

## Find Authority Records

Last updated: May 2012



6565 Kilgour Place, Dublin, OH 43017-3395.  
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## Revision History

| <b>Date</b>    | <b>Section title</b>                                    | <b>Description of changes</b>   |
|----------------|---|---|
| May 2012       | 3. Indexes and indexed fields                           | Updated fields/subfields indexed by the entity attributes index for the OCLC-MARC Format Update 2012.   |
| May 2010       | 3. Indexes and indexed fields                           | Revised to document indexing changes due to MARC update 2010. Added new Entity Attribute index and Relationship index.  |
| September 2009 | 1. Search Authority File; 3. Indexes and indexed fields | Revised to document indexing changes due to MARC update 2009. Added new ISSN-L (ISSN Link) index.   |
| June 2008      | 1. Search Authority File; 3. Indexes and indexed fields | Revised to document change in indexing due to MARC update 2008. Added notes indicating that the LCCN index now includes LCCNs in field 667. Added new search/browse index, Cartographic Data (cm:). |

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## 1 Search the Authority File

### Why search for authority records?

- When creating or modifying a bibliographic record, determine the correct forms for names of persons, organizations, conferences, and/or titles associated with the resource you are describing.
- When adding subject headings to a bibliographic record, authority records enable you to determine established headings.

### About the Authority File

- The Library of Congress and NACO libraries create and maintain the authority records.
- Records are stored and displayed in the MARC21 authorities format.

### Search methods available

- **Command line search.** Enter any keyword, numeric, or derived search. For numeric and keyword searches, include index labels; index labels are optional for derived searches. From the command line, you can also enter a phrase search (browse query), including the **scan** command and index label (**sca pn:**).
- **Keyword search.** You can enter a keyword search in the Keyword/Numeric Search area. Use text boxes, lists of indexes, and lists of Boolean operators to construct a search. Omit index labels.
- **Numeric search.** Enter a numeric search for an LCCN, ISBN, ISSN, or OCLC ARN using either the Keyword /Numeric Search area or the command line.
- **Derived search.** Enter a derived search for a personal name, corporate/conference name, title, or topical subject using the command line.
- **Phrase search.** Enter a phrase (scan) search on the Search Authorities screen (as a command line search) or on the Browse Authorities screen (if Browse button and Browse Options appear on the Authorities tab).

Command Line Search

|   | Action   |
|---|--|
| 1 | <p>On the Authorities tab, click <b>Search</b>.<br/>Or<br/>Press &lt;Ctrl&gt;&lt;Shift&gt;&lt;J&gt;.</p> <p>The Search Authorities screen appears.</p>   |
| 2 | <p>In the Command Line Search area, type an Authority File keyword, numeric, derived, or phrase search in the <b>Search for</b> text box.</p> <ul style="list-style-type: none"> <li>• Omit the Find command (<b>fin</b>) from a keyword, numeric or derived search.</li> <li>• <b>Phrase search tips.</b> Include the Scan command (<b>sca</b>) in phrase searches. Omit initial articles. You can enter diacritics and/or subfield codes; the system removes them before processing the search.</li> <li>• Include an index label, followed by a colon, in a numeric, keyword, or phrase search (<b>sn:1234-5678</b> or <b>pn:vivaldi</b> or <b>sca pn:vivaldi</b>).</li> <li>• <b>Keyword search tips.</b> In a <b>keyword</b> search, omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes in a keyword search.</li> <li>• <b>Derived search tips.</b> Include or omit the index label for a derived personal name, title, or subject search. If included, the index label must be followed by a colon. For a derived corporate, conference, or geographic name search, you must include either the index label (<b>cd:</b>) or an equal sign (=).</li> <li>• Combine searches with Boolean operators <b>and</b>, <b>or</b>, or <b>not</b>. (<b>Note:</b> You cannot use Boolean operators in <b>scan</b> (phrase search/browse) queries.)</li> </ul> <p>For information on keyword, numeric, or derived searching, see the next section in this topic.</p> |
| 3 | <p><b>(Optional) Show or hide cross references in keyword search results</b></p> <p>Two check boxes below the <b>Search for</b> box let you specify which cross reference tracings, if any, appear in search results.</p> <ul style="list-style-type: none"> <li>• To show <b>only</b> the main entry for each retrieved record, clear both check boxes.</li> <li>• To show See reference tracings in addition to the main entry for each record, select the check box labeled <b>Show See References in Results</b>.</li> <li>• To show See Also reference tracings for each main entry, select the check box labeled <b>Show See Also References in Results</b>.</li> <li>• To include both See and See Also references for each main entry, select <b>both</b> check boxes.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Settings apply to keyword search results only; the system ignores these options for phrase searches (browsing).</li> <li>• Settings apply when you search for a term from browse results by clicking a term that matches multiple authority records.</li> <li>• While viewing search results, you can use the Action/Sort list to show or hide See references and/or See Also references.</li> <li>• Settings for these options are retained until you change them.</li> </ul>   |

|   | <b>Action</b>  |
|---|--|
| 4 | <p>Check your search statement for errors in format, index labels, or spelling.</p> <p><b>Clear search</b></p> <ul style="list-style-type: none"><li>• To clear the <b>Search for</b> text box, click <b>Clear Search</b>.</li><li>• Check boxes below the search form retain their settings (selected or cleared).</li></ul>  |
| 5 | <p>When finished entering the search, click <b>Search</b> or press &lt;Enter&gt;.</p> <p><b>Note:</b> Command line search statement retained</p> <ul style="list-style-type: none"><li>• Your search statement remains in the <b>Search for</b> text box until you revise the search or click <b>Clear Search</b>.</li><li>• Settings for the <b>Show References</b> options are retained until you change them.</li></ul> |

Keyword/Numeric Search

|   | Action   |
|---|--|
| 1 | <p>On the Authorities tab, under Search Options, click <b>Authority File</b>.<br/>Or<br/>Press &lt;Ctrl&gt;&lt;Shift&gt;&lt;J&gt;.</p>   |
| 2 | <p>In the Keyword/Numeric Search area, construct a search to specify the authority records you want to retrieve.</p> <ul style="list-style-type: none"> <li>• Type search term(s) in 1 or more boxes in the form. For each term, select the index to search from the list to the right of the box in which you enter the term. Open the list and then click the index you want to use.</li> <li>• To search for 2 or more terms in the <b>same</b> index, type the terms in 1 text box and select an index. Type the significant words of the name in order as the name usually appears. Or type the significant words of a subject heading. Separate words with spaces. Spaces between words are treated as <b>and</b> operators; you can also combine terms with <b>or</b> and/or exclude terms with <b>not</b>.</li> <li>• Omit prepositions and articles.</li> <li>• You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes in a keyword search.</li> <li>• To search for 2 or more terms in <b>different</b> indexes, type each term in a separate text box and select the index to search for each term. Select the Boolean operator with which to combine the term(s). Use the list of operators at the left end of the box in which you enter the second term. Open the list and then click the operator you want to use.</li> <li>• Use truncation to expand a term to include variant endings. Or use truncation when you know only the first part of a term. Type the first characters of the term (include at least 3 characters); then type an asterisk (*). <b>Examples: librar*, comput*, catalog*</b></li> <li>• Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (?) or a number sign (#) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. <b>Examples: col?r</b> retrieves FRORU or FRORXU; <b>int?net</b> retrieves LQWHUQHW or LQWUDQHW. Use the number sign to retrieve variants of exactly 1 character. <b>Example: wom#n</b> retrieves both ZRPDQ and ZRPHQ.</li> </ul> |

|   | Action  |
|---|---|
| 3 | <p><b>(Optional) Show or hide cross references in results</b><br/>           Two check boxes below the search entry form let you specify which cross reference tracings, if any, appear in search results.</p> <ul style="list-style-type: none"> <li>• To show <b>only</b> the main entry for each retrieved record, clear both check boxes.</li> <li>• To show See reference tracings in addition to the main entry for each record, select the check box labeled <b>Show See References in Results</b>.</li> <li>• To show See Also reference tracings for each main entry, select the check box labeled <b>Show See Also References in Results</b>.</li> <li>• To include both See and See Also references for each main entry, select <b>both</b> check boxes.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• While viewing search results, you can use the Action/Sort list to show or hide See references and/or See Also references.</li> <li>• Settings for these options are retained until you change them.</li> </ul> |
| 4 | <p>Check the search form for errors in the terms, index selections, or operators.</p> <p><b>Clear search</b></p> <ul style="list-style-type: none"> <li>• To clear the text boxes, click <b>Clear Search</b>.</li> <li>• Index lists retain the last index you selected.</li> <li>• Operator lists retain the last operator you selected.</li> <li>• Check boxes below the search form retain their settings (selected or cleared).</li> </ul>  |
| 5 | <p>Click <b>Search</b> or press &lt;Enter&gt;.</p> <p><b>Retain search</b></p> <ul style="list-style-type: none"> <li>• To preserve keywords you typed in the text boxes, select the <b>Retain Search</b> check box.</li> <li>• If <b>Retain Search</b> is not selected (the <b>default setting</b>), the system clears the text boxes. Index lists always retain the last index you selected. Lists of Boolean operators always retain the last operator you selected.</li> <li>• Settings for the <b>Show References</b> options are retained until you change them.</li> </ul>   |

**Numeric search indexes**

| <b>Numeric search</b>            | <b>Label</b> | <b>Format</b>  | <b>Example</b>   |
|----------------------------------|--------------|--|--|
| ARN                              | an:          | Type all digits. Leading zeros are optional.   | <b>01450635</b><br><b>1450635</b><br><b>an:01450635</b><br><b>an:1450635</b>   |
| LCCN<br>(Indexed in 010 and 667) | In:          | Type year portion (2 or 4 digits) and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision<br><b>Hyphen is optional</b> when you specify the LCCN index. Include the index label (In:) or select LCCN from an index list.<br><br><b>Note:</b> Indexing field 667 helps catalogers identify the history of personal names previously in undifferentiated authority records and subsequently established as a separate authority record, using unique control numbers. The index only retrieves records with 667 fields that contain the word “undifferentiated” (in upper or lower case). No textual data in the 667 field is indexed. The system does not compare or verify LCCNs in field 667 with LCCNs in field 010. | <b>78-5201</b><br><b>In:78-5201</b><br><b>2001-12345</b><br><b>82-000012</b><br><b>82-12</b><br><b>n85-204041</b><br><b>In:85-204041</b><br><b>In:sh85-061704</b><br><b>sh85-61704</b> |
| ISBN                             | bn:          | 10 digits, no hyphen. May omit leading zero. Type <b>x</b> (final character) in upper- or lowercase.   | <b>1556156790</b><br><b>bn:1556156790</b>  |
| ISSN                             | sn:          | 4 digits, hyphen, 4 digits. Type <b>x</b> (final character) in upper- or lowercase.  | <b>0098-3527</b><br><b>sn:0098-3527</b>  |
| ISSN-L<br>(ISSN Link)            | ik:          | 4 digits, hyphen, 4 digits. Type <b>x</b> (final character) in upper- or lowercase.  | <b>1748-7188</b><br><b>ik:1748-7188</b>  |

**Derived search**

- **Command line only.** You must enter a derived search from the command line.
- Index labels are optional for derived searches. For a derived corporate/ conference/geographic name search, either the index label (**cd**) or the equal sign (=) is required.
- **Equal sign (=).** For a derived corporate, conference, or geographic name, you can begin the search key with an equal sign (=) in place of the index label **cd**.

