) Authority File

- Select **Authority Data**
- Select **Scope – LC** to search the LC file
- Select **Index** to search
 - Keyword
 - Corporate/Conference Name
 - Geographic Name
 - LCCN
 - Personal Name
 - Title
 - Topical
- Enter search terms and click **Search**

Browse Library of Congress (LC) Authority File

- Select **Authority Data**
- Select **Scope – LC Browse** to browse the LC file
- Select **Index** to browse
 - Corporate/Conference Name Phrase
 - Genre Phrase
 - Geographic Phrase
 - Personal Name Phrase
 - Subdivision Phrase
 - Subject Phrase
 - Title Phrase
- Enter browse terms and click **Search**

LC – Root/Expanded Browse (use for name-title headings, and subject headings with subdivision(s)).

- Select **Authority Data**
- Select **Scope – LC Root/Expanded Browse** to browse the LC file
- Select **Index** to browse
 - Corporate/Conference Name
 - Genre
 - Geographic
 - Personal Name
 - Subdivision Heading
 - Topical
 - Title
- Enter terms
- Enter the **Expanded Term(s)**
- Click **Search**

Authority control

Control headings

- Control headings links headings in bibliographic records to matching Library of Congress, MeSH (Medical Subject Headings) and/or Canadiana authority records, if available.
- Clicking a controlled heading hyperlink in a bibliographic record opens the authority record in a separate window.
- Once you control a heading (and add or replace the record in WorldCat), the heading in the bibliographic record is automatically updated whenever the linked authority record changes

User Preferences - Control headings

Click **User Preferences** in the left navigation, then click **Working with Records** and select **Bibliographic Records**

- **Controlled Headings**
 - **Add Equivalent Subject Headings** when controlling all headings (disabled by default)
 - When enabled:
 - System checks for uncontrolled headings and tries to control against the appropriate authority files and then tries to add equivalent subject headings for the controlled headings if the record contains controlled RVM, AAT, LCSH, or MeSH headings. If found, they are added and controlled to their respective authority files.
 - When not enabled:
 - You can select Add Equivalent Subject Headings from the Record menu after controlling LC or another type of heading.
 - **Auto-Suggest LC Names *** (enabled by default)
 - When adding a new heading
 - Begin typing a personal, corporate, or conference name in a 1XX or 7XX field
 - A list of potential matches appears. If the name you select is associated with a single authority record, the heading is automatically controlled.
 - When you click on a controllable name heading in a bibliographic record that is not controlled
 - A list of potential matches appears. If the name you select is associated with a single authority record, the heading is automatically controlled.

**Note: for Auto-suggest LC Names, 040\$b must = eng; for Auto-suggest Canadiana Names, 040 \$b must = fre.*

Authority control

Control all headings

- While viewing a bibliographic record:
- Click the **Record** menu
- Select **Control All Headings**

Control single heading (for example, for an unqualified personal name)

- Click in the field and then click the **Edit** menu and select **Controlled heading > Add** or
- Right click in the heading field and select **Controlled Heading > Add**
- If a matching authority record is found, click on the heading to view the authority record to verify it is the correct record
- Close the authority record
- Click **Insert Heading**

Edit a controlled heading

- Right click in the heading field
- Select **Controlled Heading > Remove**
- Edit the heading (for example, add a subdivision)
- Right click in the heading field
- Select **Control Heading > Add**

WorldCat Entities Identifiers

- **Insert WorldCat Entity in \$1**
 - 100, 600, 700, 800 – Names
 - 647 – Events
 - 651 – Places
 - 758 – Works
- **For controlled or uncontrolled headings:**
 - Edit menu > Insert WorldCat Entity
 - or
 - Right click > Insert WorldCat Entity
 - or
- **For controlled headings:**
 - Expand the field by clicking on the little arrow before the field
 - Select Subfield **Real World Object (URI) \$1**
 - For **Value** type or paste the **Entity URI (from <https://entities.oclc.org>)**
 - Click **Done**

Export authority records

User Preferences - Export authority records

Click **User Preferences** in the left navigation, then click **Export – Authority Records**

- **General**
 - Format: MARC21 with MARC8, etc.
 - Excluding Authority Data
 - Exclude Matching field(s)
 - Exclude Subfield(s) in Matching Field(s)
- **International**
 - Diacritic character usage: Decomposed, Precomposed
- **TCP/IP Export Preferences**
 - Host name
 - Port Number, etc.

Export authority records

- While viewing an authority record you wish to export, click **Send to > Export list or TCP / IP**.
- If sending to Export list, add it to an existing list or create a new list
- When creating a new list, optionally, click the check box **Make Default** and/or click the checkbox **My List** to make the new list only available to your login and no other logins for your institution.
- Click **Export lists** in the left navigation
- Click the **Authority** tab
- Click the name of the export list
- To delete records from the list, click the check box, and then click **Delete**.
- When ready to export, click **Export > Send to my computer** or **Send to Local System via TCP / IP**

Resources

[Understanding MARC Authority records](#)

[Available authority files](#)

[Authorities: Format and Indexes](#)

[MARC21 Format for Authority Data](#)

[Library of Congress indexes and indexed fields](#)

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