Learn how to rebuild the keywords for an authority in Amlib after changing the search settings for MARC Tag. If the search settings for a Marc Tag are changed, the existing Keywords on the system are not automatically altered to reflect the new parameter(s). By running this option, the Keywords will be rebuilt according to the new parameters.

There are generally three (3) causes for this:

- If an existing Keyword Restrictor Code (Application > KeywordDesc) is changed – for example: the Keyword Restrictor Code for Series is changed from G to E

![Marc Keyword Restrictors - STAFF at Chelsea Library](image)

- If the Keyword Restrictor Code (Application > KeywordDesc) assigned to an existing Marc Tag is changed – for example: the Keyword Restrictor Code for the 490 | Series Statement Tag is changed from T to E

![Marc Tags Within the System - STAFF at Chelsea Library](image)

- If the Create Keywords (Y/N) column (Main > Authorities > MarcTags – select Tag > F7 SubF) setting for a Tag Subfield is changed – for example: if the 245$K Subfield Create Keywords (Y/N) setting is changed from Y to N
Please Note: This function MUST only be completed when all users are off the system, including NetOpacs, as rebuilds can take a long time to complete.

1. Launch the Amlib client
2. Go to Main > Authorities > MarcTagMaintenance – the Marc Tag Maintenance screen will display
3. Enter the following settings:
   1. 1. Choose the Marc Tag Maintenance Task: drop-down, select:
       - Rebuild the keywords for an Authority (the keywords for Authority Tags/Subfields will be refreshed according to the new parameters)
       - Rebuild the keywords for a Non-Authority (the keywords for Non-Authority Tags/Subfields will be refreshed according to the new parameters)
       - Rebuild all the keywords (the keywords for all Tags will be refreshed according to the new parameters)
2. Specify which Marc Tags(s) to apply the change to: click on the Select Tags... button, select the Tag(s) – to select all Tags click the Select All button – and then click the OK button

- If the user selected Rebuild all the keywords then the process is designed to refresh all tags (it will not be possible to only choose a few Tags)

3. The Select other options relating to the maintenance task box will be greyed out

4. The New subfield type box will be greyed out

4. Click the F3 Start button – once the process is completed, a prompt with the following message will display: A total of XXX Authority/Non-Authority Keywords have been rebuilt.

5. Click the OK button