You can use either the equal sign or the index label, but one or the other is **required** to distinguish a corporate/conference/geographic name search from a personal name search.

- **Circumflex (^) for precision.** In a derived personal name, corporate/conference name, or topical subject search, you can enter a circumflex in the second or subsequent portions of the search key. This improves precision by indicating that the segment contains no additional characters. For example, to search for the corporate name Library of Congress, use a circumflex in the second segment: **cd:libr,of^,c**.
- **Segment with fewer than maximum characters (no circumflex).** In a derived **personal name, corporate/conference name, or topical subject** search, you can enter fewer characters than the maximum allowed, without using the circumflex. This expands the search; the system assumes that the segment may contain any additional characters or no additional characters. For example, the personal name search **smit,b**, retrieves records for the surname Smith with any forename beginning with **B**.

In a **derived title** search, the system treats an incomplete segment as if it contained a circumflex; as a result, the system retrieves **only** records matching the characters you enter.

- **No wildcards for derived searches.** You cannot use truncation (using the asterisk) or character masking (using the question mark or number sign) in a derived search.

| Derived search                             | Label | Format                   | Example   |
|--|-------|--------------------------|---|
| Personal Name                              | pd    | 4,3,1                    | Mozart, Wolfgang Amadeus<br><b>pd:moza,wol,a</b>                      |
| Corporate or Conference or Geographic Name | cd    | =4,3,1<br>or<br>cd:4,3,1 | American Chemical Society<br><b>cd:chem,soc,</b><br><b>=chem,soc,</b> |

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| Derived search | Label | Format  | Example   |
|----------------|-------|---------|---|
| Title          | td    | 3,2,2,1 | Journal of Chemical Education<br><b>jou,of,ch,e</b> |
| Subject        | sd    | 5,3     | civil rights<br><b>civil,rig</b>                    |

### Stopwords (derived corporate or conference name)

- Omit stopwords in corporate or conference names if they appear in the first position. Include stopwords that follow a significant term. For example, to search for Royal Ontario Museum, include all words in the search **cd:roya,ont,m**. To search for Conference on Urban Planning Information Systems, both **conference** and **on** are stopwords. The derived search would be: **cd:urba,pla,i**.
- If all words in a corporate or conference name are stopwords, ignore the stopword list and include all words in the search key.

|             |               |                   |                   |
|-------------|---------------|-------------------|-------------------|
| &           | Division      | Missouri          | Subcommitte<br>e  |
| a           | East          | Montana           | Symposium         |
| A.          | Federal       | National          | Tennessee         |
| Alabama     | Florida       | Nebraska          | Texas             |
| Alaska      | for           | Nevada            | the               |
| American    | France        | New<br>Hampshire  | U.N.              |
| an          | Georgia       | New Jersey        | U. N.             |
| and         | Great Britain | New Mexico        | United<br>Nations |
| Arizona     | Hawaii        | New York          | United States     |
| Arkansas    | House         | North             | University        |
| Association | Idaho         | North<br>Carolina | U.S               |
| at          | Illinois      | North Dakota      | U. S.             |
| Australia   | in            | of                | Utah              |

## Find Authority Records

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|              |               |                |               |
|--------------|---------------|----------------|---------------|
| Board        | India         | Office         | Vermont       |
| Bureau       | Indiana       | Ohio           | Virginia      |
| California   | Institute     | Oklahoma       | Washington    |
| Canada       | Institution   | on             | West          |
| College      | International | Oregon         | West Virginia |
| Colloquium   | Iowa          | Organization   | Wisconsin     |
| Colorado     | Joint         | Parliament     | Workshop      |
| Commission   | Kansas        | Pennsylvania   | Wyoming       |
| Committee    | Kentucky      | Rhode Island   |               |
| Commonwealth | Louisiana     | School         |               |
| Conference   | Maine         | Seminar        |               |
| Congress     | Maryland      | Senate         |               |
| Connecticut  | Massachusetts | Society        |               |
| Council      | Meeting       | South          |               |
| Delaware     | Michigan      | South Carolina |               |
| Department   | Minnesota     | South Dakota   |               |
| Dept.        | Mississippi   | State          |               |

### Indexes and indexed fields for searching

- For a list of indexes, index labels, and fields/subfields included in each index, see “Indexes and indexed fields (Authority File).”

### Search history: view and use previous searches

- Use the Search History window to
  - View your previous 10 Authority File searches, including any command line or keyword search.
  - Repeat a previous search.
  - Revise a previous search.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

| Search History function    | How to use   |
|----------------------------|--|
| Open Search History window | At the Search Authorities screen, <ul style="list-style-type: none"> <li>• Click <b>Search History</b> or press &lt;Alt&gt;&lt;=&gt;.</li> </ul> |

| Search History function         | How to use  |
|---------------------------------|---|
| List of previous searches       | For each listed search, the window shows <ul style="list-style-type: none"> <li>• Search type: Authorities command line or keyword.</li> <li>• Timestamp: date and time the search was performed.</li> <li>• Search criteria: all search elements, including command line queries, keywords, indexes, and operators.</li> </ul> |
| Repeat a previous search        | <ul style="list-style-type: none"> <li>• Click <b>Repeat</b>.</li> </ul> Connexion immediately performs the selected search.  |
| Revise a previous search        | <ul style="list-style-type: none"> <li>• Click <b>Revise</b>.</li> </ul> Results <ul style="list-style-type: none"> <li>• Connexion displays the Search Authorities screen. The selected search is ready for revision.</li> </ul>   |
| Clear search history            | <ul style="list-style-type: none"> <li>• Click <b>Clear History</b> (at the top of the Search History window).</li> </ul>   |
| Close the Search History window | <ul style="list-style-type: none"> <li>• Click <b>Close</b> (at the top of the Search History window).</li> </ul>   |

**Find specific record when search results exceed 1500 records (cannot sort by main entry)**

**Problem**

- Your search in the Authority File retrieves more than 1500 records.
- Because the Sort by Main Entry action is not available for result sets that exceed 1500 records, you have difficulty finding the specific record you need.
- You cannot limit the search effectively. For example, you need a record for a broader heading found in many records for specific headings.

**Solutions**

**1. Browse the Authority File using the term and index you searched**

- In the Browse Results list, click the term to view a list of the records retrieved. This may produce a smaller result set that you can sort by main entry.

**2. Enter the heading in a bibliographic record and then control the heading**

- In the bibliographic record you are editing, switch to a template edit view (MARC or Dublin Core). Add the appropriate type of heading field. Then type the desired heading in the text box for the added field. In the Functions list for the new field, click **Control Heading**.

- The authority control function either links the heading to the appropriate authority record or returns a list of records that completely or partially match the heading you entered.
- To view the authority record(s), click the hyperlinked heading(s).

**Example**

- Search or browse to find a record for the corporate name heading **Catholic Church**. You retrieve over 4000 records (search) or over 1200 records (browse).
- Add a 110 or 710 field (Dublin Core: Creator.nameCorporate or Contributor.nameCorporate) to a record, enter the text **Catholic Church** in the text box, and select **Control** in the Functions list. The system retrieves 2 records that exactly match the heading you entered.

**Pattern headings for LC subjects**

The Library of Congress has identified headings that are representative of particular categories. Such headings are called pattern headings. These representative headings in each category are established in the Subject Authority File with a set of subdivisions appropriate for use with other headings belonging to the category. The following table lists those pattern headings identified by LC. Pattern headings can help you

- Verify subject headings in an existing bibliographic record.
- Select appropriate subject headings to include in an original record.

| Subject Field         | Category  | Pattern Heading(s)  |
|-----------------------|---|---|
| Religion              | Religious and monastic orders                               | Jesuits   |
|                       | Religions   | Buddhism  |
|                       | Christian denominations                                     | Catholic Church   |
|                       | Sacred works (including parts)                              | Bible   |
| History and Geography | Colonies of individual countries                            | Great Britain \$x Colonies  |
|                       | Legislative bodies (including individual chambers)          | United States. \$b Congress   |
|                       | Military services (including armies, navies, marines, etc.) | United States \$x Armed Forces<br>United States. \$b Air Force<br>United States. \$b Army<br>United States. \$b Marine Corps<br>United States. \$b Navy |

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| Subject Field          | Category  | Pattern Heading(s)  |
|------------------------|---|---|
|                        | Wars  | World War, 1939-1945<br>United States \$x History<br>\$y Civil War, 1861-1865 |
| Social Sciences        | Industries  | Construction industry<br>Retail trade   |
|                        | Types of educational institutions                                       | Universities and colleges   |
|                        | Individual educational institutions                                     | Harvard University  |
|                        | Legal topics  | Labor laws and legislation  |
| The Arts               | Art   | Art, Italian<br>Art, Chinese<br>Art, Japanese<br>Art, Korean                  |
|                        | Groups of literary authors (including authors, poets, dramatists, etc.) | Authors, English  |
|                        | Literary works entered under author                                     | Shakespeare, William, \$d 1564-1616. \$t Hamlet                               |
|                        | Literary works entered under title                                      | Beowulf   |
|                        | Languages and groups of languages                                       | English language<br>French language<br>Romance languages                      |
|                        | Literatures (including individual genres)                               | English literature  |
|                        | Musical compositions  | Operas  |
|                        | Musical instruments   | Clarinet<br>Piano   |
| Science and Technology | Land vehicles   | Automobiles   |
|                        | Materials   | Concrete<br>Metals  |
|                        | Chemicals   | Copper<br>Insulin   |
|                        | Organs and regions of the body  | Heart<br>Foot   |
|                        | Diseases  | Cancer<br>Tuberculosis  |
|                        | Plants and crops  | Corn  |
|                        | Animals   | Fishes<br>Cattle  |

## 2 Browse the Authority File

### Why browse for authority records?

- When creating or modifying a bibliographic record, determine the correct forms for names of persons, organizations, conferences, and/or titles associated with the resource you are describing.
- When adding subject headings to a bibliographic record, authority records enable you to determine established headings.

### About the Connexion Authority File

- The Library of Congress and NACO libraries create and maintain the authority records.
- Records are stored and displayed in the MARC21 authorities format.

### Browsing methods available

- You can browse (phrase search) the Authority File in two ways:
  - **Browse Authorities screen:** Omit **scan** command and index label. Type the phrase in the **Browse for** text box and select an index from the list. Click **Browse**. On this screen, you can also specify a Root Index position and an Expanded Index term as a shortcut to the desired records.
  - **Search Authorities screen, command line:** In the **Search for** text box, type **scan** or **sca** and then type an index label, a colon, and the phrase to search. Click **Search**. Browsing from the command line does **not** allow you to include a Root Index position or an Expanded Index term in the browse query.

