~~DALNET~~

~~LC SUBJECT AUTHORITY IN NOTIS~~
DALNET Online Subject Authority File

This document represents the specific policies for topical subjects from LC Subject Headings, as such it is a supplement to the DALNET Bibliographic and Authority Database Standards.

1. DALNET bases its LC topical subject authority records upon the machine-readable form of the LC Subject Headings. Names, series and uniform titles may also be used as subjects and follow the policies outlined in the DALNET Name/Series Authority Policy. ~~Other forms of the LC Subject Headings may be used, but these headings are more likely to require revision than those from LCSH machine readable form.~~

2. Records must ~~be added~~ *transferred from LCSH resource file to the the active* DALNET authority file ~~if they require reference or notes.~~

2.5 Subject headings compose of topical subject heading and a free-floating subdivision may not be always required an authority records.

3. Each DALNET library is responsible for performing authority work for new subject headings encountered in the process of cataloging items for its collections.

4. One record may represent a name or series used both as a name and as subject. Names or uniform titles used as subjects will have properly encoded fixed field values to indicate their use as a subject and may contain topical subject references if appropriately tagged. If the LC file contain both a name authority record and subject authority record , the cataloger ~~chooses the most current and complete record and adds information from the other record as needed. DALNET libraries can use one record where LC sometimes needs two. If the LC file contain both a name authority record and LC Juvenile subject authority record, the cataloger prefers a name authority record, however the Lc juvenile subject authority should be kept in LC Processing Unit.~~ *prefers LC name authority record.*

5. ~~Additional references may be added.~~
   DALNET library may add additional references.

6. When records are transferred into the system, nothing further needs to be done to the record unless it is modified. If modified, an 040 field with the institution's NUC symbol

as the modifying agency and a 690 field with the cataloger's institutional NUC symbol, his/her initials, and *dates* will be added.

~~7. If a records is keyed into the authority file from a printed source, the library cites the source of the data in the 040 $a and gives it NUC symbol in the 040 $c (inputting agency subfield). Libraries keying records into NOTIS DALNET database should develop an internal system for the detection of keying errors.~~

~~8.~~ 7. Original authority records input contain an 040 field giving the institution's NUC symbol and a 690 field giving the cataloger's initials, institution symbol, and dates.
9. Subject authority records created on the basis of a "pattern" heading shall contain a 670 note: "Based on <heading>."

~~10.~~ 8. If a Library of Congress authority record has been revised, the DALNET library finding the record will institute update procedures *as specified in DALNET DATABASE CONFLICTS AND CORRECTIONS GUIDELINES.*

~~11.~~ 9. The reports generated ~~from the NOTIS programs for~~ *as a result of loading updated* Library of Congress authority records are the basis for subject maintenance.

~~12. No authority record may have the heading changed or deleted without the modifying library notifying Wayne State University Libraries Database Management Section. WSU Database Management is responsible for alerting other DALNET libraries to the need for revision. WSU Database Management will be responsible for consolidating information from duplicate records and deleting duplicates when duplicates occur between processing units. DALNET libraries are responsible for deleting any duplicate records inadvertantly created or loaded or other records created in error.~~

~~13. Upon review, WSU Database Management makes modifications requested by DALNET libraries.~~

~~14.~~ 10. Headings found on LC-MARC bibliographic records but not found in the LCSH authority file will be considered valid LC headings if the heading is on very current cataloging or if it follows an established pattern heading.

~~15.~~ 11. Each DALNET library is responsible for reporting conflicts between the authority file and the bibliographic files.

~~16. In the event of a conflict, an Authorities Librarian at Wayne State University will resolve the conflict and indicate to the various DALNET libraries which of their headings require change.~~

~~17.~~ 12. In the event that there is no longer a bibliographic entry that matches an authority record, the record will be retained in the authority file, but the fixed field coding will be changed to "appropriate but not yet used."

18. 13. Responsibility for the accuracy for the authority file rests with each DALNET library.

19. 14. This policy is supplemented by procedural documents for the transfer of data between libraries.

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