

BASIC OPERATING PREMISES

1. Any processing unit may create or edit any authority record which they input which WSU has neither looked at nor edited.
2. Once WSU has edited or looked at an authority record, only WSU can modify the record (the system blocks editing).
3. Anyone wishing to modify an existing authority record may send a change request to WSU.
4. WSU will promptly process authority change requests giving priority handling to requests to enter series treatment decisions.
5. In all instances the latest LC form of a heading shall be used. If "Authority Central" discovers a heading which LC has changed, the authority record will be updated and libraries will be notified to update their bibliographic records.
6. Only "Authority Central" may change a heading or delete an authority record. We will have the appropriate mechanisms in place to insure that all related bibliographic records are changed.
7. Only "Authority Central" can delete authority records--thus insuring that records are not deleted which have been used by another processing unit.
8. Only those names/headings requiring references will have authority records. All series will have authority records giving the heading and treatment decision for each.
9. In general, references will not be added to LC created authority records unless a non-LC variant form has been used by a processing unit which does not appear on the LC record and is needed for a GLOB (global change command).
10. Each processing unit is responsible for its own bibliographic records.
11. WSU will, at this time, be responsible for all authority records.

LC HAS CHANGED THE AUTHORITY RECORD--NOT THE HEADING

LC authority record on NOTIS authority tape has been revised in the OCLC LC authority file but the heading stays the same.

PROCEED WITH CAUTION!!!!

- A. Cataloger and processing unit are the same
Overlay the record (OCLA)

- B. Cataloger and processing unit are different
 - Print out OCLC record
 - Write update #AAA----
 - Send to "Authority Central"
 - "Authority Central" will verify and overlay.

REMEMBER: WHEN YOU OVERLAY A RECORD YOU MUST REINPUT ANY LOCAL INFORMATION WHICH WAS ADDED TO THE RECORD.

LC HAS CHANGED A HEADING

Premise: In the process of doing current cataloging, it is determined that LC has updated a heading and changed the authority record.

All Catalogers--any processing unit

- Catalog the new title, using the new form of the heading.
- Send a print out of the new record marded update NOTIS record #---- to "Authority Central."
- "Authority Central" will overlay the record, search the database and initiate the updating of related bibliographic records.

CONFLICTING HEADINGS REQUIRING RESOLUTION

- A. Cataloger and processing unit the same:
 - Search available resources, NOTIS bibliographic and authority files, OCLC bibliographic and LC authority files on OCLC, and available reference tools as needed. Resolves conflict.
 - Makes bibliographic print outs from NOTIS
 - Indicates headings to be changed
 - Creates authority record(s) needed.
 - Fixes own bibliographic records/or notes for GLOB
 - Sends to "authority central" other bibliographic and authority records to be updated.
 - Authority central will either do GLOB or distribute records to be fixed.
 - Authority central will fix any related headings/authority records.
- B. Cataloger and processing unit different:
 - As above, but print outs made in lieu of fixing records.
 - Authority central will verify and initiate fixes.

DUPLICATE AUTHORITY RECORDS--BNA CREATED OR INPUT

Duplicate and cataloger from the same processing unit:

- Select record to be retained
- Edit as required, ie Q40, ff, etc.
- Make print out
- Mark records that should be deleted DO NOT USE
- Add record numbers to be deleted to the print out
- Send to Authority Central
- Authority Central will approve and order deletion.

Duplicate and cataloger belong to different processing units.

- Select record to be retained
- Make print out
- Annotate print with numbers to be deleted and fields to be changed.
- Send to Authority Central
- Authority Central will approve and order deletion.

SERIES DECISION INFORMATION TO BE ADDED

Premise: the authority record for the series is in the file and needs no change.

-- The record and the cataloger belong to the same processing unit.

-- Add validation information and treatment decisions.

-- The record and the cataloger belong to different processing units.

--Make print out.

--Write on information to be added, ie 040, 64x, and 690 fields.

--Send to "Authority Central"

--"Authority Central" will add information on a priority basis.

REFERENCES NEED TO BE ADDED

Premise: Authority record is in the file and the heading is OK but a reference needs to be added.

A. Cataloger and authority record are in the same processing unit:

- Add the reference according to local procedure
- Add the appropriate 670 and 690 notes.

B. Cataloger and authority record are in different processing units:

- Make a print out
- Add reference(s), 670, and 690 notes.
- Send to Authority Central
- Authority Central will verify and add.

REPORTS TO BE SUBMITTED

Print outs annotated with changes.

HOW TO SEND

- Sort by type of update
- Series treatment
- Typos
- Refs to be added
- Overlays not changing the heading
- Deletions
- LC updates
- Original records for revision (until we are certain that standards are being met). Input, make print out and mail print out only.

WHERE TO SEND

Database Management Section
Technical Services Division
University Libraries
~~244 Fordy Library~~
Wayne State University
Detroit, MI 48202

ANY QUESTIONS?????

Call: Anaclore Evans 313-577-4006--if we don't know, we'll find out.