### Note on browsing

Most search techniques (truncation, character masking, Boolean operators, grouping) cannot be used when browsing. The browse term you enter is matched-character by character, from left to right- against the characters of the terms in the browse index you select.

### Browse Authorities screen

|   | Action   |
|---|--|
| 1 | On the Authorities tab, under Browse Options, click <b>Authority File</b> .<br>Or<br>Press <Ctrl><J>.  |
| 2 | At the Browse Authorities screen, select an index.<br>In the <b>Browse for</b> box, type the first words of a heading as a browse term. Omit initial articles.<br>When browsing for a <b>personal name</b> , if you enter the name in inverted order, include the comma after the surname. <b>Example: mozart, wolfgang</b> .<br>You can enter diacritics and/or subfield codes; the system removes them before processing the browse query. |

|   | <b>Action</b>   |
|---|---|
| 3 | <p>(Optional) Specify Root Index position.<br/>Including a position number allows you to bypass the Root Results screen and immediately view the Expanded Results screen showing the desired term and the associated portion of the Expanded Index (subheadings).</p> <ul style="list-style-type: none"> <li>To automatically select a position on the Root Results, type the position number (1 through 20) in the Select Root text box.</li> </ul> <p><b>Result</b><br/>The system automatically selects the specified position within the Root Results and immediately displays the Expanded Results screen. The selected heading appears at position 9, followed by the beginning of the Expanded Index (subheadings) for that heading.</p> <p><b>Note: For closest match specify 9.</b> The closest match to the term you enter in the Browse for text box is located at position 9.</p>   |
| 4 | <p>(Optional) Specify Expanded Index term.<br/>If you specify a Root Index position number, you can also specify a term within the Expanded Index for that Root Index term (heading).<br/>Including an Expanded Index term allows you to bypass the Root Results screen and immediately view the Expanded Results screen showing the desired portion of the Expanded Index (subheadings).</p> <ul style="list-style-type: none"> <li>In the Expanded Term text box, type the first word(s) of the subheading you want to locate.</li> </ul> <p><b>Result</b><br/>The system automatically selects the specified position within the Root Results and then scans the Expanded Index (subheadings) for that heading to locate the specified expanded--index term. The system displays the Expanded Results screen showing the root heading followed by the portion of the Expanded Index (subheadings) beginning with the specified term.</p> |
| 5 | <p>Check your browse term(s) for errors such as misspellings.<br/><b>Clear text of browse phrase</b></p> <ul style="list-style-type: none"> <li>To clear the <b>Browse for</b> text box, click <b>Clear Search</b>.</li> </ul>  |
| 6 | <p>Click <b>Browse</b> or press &lt;Enter&gt;.<br/><b>Note:</b> Browsed phrase retained</p> <ul style="list-style-type: none"> <li>Your browsed phrase remains in the <b>Browse for</b> text box until you revise the phrase or click <b>Clear Search</b>.</li> </ul>   |

**Search history: view and use previous browse queries**

- Use the Search History window to
  - View your previous 10 Authority File browse queries (phrase searches) performed from the Browse Authorities screen
  - Repeat a previous browse query
  - Revise a previous browse query
- The Search History for the Browse Authorities screen does not include phrase searches entered in the Command Line area on the Search Authorities screen.
- Previous browse queries are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

| Search History function         | How to use   |
|---------------------------------|--|
| Open Search History window      | At the Browse Authorities screen, <ul style="list-style-type: none"> <li>Click <b>Search History</b> or press &lt;Alt&gt;&lt;=&gt;.</li> </ul>   |
| List of previous browse queries | For each listed browse query, the window shows <ul style="list-style-type: none"> <li>Search type: Browse Authorities</li> <li>Timestamp: date and time the search was performed</li> <li>Browse query: word(s) entered in the Browse for text box and the selected index</li> </ul> |
| Repeat a previous browse        | <ul style="list-style-type: none"> <li>Click <b>Repeat</b>.</li> </ul> Connexion immediately performs the selected browse query.   |
| Revise a previous browse        | <ul style="list-style-type: none"> <li>Click <b>Revise</b>.</li> </ul> Results <ul style="list-style-type: none"> <li>Connexion displays the Browse Authorities screen. The selected browse query is ready for revision.</li> </ul>  |
| Clear search history            | <ul style="list-style-type: none"> <li>Click <b>Clear History</b> (at the top of the Search History window).</li> </ul>  |
| Close the Search History window | <ul style="list-style-type: none"> <li>Click <b>Close</b> (at the top of the Search History window).</li> </ul>  |

**Search Authorities screen (command line search)**

- **Search History.** Phrase searches from the Command Line area of the Search Authorities screen are included in the Search History list. for the Search Authorities screen. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

|   | Action   |
|---|--|
| 1 | On the Authorities tab, click <b>Search</b> .<br>Or<br>Press <Ctrl><Shift><J>. <p>The Search Authorities screen appears. The cursor is in the Command Line Search text box.</p>  |
| 2 | In the Command Line Search text box, <ul style="list-style-type: none"> <li>Type the scan command and index label: Type <b>scan</b> or <b>sca</b>.</li> <li>Type the index label, followed by a colon.</li> <li>Type the exact word(s) of the phrase you want, beginning with the first word.</li> <li>Omit initial articles.</li> <li>When browsing for a <b>personal name</b>, if you enter the name in inverted order, include the comma after the surname. <b>Example: mozart, wolfgang</b>.</li> <li>You can enter diacritics and/or subfield codes; the system removes them before processing the search.</li> </ul> |

|   | <b>Action</b>  |
|---|--|
| 3 | Check your browse term(s) for errors such as misspellings.<br><b>Clear search</b> <ul style="list-style-type: none"> <li>To clear the <b>Search for</b> text box, click <b>Clear Search</b>.</li> </ul>  |
| 4 | When finished constructing the phrase, click <b>Search</b> or press <Enter>.<br><b>Note:</b> The command line search statement is retained <ul style="list-style-type: none"> <li>Your search statement remains in the <b>Search for</b> text box until you revise the search or click <b>Clear Search</b>.</li> </ul> |

**Indexes and indexed fields for browsing**

- For a list of indexes, index labels, and fields/subfields included in each index, see “Indexes and indexed fields (Authority File).”

**Pattern headings for LC subjects**

The Library of Congress has identified headings that are representative of particular categories. Such headings are called pattern headings. These representative headings in each category are established in the Subject Authority File with a set of subdivisions appropriate for use with other headings belonging to the category. The following table lists those pattern headings identified by LC. Pattern headings can help you

- Verify subject headings in an existing bibliographic record
- Select appropriate subject headings to include in an original record

## Find Authority Records

| Subject Field         | Category  | Pattern Heading(s)  |
|-----------------------|---|---|
| Religion              | Religious and monastic orders   | Jesuits   |
|                       | Religions   | Buddhism  |
|                       | Christian denominations   | Catholic Church   |
|                       | Sacred works (including parts)  | Bible   |
| History and Geography | Colonies of individual countries  | Great Britain \$x Colonies  |
|                       | Legislative bodies (including individual chambers)                      | United States. \$b Congress   |
|                       | Military services (including armies, navies, marines, etc.)             | United States \$x Armed Forces<br>United States. \$b Air Force<br>United States. \$b Army<br>United States. \$b Marine Corps<br>United States. \$b Navy |
|                       | Wars  | World War, 1939-1945<br>United States \$x History<br>\$y Civil War, 1861-1865   |
| Social Sciences       | Industries  | Construction industry<br>Retail trade   |
|                       | Types of educational institutions                                       | Universities and colleges   |
|                       | Individual educational institutions                                     | Harvard University  |
|                       | Legal topics  | Labor laws and legislation  |
| The Arts              | Art   | Art, Italian<br>Art, Chinese<br>Art, Japanese<br>Art, Korean  |
|                       | Groups of literary authors (including authors, poets, dramatists, etc.) | Authors, English  |
|                       | Literary works entered under author                                     | Shakespeare, William, \$d 1564-1616. \$t Hamlet   |
|                       | Literary works entered under title                                      | Beowulf   |
|                       | Languages and groups of languages                                       | English language<br>French language<br>Romance languages  |
|                       | Literatures (including individual genres)                               | English literature  |

## Find Authority Records

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| <b>Subject Field</b>   | <b>Category</b>                | <b>Pattern Heading(s)</b> |
|------------------------|--------------------------------|---------------------------|
|                        | Musical compositions           | Operas                    |
|                        | Musical instruments            | Clarinet<br>Piano         |
| Science and Technology | Land vehicles                  | Automobiles               |
|                        | Materials                      | Concrete<br>Metals        |
|                        | Chemicals                      | Copper<br>Insulin         |
|                        | Organs and regions of the body | Heart<br>Foot             |
|                        | Diseases                       | Cancer<br>Tuberculosis    |
|                        | Plants and crops               | Corn                      |
|                        | Animals                        | Fishes<br>Cattle          |

### 3 Indexes and indexed fields

**About Authority File indexing**

- Most **text** indexes, with similar coverage of fields and subfields, are available for either keyword searching or browsing. You cannot **browse** numeric indexes.
- Indexing differs for derived searching.
- How you specify the desired index varies with the search or browse method you use. When searching or browsing from the command line, you must type the index label followed by a colon (:). When using the keyword search form or the Browse Authority File screen, select the index from the list provided.
- For searching, the fields below are indexed by individual word.
- For browsing, the fields below are indexed by phrase. Browsing matches your term or phrase character by character, from left to right, against characters in the index you specify.

**Numeric indexes (not available for browsing)**

| Index (label)            | MARC Fields Indexed  | MARC Subfields Indexed |
|--------------------------|--|------------------------|
| ARN (an:)                | 001  |                        |
| LCCN (ln:)               | 010<br>667<br><br><b>Note:</b> Indexing field 667 helps catalogers identify the history of personal names previously in undifferentiated authority records and subsequently established as separate authority records, using unique control numbers. The index only retrieves records with 667 fields that contain the word "undifferentiated." No textual data in the 667 field is indexed. The system does not compare or verify LCCNs in field 667 with LCCNs in field 010. | a z<br>a               |
| ISBN (bn:)               | 020  | a z                    |
| ISSN (in:)               | 022  | a y z                  |
| ISSN-L (ik:) (ISSN Link) | 022  | l m                    |

