Authority Control

Definition of Authority Control

Authority control establishes a recognized form for an entity name and uses that form whenever that particular entity name is required as an access point in a bibliographic record.

Authority records are tools used by librarians to achieve consistency among bibliographic records and provide a linking framework for related names and subjects in a catalog; this organizes the catalog to assist users in locating resources more effectively.
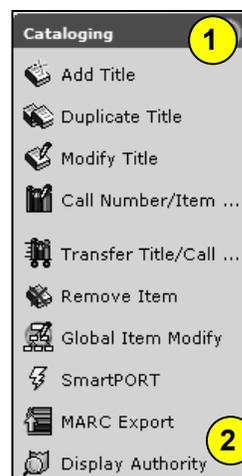
Display Authority Wizard

The Display Authority Wizard allows display of a specific authority record so that the library staff may enhance a MARC record with the proper heading.

NOTE: *Only LIB1 users have access to Authority Control* functions.
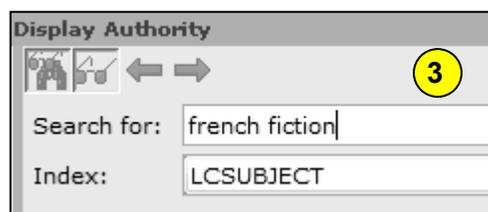
To display an Authority Record

1. *Click* the **Cataloging** group wizard.

2. *Click* the **Display Authority** wizard. The Authority Search window appears.

3. *Search* for the authority record you wish to display by entering your search terms in the 'Search for' dialog box.
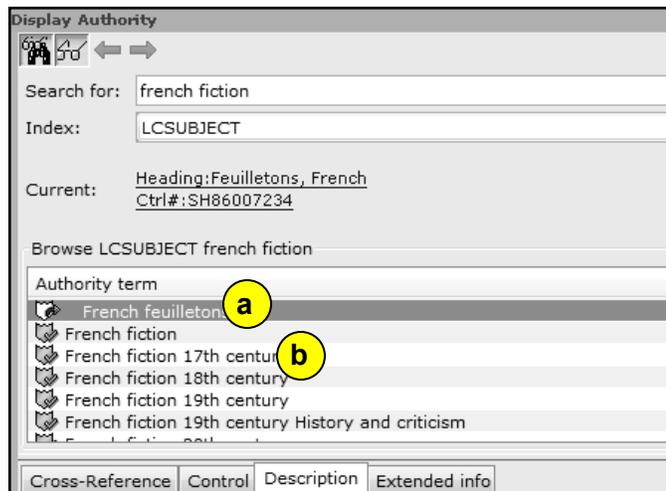
    a. Established authority headings in 1xx fields are preceded by an authority icon with a green check mark, indicating that an authority record is associated with that heading.

    b. Unestablished headings in 4xx fields are preceded by a cross-reference icon with a red check mark. Cross-reference information displays in the cross-reference tab.

NOTE: *The unauthorized tag only appears in Workflows to library staff. The unauthorized heading appears like an authorized heading in the online catalog and is searchable, however the results/hyperlinks may not be as inclusive.*

4. If your search yields results, a browse list displays in the authority term pane. The selected heading will display in the lower portion of the window with the Control Tab, Description Tab, and Extended Information Tab. If the heading is an unestablished heading, the Cross-Reference Tab will display.

5. *Click* **Close** after viewing the authority record to close the wizard.

Browse LCSUBJECT french fiction

Authority term   ④

French feuilletons
French fiction
French fiction 17th century
French fiction 18th century
French fiction 19th century
French fiction 19th century History and criticism

Control | Description | Extended info

Status	n	Rec_Type	z
Dir/Ind	i	Roman	l
Sys/Thes	a	Ser_Type	n
Subj_Use	a	Ser_Use	b
Ref_Eval	a	Upd_Proc	a
Mod_Rec		Source	

	Control number	001	sh 85051802
	Date	005	19890522155551.5
	LC Control number	010	sh 85051802
	Cataloging source	040	DLC|cDLC|dDLC
	LC class number	053	PQ631|bPQ671|cHistory
	LC class number	053	PQ1261|bPQ1279|cCollections
	Subject term	150	French fiction
	See also from	550	|wg|aFrench literature

Note: For more detailed information or specific questions, use HELP wizard.