Summary of authority control functions

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Discover a summary of authority control functions in Connexion client.

Available authority control functions

The following table is a brief summary of authority control functions available and how to do them. Sections following the table give detailed procedures.

<table>
<thead>
<tr>
<th>AUTHORITY CONTROL FUNCTION</th>
<th>HOW TO ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control a single heading</td>
<td>With the cursor in the heading field you want to control, click Edit &gt; Control Headings &gt; Single, click the Control Single Headings button, press &lt;F11&gt;. Or Right-click the heading you want to control, and on the popup menu, click Control Single Heading.</td>
</tr>
</tbody>
</table>

Controllable fields (x = any number):

- 1xx
- 6xx, second indicator 0
- 655, second indicator 7, with $2 lcgft
  Note:
  - See more below about controlling genre/form headings in field 655.
  - In some bibliographic records, headings tagged as 6xx with indicators other than 0 (zero) are incorrectly highlighted as controlled headings.
- 7xx
- 8xx

Note: If the system finds the following, the system does not automatically control or insert a heading:

- An unqualified personal name match
- No exact matches
- Multiple records that partially match

https://help.oclc.org/Metadata_Services/Connexion/Connexion_client/Authorities/Use_authority_control_for_biblio...
## Authority Control Function

<table>
<thead>
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<tr>
<td>Instead, the Control Headings window opens to help you select or build and insert a controlled heading. See the next section for more about how to control headings that are not automatically system-controlled.</td>
<td></td>
</tr>
<tr>
<td>Control all headings in a record</td>
<td>With a bibliographic record displayed, click <strong>Edit &gt; Control Headings &gt; All</strong> or press <code>&lt;Shift&gt;&lt;F11&gt;</code>. Note: If some headings remain uncontrolled, you can try controlling each one individually.</td>
</tr>
<tr>
<td>Remove authority control from a single heading</td>
<td>With the cursor in a tag or indicator of a heading field you want to uncontrol, click <strong>Edit &gt; Control Headings &gt; Uncontrol Single</strong> or press <code>&lt;Ctrl&gt;&lt;F11&gt;</code>. Or Right-click the heading you want to uncontrol and click <strong>Uncontrol Single</strong> on the pop-up menu.</td>
</tr>
<tr>
<td>Remove authority control from all headings in a record</td>
<td>With a bibliographic record open, click <strong>Edit &gt; Control Headings &gt; Uncontrol All</strong> or press <code>&lt;Alt&gt;&lt;E&gt;&lt;H&gt;&lt;N&gt;</code>.</td>
</tr>
</tbody>
</table>

### Notes:

- Client version 2.63 requires a space between other characters in the text of the field and the subfield delimiter to control a heading. The move to support all Unicode characters has changed the behavior of Latin Letter Aveolar (U+01C2) that the client uses for the delimiter symbol. Reformatting the record before you control headings adds the spaces automatically.
- The Control Single Heading and Uncontrol Single commands are available on the right-click menu when you right-click in a controllable field.

## Notes on controlling genre/form headings in field 655

- Controlling headings in field 655 with second indicator 7 or 0 depends on whether the LCCN in the authority record has an sh or gf prefix in subfield a:
  - If the LCCN in the authority record has the prefix sh, Connexion controls the heading in field 655 with second indicator 0.
  - If the LCCN in the authority record has the prefix gf, Connexion controls the heading in 655 with second indicator 7 and with ‡2 lcgft added at the end of the field.
  - If more than one genre authority records are found, and one has sh in ‡a of the 010 field, and another has gf in ‡a of the 010 field, Connexion opens the Control Headings window showing both matches. You will need to determine which heading should be inserted into the bibliographic record.
- Headings in field 655 with second indicator 4 cannot be controlled.
• Genre/form authority records should not be used in combination with Library of Congress subdivisions.
• See Technical Bulletin 259, Authorities System Changes for more details.