## Find Authority Records

### Text indexes (keyword search or browse)

| Index (label)                                | MARC Fields Indexed | MARC Subfields Indexed (Keyword Search) | MARC Subfields Indexed (Browse —Root) |
|--|---------------------|---|---------------------------------------|
| Personal Names (pn:)                         | 046                 | f g                                     | f g                                   |
|  | 100, 400, 500, 700  | a b c d e j q                           | a b c d e j q                         |
| Corporate or Conference Names (cn: or co:)   | 110, 410, 510, 710  | a b c d e n                             | a b c d e n                           |
|  | 111, 411, 511, 711  | a c d e j n q                           | a b d e j n q                         |
|  | 151, 451, 551, 751  | a                                       | a                                     |
| Genre (ge:)                                  | 155, 455, 555, 755  | a v x y z                               | a                                     |
| LC Names (nw:) (n* -prefixed LCCNs only) [1] | 046                 | f g                                     | f g                                   |
|  | 100, 400, 500, 700  | a b c d f h j k l m n o p q r s t       | a b c d e j q                         |
|  | 110, 410, 510, 710  | a b c d f g h k l m n o p r s t         | a b c d e n                           |
|  | 111, 411, 511, 711  | a c d e f g h j k l n p q s t           | a c d e j n q                         |
|  | 151, 451, 551, 751  | a                                       | a                                     |
|  | 130, 430, 530, 730  | a d f g h k l m n o p r s t             | a d g h k m n o p r s t               |
| Titles (ti:) [2]                             | 100, 400, 500, 700  | f h k l m n o p r s t                   | f h k l m n o p r s t                 |
|  | 110, 410, 510, 710  | d f g h k l m n o p r s t               | d f g h k l m n o p r s t             |
|  | 111, 411, 511, 711  | d f g h k l n p s t                     | d f g h k l n p s t                   |
|  | 130, 430, 530, 730  | a d f g h k l m n o p r s t             | a d f g h k l m n o p r s t           |
|  | 031                 | d t                                     | d t                                   |
| Geographic Names (gg:)                       | 151, 451, 551, 751  | a v x y z                               | a                                     |
|  | 181, 481, 581, 781  | v x y z<br>781: z only                  | Not applicable                        |

Find Authority Records

| Index (label)                         | MARC Fields Indexed                                   | MARC Subfields Indexed (Keyword Search) | MARC Subfields Indexed (Browse —Root) |
|---------------------------------------|---|---|---------------------------------------|
| Musical Incipits (mi:) (Browse only)  | 031   | Not indexed for searching               | p                                     |
| Entity Attribute (en:)                | 046   | f g k l s t                             | Not indexed for browsing              |
|                                       | 368   | a b c                                   |                                       |
|                                       | 370   | a b c e f g s t                         |                                       |
|                                       | 371   | a b c d e m s t z                       |                                       |
|                                       | 372, 373, 374, 375                                    | a s t                                   |                                       |
|                                       | 376   | a b c s t                               |                                       |
|                                       | 377   | a l                                     |                                       |
|                                       | 378   | q                                       |                                       |
|                                       | 380, 381, 384   | a                                       |                                       |
|                                       | 382   | a b d p v                               |                                       |
|                                       | 383   | a b c d e                               |                                       |
| Relationship (rx:)                    | 100, 400, 500, 700                                    | e j                                     | Not indexed for browsing              |
|                                       | 110, 410, 510, 710                                    | e                                       |                                       |
|                                       | 111, 411, 511, 711                                    | j                                       |                                       |
|                                       | 400, 410, 411, 430, 450, 451, 455, 480, 481, 482, 485 | i 4                                     |                                       |
|                                       | 500, 510, 511, 530, 550, 551, 555, 580, 581, 582, 585 | i 4                                     |                                       |
| Cartographic Data (cm:) (Search only) | 034   | d e f g z                               | Not indexed for browsing              |
| Subdivision Headings (sb:)            | 180, 480, 580, 780                                    | v x y z                                 | v x y z                               |
|                                       | 181, 481, 581, 781                                    | v x y z<br>781: z only                  | v x y z<br>781: z only                |
|                                       | 182, 482, 582, 782                                    | v x y z                                 | v x y z                               |
|                                       | 185, 485, 585, 785                                    | v x y z                                 | v x y z                               |

Find Authority Records

| Index (label)     | MARC Fields Indexed | MARC Subfields Indexed (Keyword Search)          | MARC Subfields Indexed (Browse —Root) |
|-------------------|---------------------|--|---------------------------------------|
| Topicals (sp:)    | 150, 450, 550, 750  | a b v x y z                                      | a b                                   |
| LCSH (su:)<br>[3] | 046                 | f g  | f g                                   |
|                   | 100, 400, 500, 700  | a b c d e f h j k l m n<br>o p q r s t v x y z   | a b c d f h j k l m n o<br>p q r s t  |
|                   | 110, 410, 510, 710  | a b c d e f g h j k l m<br>n o p q r s t v x y z | a b c d f g h j k l m n<br>o p r s t  |
|                   | 111, 411, 511, 711  | a b c d e f g h j k l m<br>n o p q r s t v x y z | a b c d e f g h j k l n<br>p q s t    |
|                   | 130, 430, 530, 730  | a b c d e f g h j k l m<br>n o p q r s v x y z   | a d f g h k l m n o p r<br>s t        |
|                   | 150, 450, 550, 750  | a b v x y z                                      | a b                                   |
|                   | 151, 451, 551, 751  | a v x y z  | a                                     |
|                   | 180, 480, 580, 780  | v x y z  | v x y z                               |
|                   | 181, 481, 581, 781  | v x y z<br>781: z only                           | v x y z<br>781: z only                |
|                   | 182, 482, 582, 782  | v x y z  | v x y z                               |
|                   | 185, 485, 585, 785  | v x y z  | v x y z                               |

| Index (label)                      | MARC Fields Indexed  | MARC Subfields Indexed (Keyword Search)          | MARC Subfields Indexed (Browse —Root) |
|------------------------------------|--|--|---------------------------------------|
| Children's Subjects ( <b>sj</b> ): | 046  | f g  | f g                                   |
|                                    | 100, 400, 500, 700   | a b c d e f h j k l m n<br>o p q r s t v x y z   | a b c d f h j k l m n o<br>p q r s t  |
|                                    | 110, 410, 510, 710   | a b c d e f g h j k l m<br>n o p q r s t v x y z | a b c d f g h j k l m n<br>o p r s t  |
|                                    | 111, 411, 511, 711   | a b c d e f g h j k l m<br>n o p q r s t v x y z | a b c d f g h j k l m n<br>p q s t    |
|                                    | 130, 430, 530, 730   | a b c d e f g h j k l m<br>n o p q r s t v x y z | a d f g h k l m n o p r<br>s t        |
|                                    | 150, 450, 550, 750   | a b v x y z                                      | a b                                   |
|                                    | 151, 451, 551, 751   | a v x y z  | a                                     |
|                                    | 180, 480, 580, 780   | v x y z  | v x y z                               |
|                                    | 181, 481, 581, 781   | v x y z<br>781: z only                           | v x y z<br>781: z only                |
|                                    | 182, 482, 582, 782   | v x y z  | v x y z                               |
|                                    | 185, 485, 585, 785   | v x y z  | v x y z                               |
| <b>Table Notes</b>                 | <p><b>[1]</b> Includes all Library of Congress authority records with 010 prefix starting with <b>n*</b> (n, nb, no, nr, or ns).</p> <p><b>[2]</b> Subfields from the index for title name headings from tags x00, x10, x11 are the reverse of subfields indexed for personal, corporate, and conference name indexes.</p> <p><b>[3]</b> This index contains all Library of Congress authority records with the 010 prefixes <b>sh</b> and <b>sj</b>, as well as x51 headings from authority records with the 010 prefix starting with <b>n*</b> (n, nb, no, nr, or ns).</p> |  |                                       |

**Indexes for derived searching**

| Index (label)  | MARC Fields Indexed     | MARC Subfields Indexed      |
|--|-------------------------|-----------------------------|
| Personal Name (pd:)<br><b>4,3,1</b>                              | 100, 400, 500, 700      | a                           |
| Corporate, Conference, or Geographic Name (cd:)<br><b>=4,3,1</b> | 110, 410, 510, 710      | a b                         |
|  | 111, 411, 511, 711      | a e                         |
|  | 151, 451, 551, 751, 781 | a v x y z<br>781: z only    |
| Title (td:)<br><b>3,2,2,1</b>                                    | 100, 400, 500, 700      | f h k l m n o p r s t       |
|  | 110, 410, 510, 710      | d f g h k l m n o p r s t   |
|  | 111, 411, 511, 711      | d f g h k l n p s t         |
|  | 130, 430, 530, 730      | a d f g h k l m n o p r s t |
| Subject (sd:)<br><b>5,3</b>                                      | 150, 450, 550, 750      | a v x y z                   |
|  | 180, 480, 580, 780      | v x y z                     |
|  | 181, 481, 581, 781      | v x y z<br>781: z only      |
|  | 182, 482, 582, 782      | v x y z                     |
|  | 185, 485, 585, 785      | v x y z                     |

**Authority History indexes (search and browse)**

**Search indexes**

- To search the Authority History database via Connexion browser, on the Authorities tab, under Search Options, click **Authority History**.
- To search the Authority History database via Connexion client, click **Authorities > Search > LC Names and Subjects History**.
- The Search Authority History screen supports two search methods:
  - In the Command Line search area, type the index label followed by a colon, and then the search term.
  - In the guided (Keyword/Numeric) search area, type term(s) in one or more text boxes; for each term, select the desired index from the list.

**Note: Status index: qualifier only.** Use the Status index only as a qualifier or restrictor combined with a search in another Authority History index. If you start a search with only a status value, Connexion redisplay the search screen with a message reminding you to combine status criteria with another search term.

| Index (label)  | MARC Fields Indexed | MARC Subfields Indexed |
|----------------|---------------------|------------------------|
| Status (ahs:)* | Leader byte 06      | N/A                    |
| ARN (an:)      | 001                 | N/A                    |

| Index (label)       | MARC Fields Indexed   | MARC Subfields Indexed                        |
|---------------------|---|---|
| LCCN Words (ln:)    | 010   | a z   |
| Heading Words (me:) | 100, 400<br>110, 410<br>111, 411<br>130, 430<br>150, 450<br>151, 451<br>155, 455<br>180, 480<br>181, 481<br>182, 482<br>185, 485  | a b c d e f g h j k l m n o p q r s t v x y z |
| Table Note          | <p><b>Status index.</b> You can qualify an Authority History search by specifying a status for the retrieved records. Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another Authority History index. If you search the Status index only, you receive an error message.</p> <p><b>Status codes.</b> Status codes <b>c</b>, <b>d</b>, and <b>n</b> are supplied by Library of Congress. Connexion supplies the code <b>p</b> when a record is manually deleted by OCLC staff. Possible status codes are:</p> <ul style="list-style-type: none"> <li>c - Corrected or revised record</li> <li>n - New record</li> <li>d - Deleted record</li> <li>p - Record manually deleted</li> </ul> |   |

**Browse indexes**

- To browse the Authority History database via Connexion browser, on the Authorities tab, under Browse Options, click **Authority History**.
- To browse the Authority History database via Connexion client, click **Authorities > Browse > LC Names and Subjects History**.
- You can also browse from the Search Authority History screen. In the Command Line area, type the Scan command (**sca**), a space, the index label (including a colon ) for the desired browse index, and then the browse term.

