

DALNET NAME/SERIES AUTHORITY POLICY

REVISED: 8/26/97

This document presents specific policies for name, uniform title and series authority records in the DALNET database; as such, it is a supplement to the "DALNET Bibliographic and Authority Database Standards."

1. Responsibility for the accuracy of the shared authority file rests with each DALNET library.
2. Series authority records are input for *all* series. DALNET members must add their series decision information to series records.
3. Names, personal and corporate, and uniform titles require authority records only when the heading requires references and/or notes.
4. Each DALNET library is responsible for performing authority work for new names and uniform titles it encounters in the process of cataloging items for its collections.
5. Preference is given to the LC or NACO authority record.
6. When records are transferred into the DALNET system, nothing further needs to be done to the record unless it is modified. If modified, an 040 field with the institution's National Union Catalog (NUC) symbol as the modifying agency and a 690 field will be added with the cataloger's institutional NUC symbol and her/his initials. If a library must input an authority record from a source file, it should give the source of the data in the 040 \$a and its NUC symbol in the \$. Libraries keying records into the system should develop internal procedures for the detection of input errors.
7. If an original record must be input, the heading and its references will conform to the latest edition of the *Anglo-American Cataloguing Rules* and the *Library of Congress Rule Interpretations*. The record will be tagged according to the most current version of the DALNET online system MARC format for authorities. Original authority records input contain an 040 field giving the institution's NUC symbol and a 690 field giving the cataloger's initials and her/his institution's NUC symbol.
8. Where two LC records exist, preference is usually given to the more recent and complete.

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9. If an LC authority record has been revised by LC, the DALNET library finding the revised record will institute update procedures.

10. Each DALNET library is responsible for reporting conflicts between the authority file and the bibliographic files or --- in the case of its own records --- correcting these conflicts when possible.

11. If there is a conflict between what is in the database and an incoming authority record, the more current heading is usually used. The authority record and related bibliographic records must be updated as described in the "DALNET Database Change and Correction Procedures."

12. References may be added according to DALNET standards and the "DALNET Database Change and Correction Procedures."

13. Authority records will not normally be deleted by a DALNET library, except in the case of duplicate records that have been inadvertently created or loaded.

14. No authority record may have the heading changed without notifying Authority Central. Authority Central will be responsible for alerting other DALNET libraries about the need for revision of their bibliographic records. Authority Central is also responsible for correcting DALNET records when global-change methods are possible.

15. When a DALNET library begins to perform authority work, all original authority records and all records substantially modified are sent to Authority Central until it is mutually agreed that review is no longer needed. DALNET libraries may request review of any record, at any time, by submitting it to Authority Central.

16. This document will be supplemented by procedures for the resolution of conflicts and changes in the DALNET database.

Approved,
DALNET Database Standards Committee
8/26/97