

DALNET

NAME/SERIES AUTHORITY IN NOTIS.

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

1. This document covers the policies for name, uniform title and series authority records being entered into the DALNET authority database. It is supplemented by various procedures for the transfer of data between libraries.

2. The authority file contains records for all series. Names, personal and corporate, and uniform titles require authority records only when the heading requires references and/or notes.

3. Each DALNET library is responsible for performing authority work for each new name and uniform title it encounters in the process of cataloging items for its collections.

4. Preference is given to the LC or NACO authority record.

5. 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 institutions's NUC symbol as the modifying agency and a 690 field will be added with the cataloger's institutional NUC symbol and his/her initials. If a library must key in an authority record from a source file, they should give the source of the data in the 040 \$a and their own NUC symbol in the \$c. Libraries keying records into NOTIS should develop an internal system for the detection of keying errors.

6. 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 LC Rule Interpretations. The record will be tagged according to the most current version of the NOTIS MARC format for authorities.

7. Original authority records input contain an 040 field giving the institution's NUC symbol and a 690 field giving the cataloger's initials and their institution's NUC symbol.

8. Where two LC records exist, preference is given to the most recent and complete.

9. Series authority records are input for all series. DALNET members must add their series decision information to series records.

10. If a Library of Congress authority record has been revised, the DALNET library finding the record will institute update procedures.

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

12. In the event of a conflict and if a global change cannot be done, an Authorities Librarian at Wayne State University will resolve the conflict and indicate to the various DALNET libraries which of their headings require change.

13. If there is a conflict between what is in the database and an incoming authority record, the most current heading is used. The authority record and related bibliographic records must be updated.

14. References may be added.

15. Authority records will not normally be deleted. 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."

16. No authority record may have the heading changed without notifying Wayne State University Libraries Database Management. WSU Libraries Database Management will be responsible for alerting other DALNET libraries as to the need for revision. WSU Libraries Database Management will be responsible for consolidating information from duplicate records and deleting the duplicate when these duplicates occur between institutions. DALNET libraries are responsible for deleting any duplicate records inadvertently created or loaded.

17. WSU Libraries Database Management makes any modifications to authority records which the NOTIS system prevents member libraries from completing.

18. When a DALNET library begins to do authority work on NOTIS, all original authority records and all records substantially modified are sent to Database Management at Wayne State 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 WSU Libraries

Database Management.

19. Responsibility for the accuracy of the authority file rests with each DALNET library.

20. This policy will be supplemented by procedures for the transfer of data between libraries.

ae/