**About Authority History browse results.** Authority History browse results differ in functionality and appearance from results for browsing the Authority File:

- Root and expanded indexing is not supported in the Authority History database.
- Headings in browse results are displayed in all-uppercase text.

| Index (label) | MARC Fields Indexed | MARC Subfields Indexed |
|---------------|---------------------|------------------------|
| ARN (an:)     | 001                 | N/A                    |

## Find Authority Records

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| Index (label)              | MARC Fields Indexed                          | MARC Subfields Indexed                        |
|----------------------------|--|---|
| LCCN<br>Phrase (In:)       | 010  | a z   |
| Heading<br>Phrase<br>(me:) | 100, 400                                     | a b c d e f g h j k l m n o p q r s t v x y z |
|                            | 110, 410                                     | a b c d e f g h k l n o p s t v x y z         |
|                            | 130, 430                                     | a d f g h k l m n o p r s t v x y z           |
|                            | 150, 450<br>151, 451                         | a b v x y z                                   |
|                            | 155, 455                                     | a v x y z                                     |
|                            | 180, 480<br>181, 481<br>182, 482<br>185, 485 | v x y z                                       |

## 4 View authority search results

|                                   |  |
|-----------------------------------|--|
| <b>No authority records found</b> | <p>If your search retrieves no records,</p> <ul style="list-style-type: none"><li>• The system displays the following message at the top of the Search Authorities screen: 1R 5HFRUGV )RXQG IRU \RXU 6HDUFK 3OHDVH FKDQJH RU VLPSOLI\ \RXU VHDFK DQG WU\ DJDLQ</li><li>• The search entry form contains the search criteria you used.</li></ul>  |
| <b>1 authority record found</b>   | <p>If your search retrieves 1 authority record, the system displays the record (without the results list).</p>   |
| <b>Up to 10 authority records</b> | <p>If your search retrieves 1-10 authority records,</p> <ul style="list-style-type: none"><li>• The system displays the message: &gt;QXPEHU@ UHFRUGV IRXQG VHDFK LQJ IRU &gt;VHDFK TXHU\@ LQ \$XWKRULWLHV</li><li>• The results screen lists brief entries for all retrieved authority records. Each entry contains the heading and cross reference forms (if you choose to show <b>See</b> and/or <b>See Also</b> references in results).</li><li>• Brief entries are sorted alphabetically by main entry.</li></ul>  |
| <b>11+ authority records</b>      | <p>If your search retrieves 11 or more authority records</p> <ul style="list-style-type: none"><li>• The system displays the message: &gt;QXPEHU@ UHFRUGV IRXQG VHDFK LQJ IRU &gt;VHDFK TXHU\@ LQ \$XWKRULWLHV</li><li>• The results screen lists brief entries for the first 10 retrieved records. Each entry contains the heading and cross reference forms (if you choose to show <b>See</b> and/or <b>See Also</b> references in results).</li><li>• The <b>View List</b> box lets you type an entry number to display 10 entries beginning with that number. The left and right arrow buttons let you move forward or back 10 entries. The <b>View Record</b> box lets you type an entry number to view the full record.</li><li>• Brief entries are sorted alphabetically by main entry.</li></ul> |
| <b>Search query display</b>       | <p>At the top of the first screen of search results, the system displays a message that includes the <b>number of authority records</b> retrieved and the <b>query</b> that produced the results. The message provides feedback that lets you see how the system interpreted your search criteria.</p>   |

Example: **pn: Pope and ti: criticism**

The display shows:

- Each term preceded by a 2-letter index label identifying the index in which it was searched. Example: **pn: Alexander**
- Term groups (terms entered in the same box on the search form and searched in the same index). Example: **pn: Alexander and pn: Pope**

## Find Authority Records

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Use this displayed query to

- Diagnose causes for unsatisfactory search results.
- Refine your search to improve results.

## 5 Use authority search results

### Move through search results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

| Action  | How to   |
|---|--|
| Move forward 10 entries                             | Click the <b>right arrow button</b> (right of <b>View List</b> box).   |
| Move back 10 entries                                | Click the <b>left arrow button</b> (left of <b>View List</b> box).   |
| View 10 brief entries beginning with specific entry | Type an entry number in the <b>View List</b> box and press <Enter>.  |
| View a specific record                              | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.   |
| Return to Root Results or Expanded Results          | Click the <b>Root Results</b> or <b>Expanded Results</b> button at the top or bottom of the Search Results screen.<br>Or<br>On the navigation bar, open the Browse Options list and click <b>Root Results</b> or <b>Expanded Results</b> . |

### Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record \_ of \_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

| Action                   | How to   |
|--------------------------|--|
| View next record in list | Click the <b>right arrow button</b> (right of <b>View Record</b> box). |

| Action                                     | How to   |
|--|--|
| View previous record in list               | Click the <b>left arrow button</b> (left of <b>View Record</b> box).   |
| View a specific record                     | Type an entry number in the <b>View Record</b> box and press <Enter>.  |
| Return to search results                   | Click the <b>Search Results</b> button at the top or bottom of the record screen.  |
| Return to Root Results or Expanded Results | Click the <b>Root Results</b> or <b>Expanded Results</b> button at the top or bottom of the record screen.<br>Or<br>On the navigation bar, open the Browse Options list and click <b>Root Results</b> or <b>Expanded Results</b> . |

**Actions on search results list**

- You can take the following actions on retrieved records by using the Action/Sort list (top right corner of results screen).
- **Not** available for browse results.

| Action   | Result  |
|--|---|
| Flag All on Page   | A check mark appears in the box to the left of each entry on this page of the result set. |
| Clear Flags on Page                                      | Check marks removed from all entries on this page of the results list.                    |
| Flag All Records Retrieved                               | A check mark appears in the box to the left of each entry in the result set (all pages).  |
| Clear All Flags  | Check marks removed from all entries on all pages of the results list.                    |
| Hide See References (See references displayed)           | Hide See reference tracings (4xx fields) for each main entry in the results list.         |
| Hide See Also References (See Also references displayed) | Hide See Also reference tracings (5xx fields) for each main entry in the results list.    |
| Show See References (See references hidden)              | Show See reference tracings (4xx fields) for each main entry in the results list.         |

## Find Authority Records

| Action  | Result   |
|---|--|
| Show See Also References (See Also references hidden) | Show See Also reference tracings (5xx fields) for each main entry in the results list. |

### View authority record from brief list

| Action   |
|--|
| <p><b>View record in edit mode.</b> Click the hyperlinked entry number for the record you want to view.</p> <p><b>Lock and view master record.</b> Click the <b>Lock</b> button in front of the entry for the record you want to view.</p> <p><b>View record in display mode.</b> Click the <b>Display</b> button in front of the entry for the record you want to view.</p> |

### Show or hide record viewing buttons

- Record viewing buttons are hidden by default. Press <Alt><Y> to show the buttons to the left of each entry.
- Click the **Display** button to view a record in display mode (read-only).
- Click the **Lock** button to lock the master record and open it in edit mode.

| Action  |
|---|
| <p>Press &lt;Alt&gt;&lt;Y&gt; to insert a <b>Display</b> button and a <b>Lock</b> button to the left of each brief entry.</p> <p>To hide the buttons, press &lt;Alt&gt;&lt;Y&gt; again.</p> |

### Print screen of results list

|   | Action   |
|---|--|
| 1 | If the list includes multiple screens, jump to the screen you want to print. |
| 2 | Click once in the frame that contains the results list.                      |
| 3 | In your browser, on the File menu, click <b>Print</b> .                      |
| 4 | In the Print dialog box click <b>OK</b> or press <Enter>.                    |

### Flag authority records

| Single records  | All on a page  | Result set   |
|---|--|--|
| Click the <b>open box</b> in front of the record you want to flag.  | On the Action/Sort list, click <b>Flag All on Page</b> . | On the Action/Sort list, click <b>Flag All Records Retrieved</b> . |
| A check mark appears in front of each brief entry you have flagged. |  |  |

## Find Authority Records

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### Unflag authority records

| Single records   | All on a page  | Result set   |
|--|--|--|
| Click the <b>check mark</b> in front of the record you want to unflag. | On the Action/Sort list, click <b>Clear Flags on Page.</b> | On the Action/Sort list, click <b>Clear All Flags.</b> |
| An open box appears in front of each unflagged brief entry.            |  |  |

### Actions on flagged records

#### Note: Actions on more than 100 records

- **Export** Connexion can export more than 100 records at a time. After exporting 100 records, the system asks you to confirm that you want to continue.

| Action   | How to  |
|--|---|
| Flag all items on the current page                 | On the Action/Sort list, click <b>Flag All on Page.</b><br>A check mark appears in the box to the left of each entry on this page of the record list. |
| Remove flags from all items on the current page    | On the Action/Sort list, click <b>Clear Flags on Page.</b><br>Check marks disappear from all entries on this page of the record list.                 |
| Clear flags from all items (all pages of the list) | On the Action/Sort list, click <b>Clear All Flags.</b><br>Check marks are removed from entries on all pages of the record list.                       |
| Export the records currently flagged               | On the Action/Sort list, click <b>Export Flagged Records.</b><br>At the Export Flagged Records screen, select the export format. Click <b>MARC.</b>   |

## 6 Use Authority File browse results (root and expanded)

### View Root Results or Expanded Results

| Results display  | Description  |
|------------------|--|
| Root Results     | <ul style="list-style-type: none"> <li>• Lists headings from the section of the specified index containing the browsed term or the term that matches it most closely.</li> <li>• Each screen of results lists 20 terms from the Root Index.</li> <li>• Each entry number (R1-R20) is hyperlinked to one or more authority records.</li> <li>• The number of matching records for each term appears in the right column.</li> <li>• When you select an entry number associated with only a single record, the system searches for the term in the Authority File and displays the record.</li> <li>• When you select an entry number associated with 2 or more records, the system scans the section of the index containing subheadings for that heading and displays an Expanded Results screen.</li> <li>• A jump bar at the top and bottom of the screen provides the following navigation aids: a <b>View Expanded</b> text box (contains entry number 9 by default), <b>View List</b> arrows (view the previous or next screen of results), and <b>Expanded Term</b> text box (specify term to locate within Expanded Results).</li> </ul>  |
| Expanded Results | <ul style="list-style-type: none"> <li>• Shows the selected Root Index term (heading) at the top of the list.</li> <li>• Lists subheadings from the Expanded Index associated with the selected Root Index heading.</li> <li>• If you specify an expanded term, that term or its closest match appears in position E9. Otherwise, the screen shows the beginning of the subheadings for the Root Index term.</li> <li>• Each screen of results lists 20 terms from the Expanded Index.</li> <li>• Each entry number (E1-E20) is hyperlinked to one or more authority records.</li> <li>• The number of matching records for each term appears in the right column.</li> <li>• When you select an entry number associated with only a single record, the system searches for the term in the Authority File and displays the record.</li> <li>• When you select an entry number associated with 2 or more records, the system searches for the term and displays a Search Results screen.</li> <li>• A jump bar at the top and bottom of the screen provides the following navigation aids: a <b>View Record</b> text box (contains entry number 9 by default), <b>View List</b> arrows (view the previous or next screen of results), and <b>Expanded Term</b> text box (specify term to locate within Expanded Results).</li> </ul> |

## Find Authority Records

### Expanded Index subheadings for Root Index headings

| Root Index heading            | Expanded Index subheadings                                       |
|-------------------------------|--|
| Personal Names                | Title subdivisions   |
| Corporate or Conference Names | Title subdivisions   |
| Geographic Names              | Title subdivisions   |
| LC Names (nw)                 | Title subdivisions   |
| Titles                        | Personal, corporate, conference, or geographic name subdivisions |
| LCSH                          | Subject subdivisions   |
| Subdivision Headings          | Subject subdivisions   |
| Topicals                      | Subject subdivisions   |
| Children's Subjects           | Subject subdivisions   |

### Use Root Results

| Action  | How to  |
|---|---|
| View next screen  | At the top or bottom of the screen, click the <b>View List</b> arrow that points to the right.  |
| View previous screen  | At the top or bottom of the screen, click the <b>View List</b> arrow that points to the left.   |
| View record containing Root Index term (term with 1 associated record)                          | To select a Root Index entry that retrieves a single authority record, click the hyperlinked entry number or type the number in the <b>View Expanded</b> box and press <Enter>. The system displays the authority record.   |
| View Expanded Index (subheadings) for a Root Index term (term with multiple associated records) | To select a Root Index entry that retrieves multiple authority records, click the hyperlinked entry number or type the number in the <b>View Expanded</b> box and press <Enter>. The system displays an Expanded Result screen that shows the Root Index term and its associated subheadings.   |
| Jump to an Expanded Index term  | <ol style="list-style-type: none"> <li>1. In the View Expanded box, type the entry number (R1-R20) for the heading (Root Index term) for which you want to locate a subheading (Expanded Index term).</li> <li>2. In the <b>Expanded Term</b> box, type the term you want to locate within the Expanded Index.</li> <li>3. Press &lt;Enter&gt;.</li> </ol> The system redisplay the Expanded Results. The term you specify, or its closest match, appears at position E9. |

| Action                 | How to  |
|------------------------|---|
| Return to Root Results | Click the <b>Root Results</b> button at the top or bottom of the Expanded Results screen or the record screen.<br>Or<br>On the Authorities tab, under Browse Options, Authority File, click <b>Root Results</b> . |

Use Expanded Results

| Action  | How to  |
|---|---|
| View next screen                              | At the top or bottom of the screen, click the <b>View List</b> arrow that points to the right.  |
| View previous screen                          | At the top or bottom of the screen, click the <b>View List</b> arrow that points to the left.   |
| View record(s) containing Expanded Index term | Click the hyperlinked entry number or type the number in the <b>View Record</b> box and press <Enter>. The system displays the authority record or a list of records (Search Results screen).                                       |
| Jump to an Expanded Index term                | 1. In the <b>Expanded Term</b> box, type the term you want to locate within the Expanded Index.<br>2. Press <Enter>. The system redisplay the Expanded Results. The term you specify, or its closest match, appears at position E9. |
| Return to Expanded Results                    | Click the <b>Expanded Results</b> button at the top or bottom of the Search Results screen or the record screen.<br>Or<br>On the Authorities tab, under Browse Options, Authority File, click <b>Expanded Results</b> .             |
| Return to Search Results                      | Click the <b>Search Results</b> button at the top or bottom of the record screen<br>Or<br>On the Authorities tab, under Search Options, Authority File, click <b>Search Results</b> .   |

Move through Search Results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

| Action                          | How to   |
|---------------------------------|--|
| Move forward 10 entries in list | Click the <b>right arrow button</b> (right of <b>View List</b> box). |
| Move back 10 entries in list    | Click the <b>left arrow button</b> (left of <b>View List</b> box).   |

| Action  | How to  |
|---|---|
| View 10 brief entries beginning with specific entry | Type an entry number in the <b>View List</b> box and press <Enter>. <b>Note:</b> For brief results retrieved by selecting an item on a group results display, the brief entries are numbered sequentially from the first record in the first group. |
| View a specific record                              | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.  |

**Move between records (View Record jump bar)**

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record \_ of \_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

| Action                       | How to  |
|------------------------------|---|
| View next record in list     | Click the <b>right arrow button</b> (right of <b>View Record</b> box).  |
| View previous record in list | Click the <b>left arrow button</b> (left of <b>View Record</b> box).  |
| View a specific record       | Type an entry number in the <b>View Record</b> box and press <Enter>.   |
| Return to results            | Click the <b>Search Results</b> or <b>Expanded Results</b> or <b>Root Results</b> button at the top or bottom of the record screen. |

**View authority record**

| Results display  | Actions   |
|------------------|---|
| Root Results     | <b>View record in edit mode.</b> Click the hyperlinked entry number (R1-R20) for the record you want to view.   |
| Expanded Results | <b>View record in edit mode.</b> Click the hyperlinked entry number (E1-E20) for the record you want to view.   |
| Search Results   | <b>View record in edit mode.</b> Click the hyperlinked entry number for the record you want to view.<br><b>Lock and view master record.</b> Click the <b>Lock</b> button in front of the entry for the record you want to view.<br><b>View record in display mode.</b> Click the <b>Display</b> button in front of the entry for the record you want to view. |

**Anomalies in Authority File browse results: misleading subfield codes**

Occasionally, a heading appears in browse results with a subfield code that is misleading. However, when you view the record, the subfield code that appears in the results list is not present in the record.

An example of this is browsing the LCSH index for the heading Noah's Ark. In the root index, the heading is presented as \$t Noah's Ark; however, when you view

the record, the heading Noah's Ark appears in \$a, not \$t. There is only a single subject authority record for **Noah's ark**, in which the heading appears only in \$a (LCCN sh 85092133). But the text *Noah's ark* appears in \$t in 9 other authority records.

This is a known side effect of storing the data required to support displaying subfield delimiters and codes in the root and expanded index lists.

To optimize data storage and retrieval, the system indexes all instances of a given heading phrase as a single index entry. The index contains the text of each unique heading only once; the stored text includes the subfield value associated with the first occurrence of a heading encountered during indexing.

This means that the heading and subfield value represented in the index may not reflect the subfield in which particular instances of the heading appear in authority records. The browse results (root or expanded index list) show the heading as stored in the index. However, for each occurrence of the same heading, the index includes data needed to retrieve the correct record for the user's query.

In the case of **Noah's ark**, the first instance of the phrase *Noah's ark* was encountered in \$t. Therefore, that subfield code appears with the heading text in the Root Index list, but the system retrieves the correct authority record for the LCSH browse query, with the heading in \$a.

### Show or hide record viewing buttons (search results lists)

- Record viewing buttons are hidden by default. Press <Alt><Y> to show the buttons to the left of each entry.
- Click the **Display** button to view a record in display mode (read-only).
- Click the **Lock** button to lock the master record and open it in edit mode.

| Action   |
|--|
| Press <Alt><Y> to insert a <b>Display</b> button and a <b>Lock</b> button to the left of each brief entry.<br>To hide the buttons, press <Alt><Y> again. |

### Return to Search Results, Expanded Results or Root Results

| Action   |
|--|
| <ul style="list-style-type: none"><li>• Click the <b>Root Results</b> or <b>Expanded Results</b> or <b>Search Results</b> button at the top or bottom of the record screen.<br/>Or</li><li>• On the Authorities tab, under Browse Options, click <b>Root Results</b> or <b>Expanded Results</b>. To return to search results, under Search Options, Authority File, click <b>Search Results</b>.</li></ul> |

## Find Authority Records

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### Print screens of browse results or search results

|   | Action   |
|---|--|
| 1 | In the results display, go to the screen you want to print.  |
| 2 | Click once in the frame that contains the results list.  |
| 3 | In your browser, on the File menu, click <b>Print</b> or on the toolbar click the <b>Print</b> button. |
| 4 | In the Print dialog box, click <b>OK</b> or press <Enter>.   |

## 7 Show Flagged Authority records screen

### Use flagged authority records screen

- Review a list of brief entries for authority records flagged during the current session.
- Clear flags from all or selected records.
- Export the flagged records.
- Display a full authority record.
- Edit an authority record.

### Actions on list of flagged records

#### Note: Actions on more than 100 records

- **Export** Connexion can export more than 100 records at a time. After exporting 100 records, the system asks you to confirm that you want to continue.

| Action   | How to   |
|--|--|
| Flag all items on the current page                 | On the Action/Sort list, click <b>Flag All on Page</b> .<br>A check mark appears in the box to the left of each entry on this page of the record list. |
| Remove flags from all items on the current page    | On the Action/Sort list, click <b>Clear Flags on Page</b> .<br>Check marks disappear from all entries on this page of the record list.                 |
| Clear flags from all items (all pages of the list) | On the Action/Sort list, click <b>Clear All Flags</b> .<br>Check marks are removed from entries on all pages of the record list.                       |
| Export the records currently flagged               | On the Action/Sort list, click <b>Export Flagged Records</b> .<br>At the Export Flagged Records screen, select the export format. Click <b>MARC</b> .  |
| Move forward 10 entries                            | Click the <b>right arrow button</b> (right of <b>View List</b> box).   |
| Move back 10 entries                               | Click the <b>left arrow button</b> (left of <b>View List</b> box).   |
| View 10 entries beginning with specific entry      | Type an entry number in the <b>View List</b> box and press <Enter>.  |
| View a specific record                             | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.     |
| Print a page of the list of flagged records        | Jump to the screen you want to print.<br>In your browser, on the File menu click <b>Print</b> .<br>Or<br>On the toolbar click the <b>Print</b> button. |

## Find Authority Records

### View full authority record from brief list

| Action   |
|--|
| <b>View record in edit mode.</b> Click the hyperlinked entry number for the record you want to view.                       |
| <b>Lock and view master record.</b> Click the <b>Lock</b> button in front of the entry for the record you want to view.    |
| <b>View record in display mode.</b> Click the <b>Display</b> button in front of the entry for the record you want to view. |

### Show or hide record viewing buttons

- Record viewing buttons are hidden by default. Press <Alt><Y> to show the buttons to the left of each entry.
- Click the **Display** button to view a record in display mode (read-only).
- Click the **Lock** button to lock the master record and open it in edit mode.

| Action   |
|--|
| Press <Alt><Y> to insert a <b>Display</b> button and a <b>Lock</b> button to the left of each brief entry.<br>To hide the buttons, press <Alt><Y> again. |

### Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record \_ of \_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

| Action                         | How to   |
|--------------------------------|--|
| View next record in list       | Click the <b>right arrow button</b> (right of <b>View Record</b> box).             |
| View previous record in list   | Click the <b>left arrow button</b> (left of <b>View Record</b> box).               |
| View a specific record         | Type an entry number in the <b>View Record</b> box and press <Enter>.              |
| Return to flagged records list | Click the <b>Flagged Records</b> button at the top or bottom of the record screen. |

### No flagged authority records

If you have not flagged authority records during the current session, the system displays the message

```
<RX FXUUHQWO\ KDYH QR )ODJJHG 5HFRUGV
```

If you flagged records and then exited the system or closed your browser without exiting the system properly, the system unflagged the records when your session ended. You must reflag the records to work with them in your current session.

## 8 Search the Authority History database

### Search methods

When you are not accessing the Authority History database from an open distributed authority record, retrieve the records you need using a command line or guided searching.

- **Command line search.** Enter a keyword or numeric search; type all terms, index labels, and operators using correct syntax.
- **Guided search.** In the Keyword/Numeric Search area, use text boxes, lists of indexes, and lists of Boolean operators to construct a search. Omit index labels.
- **Browse (phrase search).** From the command line, you can enter a phrase search (browse query), including the **scan** command and index label (**sca me:**). For guided browsing, use the Browse Authority History screen.

**Note: Search for headings.** Remember that you cannot search or browse for specific heading types such as personal names or subjects. The Authority History database has only general heading indexes for searching or browsing: Heading Word(s) (**me:**) and Heading Phrase (**me=**).

### Command Line Search

|   | Action  |
|---|---|
| 1 | On the Authorities tab, under Search Options, click <b>Authority History</b> . The Search Authority History screen appears.   |
| 2 | <p>In the Command Line Search area, type a keyword or numeric search in the <b>Search for</b> text box.</p> <ul style="list-style-type: none"> <li>• Type an index label, followed by a colon (<b>an:848328</b> or <b>me:vivaldi</b>).</li> <li>• In a <b>heading</b> search, omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes.</li> <li>• To include variant endings, type the truncation symbol (*) after the term. Enter at least three characters of the word. <b>Examples: librar*, comput*, catalog*</b></li> <li>• To include variant spellings, use character masking symbols (? and #). <b>Examples: col?r</b> retrieves FRORU or FRORXU; <b>int?net</b> retrieves LQWHUQHW or LQWUDQHW, <b>wom#n</b> retrieves both ZRPDQ and ZRPHQ.</li> <li>• Qualify a search by specifying a status for the retrieved records. Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another index. If you search the Status index only, you receive an error message.</li> <li>• Combine searches with Boolean operators <b>and</b>, <b>or</b>, or <b>not</b>. (<b>Note:</b> You cannot use Boolean operators in <b>scan</b> (phrase search/browse) queries.)</li> </ul> |

|   | Action  |
|---|---|
| 3 | <p><b>(Optional) Show or hide cross references in keyword search results</b><br/>           Two check boxes below the <b>Search for</b> box let you specify which cross reference tracings, if any, appear in search results.</p> <ul style="list-style-type: none"> <li>• To show <b>only</b> the main entry for each retrieved record, clear both check boxes.</li> <li>• To show See reference tracings in addition to the main entry for each record, select the check box labeled <b>Show See References in Results</b>.</li> <li>• To show See Also reference tracings for each main entry, select the check box labeled <b>Show See Also References in Results</b>.</li> <li>• To include both See and See Also references for each main entry, select <b>both</b> check boxes.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Settings apply to search results only; the system ignores these options for browsing.</li> <li>• Settings apply when you search from browse results by clicking a term that matches multiple authority records.</li> <li>• While viewing search results, use the Action/Sort list to show or hide See references and/or See Also references.</li> <li>• Settings for these options are retained until you change them.</li> </ul> |
| 4 | <p>When finished entering the search, click <b>Search</b> or press &lt;Enter&gt;.</p> <p><b>Note:</b> Your search statement remains in the <b>Search for</b> text box until you revise the search or click <b>Clear Search</b>. Check boxes below the search form retain their settings (selected or cleared).</p>  |

Guided search  
(Keyword/Numeric  
Search area)

|   | Action  |
|---|---|
| 1 | On the Authorities tab, under Search Options, click <b>Authority History</b> .  |
| 2 | <p>In the Keyword/Numeric Search area, construct a search to retrieve the authority history records you want.</p> <ul style="list-style-type: none"> <li>• Type search term(s) in one or more boxes in the form. For each term, select the index to search from the list to the right of the box in which you enter the term.</li> <li>• To search for two or more terms in the <b>same</b> index, type the terms in one text box and select an index. Separate words with spaces (treated as <b>and</b> operators), combine terms with <b>or</b>, and/or exclude terms with <b>not</b>.</li> <li>• To search for two or more terms in <b>different</b> indexes, type each term in a separate text box and select the index to search for each term. Select the desired Boolean operator from the list of operators at the left end of the box in which you enter the second term.</li> <li>• In a <b>heading</b> search, omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes.</li> <li>• To include variant endings, type the truncation symbol (*) after the term. Enter at least three characters of the word. <b>Examples: librar*, comput*, catalog*</b></li> <li>• To include variant spellings, use character masking symbols (? and #). <b>Examples: col?r</b> retrieves FRORU or FRORXU; <b>int?net</b> retrieves LQWHUQHW or LQWUDQHW, <b>wom#n</b> retrieves both ZRPDQ and ZRPHQ.</li> <li>• Qualify a search by specifying a status for the retrieved records. Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another index. If you search the Status index only, you receive an error message.</li> </ul> |
| 3 | <p><b>(Optional) Show or hide cross references in results</b></p> <p>Two check boxes below the search entry form let you specify which cross reference tracings, if any, appear in search results.</p> <ul style="list-style-type: none"> <li>• To show <b>only</b> the main entry for each retrieved record, clear both check boxes.</li> <li>• To show See reference tracings in addition to the main entry for each record, select the check box labeled <b>Show See References in Results</b>.</li> <li>• To show See Also reference tracings for each main entry, select the check box labeled <b>Show See Also References in Results</b>.</li> <li>• To include both See and See Also references for each main entry, select <b>both</b> check boxes.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• While viewing search results, you can use the Action/Sort list to show or hide See references and/or See Also references.</li> <li>• Settings for these options are retained until you change them.</li> </ul>   |

|   | Action  |
|---|---|
| 4 | <p>Check the search form for errors in the terms, index selections, or operators.</p> <p><b>Clear search</b></p> <ul style="list-style-type: none"> <li>• To clear the text boxes, click <b>Clear Search</b>.</li> <li>• Index lists retain the last index you selected.</li> <li>• Operator lists retain the last operator you selected.</li> <li>• Check boxes below the search form retain their settings (selected or cleared).</li> </ul>  |
| 5 | <p>Click <b>Search</b> or press &lt;Enter&gt;.</p> <p><b>Retain search</b></p> <ul style="list-style-type: none"> <li>• To preserve keywords you typed in the text boxes, select the <b>Retain Search</b> check box.</li> <li>• If <b>Retain Search</b> is not selected (the <b>default setting</b>), the system clears the text boxes. Index lists always retain the last index you selected. Lists of Boolean operators always retain the last operator you selected.</li> <li>• Settings for the <b>Show References</b> options are retained until you change them.</li> </ul> |

**Authority History search indexes**

| Index         | Label | Format   | Example  |
|---------------|-------|--|--|
| OCLC ARN      | an:   | Type all digits. Leading zeros are optional.   | <b>01450635</b><br><b>1450635</b><br><b>an:01450635</b><br><b>an:1450635</b>   |
| LCCN Words    | In:   | Type year portion (2 or 4 digits) and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision<br><b>Hyphen is optional</b> when you specify the LCCN index. Include the index label (In:) or select LCCN from an index list. | <b>78-5201</b><br><b>In:78-5201</b><br><b>2001-12345</b><br><b>82-000012</b><br><b>82-12</b><br><b>n85-204041</b><br><b>In:85-204041</b><br><b>In:sh85-061704</b><br><b>sh85-61704</b> |
| Heading Words | me:   | Type a significant word in the heading (1xx and 4xx fields).   | <b>me:vivaldi</b>  |

| Index  | Label | Format   | Example      |
|--------|-------|--|--------------|
| Status | ahs:  | Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another index. If you search the Status index only, you receive an error message.<br><b>Status codes.</b> Possible status codes are:<br>c - Corrected or revised record<br>n - New record<br>d - Deleted record<br>p - Record deleted by OCLC Quality Assurance staff | <b>ahs:c</b> |

**About the Authority History database**

- Please note the following points about the purpose of this database and the limited functionality available for using the records.
- The Authority History database permanently stores:
  - All previous, now superseded, versions of authority records distributed by the Library of Congress
  - Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants
  - Copies of current authority records sent from LC via the distribution cycle (includes all records in the Authority File)
  - Name authority records deleted by OCLC quality control staff
- Database coverage begins in the 1980's.
- Records are stored and displayed in the MARC21 authorities format.

**About authority history records**

- Authority history records are view-only and always appear in display mode in the MARC Template view.
- A timestamp at the top of the record shows the date and time when the record was added to the Authority History database. (Records in the Authority File do not contain a timestamp.)
- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.
- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).
- **More?** For more information, search Help for the words **authority history**.
- Use authority history records:
  - Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a

cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.

- Check for headings that you can no longer find in a distributed record in the Authority File.
- Identify changes made to a distributed authority record.
- Determine the origin of a problem with a distributed record.

### Authority History timestamp: details

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.
- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]
- **S** [status (RecStat code)]: **n** = new, **c** = changed, **d** = deleted, **p** = deleted by OCLC staff
- **S** [source program ID]: **3** [initial database load from the LC Names and Subjects Authority File]; **4** [In Distribution update from Connexion client]; **5** [In Distribution update from Connexion browser]; **6** [loaded from the LC distribution file]; **r** [loaded from the Research Libraries Group authority history database]

**Note: Deleted records.** If applicable, the record identification area may contain the following notice about the record:

The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File, it is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

### Open authority history record(s) from distributed authority record

When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

#### Notes on this function:

Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available

**Copy of distributed record retrieved.** The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record.

**Viewing a referenced record via a linked 5xx field.** A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

## Find Authority Records

| Action  | Result  |
|---|---|
| In the distributed authority record (retrieved from the Authority File), On the Action list click <b>View Authority History Record(s)</b> or press <Alt><K> and then <H> (or <Alt><J> and then <H>).. | The system searches for the distributed record's ARN in the Authority History database.<br><br>If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window.<br>If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record. |

### Open a distributed authority record from an authority history record

When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

| Action   | Result  |
|--|---|
| In the authority history record (retrieved by searching or browsing the Authority History database), On the View list click <b>View Authority Record</b> or press <Alt><K> and then <A> (or <Alt><J> and then <A>).. | The system searches for the superseded record's ARN in the Authority File.<br><br>If the search retrieves a record, the record appears in a separate window. If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN. |

### Search history: view and use previous searches

- Use the Search History window to
  - View your previous 10 searches, including any command line or keyword search.
  - Repeat a previous search.
  - Revise a previous search.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

| Search History function    | How to use   |
|----------------------------|--|
| Open Search History window | At the Search Authority History screen, <ul style="list-style-type: none"> <li>• Click <b>Search History</b> or press &lt;Alt&gt;&lt;=&gt;.</li> </ul> |

| Search History function         | How to use  |
|---------------------------------|---|
| List of previous searches       | For each listed search, the window shows <ul style="list-style-type: none"> <li>• Search type: Authority History command line or keyword.</li> <li>• Timestamp: date and time the search was performed.</li> <li>• Search criteria: all search elements, including command line queries, keywords, indexes, and operators.</li> </ul> |
| Repeat a previous search        | <ul style="list-style-type: none"> <li>• Click <b>Repeat</b>.<br/>Connexion immediately performs the selected search.</li> </ul>  |
| Revise a previous search        | <ul style="list-style-type: none"> <li>• Click <b>Revise</b>.<br/>Results</li> <li>• Connexion displays the Search Authority History screen. The selected search is ready for revision.</li> </ul>  |
| Clear search history            | <ul style="list-style-type: none"> <li>• Click <b>Clear History</b> (at the top of the Search History window).</li> </ul>   |
| Close the Search History window | <ul style="list-style-type: none"> <li>• Click <b>Close</b> (at the top of the Search History window).</li> </ul>   |

## 9 Use Authority History search results

### Authority History search results: records and lists

- **Single record.** Authority History records appear in display (view-only) mode. You cannot edit, save, or export, these records, nor use them to derive new records. You can print records or copy text from them.
- **Multiple records.** A list of brief entries appears.
  - Entry number.** To the left of each entry is an entry number indicating the record's relative position in the results set. The number is hyperlinked; click the number to view the full record.
  - Description.** The entry contains the following record elements: Main entry, OCLC ARN, Authority History timestamp, and LCCN. If you requested display of See and/or See Also references, these appear on separate lines of the entry.

### Actions on search results list

- You can take the following actions on retrieved records by using the Action/Sort list (top right corner of results screen).
- The same actions are available for results displayed when you search by selecting an index term listed in browse results.

| Action   | Result  |
|--|---|
| Flag All on Page   | A check mark appears in the box to the left of each entry on this page of the result set. |
| Clear Flags on Page                                      | Check marks removed from all entries on this page of the results list.                    |
| Flag All Records Retrieved                               | A check mark appears in the box to the left of each entry in the result set (all pages).  |
| Clear All Flags  | Check marks removed from all entries on all pages of the results list.                    |
| Hide See References (See references displayed)           | Hide See reference tracings (4xx fields) for each main entry in the results list.         |
| Hide See Also References (See Also references displayed) | Hide See Also reference tracings (5xx fields) for each main entry in the results list.    |
| Show See References (See references hidden)              | Show See reference tracings (4xx fields) for each main entry in the results list.         |
| Show See Also References (See Also references hidden)    | Show See Also reference tracings (5xx fields) for each main entry in the results list.    |

| Action                  | Result   |
|-------------------------|--|
| Sort by Ascending Date  | Sort the brief entries from earliest date to most recent date. |
| Sort by Descending Date | Sort the brief entries from most recent date to earliest date. |
| Sort by LCCN            | Sort the brief entries in alphanumeric order by LCCN.          |
| Sort by Main Entry      | Sort the brief entries in alphabetic order by main entry..     |
| Sort by OCLC ARN        | Sort the brief entries in numeric order by LCCN.               |

**Move through search results (View List and View Record jump bar)**

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

| Action  | Procedure  |
|---|--|
| Move forward 10 entries                             | Click the <b>right arrow button</b> (right of <b>View List</b> box).   |
| Move back 10 entries                                | Click the <b>left arrow button</b> (left of <b>View List</b> box).   |
| View 10 brief entries beginning with specific entry | Type an entry number in the <b>View List</b> box and press <Enter>.  |
| View a specific record                              | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.   |
| Return to Browse Results                            | Click the <b>Browse Results</b> button at the top or bottom of the search results screen.<br>Or<br>On the navigation bar, under Browse Options, Authority History, click <b>Browse Results</b> . |

**Move between records (View Record jump bar)**

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record \_ of \_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

| Action                       | Procedure   |
|------------------------------|---|
| View next record in list     | Click the <b>right arrow button</b> (right of <b>View Record</b> box).  |
| View previous record in list | Click the <b>left arrow button</b> (left of <b>View Record</b> box).  |
| View a specific record       | Type an entry number in the <b>View Record</b> box and press <Enter>.   |
| Return to search results     | Click the <b>Search Results</b> button at the top or bottom of the record screen.<br>Or<br>On the navigation bar, under Search Options, Authority History (or Browse Options, Authority History), click <b>Search Results</b> . |
| Return to Browse Results     | Click the <b>Browse Results</b> button at the top or bottom of the record screen.<br>Or<br>On the navigation bar, under Browse Options, Authority History, click <b>Browse Results</b> .  |

**About the Authority History database**

- Please note the following points about the purpose of this database and the limited functionality available for using the records.
- The Authority History database permanently stores:
  - All previous, now superseded, versions of authority records distributed by the Library of Congress
  - Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants
  - Copies of current authority records sent from LC via the distribution cycle (includes all records in the Authority File)
  - Name authority records deleted by OCLC quality control staff
- Database coverage begins in the 1980's.
- Records are stored and displayed in the MARC21 authorities format.

**About authority history records**

- Authority history records are view-only and always appear in display mode in the MARC Template view.
- A timestamp at the top of the record shows the date and time when the record was added to the Authority History database. (Records in the Authority File do not contain a timestamp.)
- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.
- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).
- **More?** For more information, search Help for the words **authority history**.

- Use authority history records:
  - Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.
  - Check for headings that you can no longer find in a distributed record in the Authority File.
  - Identify changes made to a distributed authority record.
  - Determine the origin of a problem with a distributed record.

**Authority History timestamp: details**

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.
- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]
- **S** [status (RecStat code)]: **n** = new, **c** = changed, **d** = deleted, **p** = deleted by OCLC staff
- **S** [source program ID]: **3** [initial database load from the LC Names and Subjects Authority File]; **4** [In Distribution update from Connexion client]; **5** [In Distribution update from Connexion browser]; **6** [loaded from the LC distribution file]; **r** [loaded from the Research Libraries Group authority history database]

**Note: Deleted records.** If applicable, the record identification are may contain the following notice about the record:

The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File, It is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

**Actions on authority history records**

| Action                                     | Procedure   |
|--|---|
| View a specific record from search results | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.      |
| Print Record                               | While viewing the Authority History record,<br>On the Action list click <b>Print Record</b> or press <Alt><K> and then <I> (or <Alt><J> and then <I>).. |
| Flag Record                                | While viewing the Authority History record,<br>On the Action list click <b>Flag Record</b> or press <Alt><K> and then <F> (or <Alt><J> and then <F>)..  |

## Find Authority Records

| Action        | Procedure   |
|---------------|---|
| Unflag Record | While viewing the Authority History record, On the Action list click <b>Unflag Record</b> or press <Alt><K> and then <F> (or <Alt><J> and then <F>).. |

### Open authority history record(s) from distributed authority record

When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

#### Notes on this function:

Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available

**Copy of distributed record retrieved.** The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record.

**Viewing a referenced record via a linked 5xx field.** A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

| Action  | Result  |
|---|---|
| In the distributed authority record (retrieved from the Authority File), On the Action list click <b>View Authority History Record(s)</b> or press <Alt><K> and then <H> (or <Alt><J> and then <H>).. | The system searches for the distributed record's ARN in the Authority History database.<br><br>If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window.<br>If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record. |

### Open a distributed authority record from an authority history record

When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

## Find Authority Records

| Action  | Result   |
|---|--|
| In the authority history record (retrieved by searching or browsing the Authority History database),<br>On the View list click <b>View Authority Record</b> or press <Alt><K> and then <A> (or <Alt><J> and then <A>).. | The system searches for the superseded record's ARN in the Authority File.<br><br>If the search retrieves a record, the record appears in a separate window.<br>If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN. |

### Use flagged Authority History records

- Flag records to accumulate a set of records you are using to research a heading or solve a problem.
- You can flag selected records from several sets of search results and then view or print a list of all flagged records, or view/print the full records from the flagged list.
- No other actions are available for flagged Authority History records.
- Flags are not retained between sessions; when you log off, the system clears all flags.

| Action                                 | Procedure   |
|--|---|
| View flagged Authority History records | On the Authorities tab, under Show Options, click <b>Flagged AF History</b> .<br>Connexion displays a list of all Authority History records flagged during the current session. |
| Print list of flagged records          | On each screen of the Flagged AF History list, use your browser's Print function to print the current screen.   |
| View full record from flagged list)    | Click the hyperlinked record number.<br>Or<br>Type the record number in the View Record box and press <Enter>.  |

### Print screen of results list

|   | Action   |
|---|--|
| 1 | If the list includes multiple screens, jump to the screen you want to print. |
| 2 | Click once in the frame that contains the results list.                      |
| 3 | In your browser, on the File menu, click <b>Print</b> .                      |
| 4 | In the Print dialog box click <b>OK</b> or press <Enter>.                    |

## 10 Browse the Authority History database

### Browsing methods

When you are not accessing the Authority History database from an open distributed authority record, retrieve the records you need using a command line or guided browsing.

- **Guided browsing from the Browse Authority History screen:** Type the term in the **Browse for** text box and select an index from the list. Click **Browse**.
- **Command-Line browsing from the Search Authority History screen.** In the Command Line Search area, in the **Search for** text box, type **scan** or **sca**, a space, an index label, and the browse term. Click **Search**.

### Notes on browsing Authority History

**Browse for headings.** Remember that you cannot search or browse for specific heading types such as personal names or subjects. The Authority History database has only general heading indexes for searching or browsing: Heading Word(s) (**me:**) and Heading Phrase (**me=**).

**Browse queries.** Most search techniques (truncation, character masking, Boolean operators, grouping) cannot be used when browsing. The browse term you enter is matched- character by character, from left to right- against the characters of the terms in the browse index you select.

**Results.** Authority History browse results differ in functionality and appearance from results for browsing the Authority File:

- Root and expanded indexing is not supported in the Authority History database.
- Headings in browse results are displayed in all-uppercase text.

### Authority History browse indexes

| Index             | Label | Format   | Example   |
|-------------------|-------|--|---|
| OCLC<br>ARN       | an:   | Type all digits. Leading zeros are optional.   | <b>01450635</b><br><b>1450635</b><br><b>an:01450635</b><br><b>an:1450635</b>  |
| LCCN<br>Phrase    | In=   | Type year portion (2 or 4 digits) and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision<br><b>Hyphen is optional</b> when you specify the LCCN index. Include the index label (In=) or select LCCN from an index list. | <b>78-5201</b><br><b>In=785201</b><br><b>2001-12345</b><br><b>82-000012</b><br><b>82-12</b><br><b>In=n85204041</b><br><b>In=85-204041</b><br><b>In=sh85-061704</b><br><b>In=sh8561704</b> |
| Heading<br>Phrase | me=   | Type the first words of the heading (1xx and 4xx fields). Omit initial articles.   | <b>me=beethoven,</b><br><b>ludwig van</b>   |

**Guided browsing (Browse Authority History screen)**

**Search History.** Browse queries from the Browse Authority History screen are available for reuse. To view, repeat, or revise previous queries, on the Browse Authority History screen click **Search History** or press <Alt><=>.

|   | Action  |
|---|---|
| 1 | On the Authorities tab, under Browse Options, click <b>Authority History</b> .  |
| 2 | At the Browse Authority History screen, select an index.<br>In the <b>Browse for</b> box, type an ARN, LCCN, or the first words of a heading as a browse term.<br>Omit initial articles.<br>When browsing the Heading index for a personal name, if you enter the name in inverted order, include the comma after the surname. <b>Example: mozart, wolfgang.</b><br>You can enter diacritics and/or subfield codes; the system removes them before processing the browse query. |
| 3 | Click <b>Browse</b> or press <Enter>.<br><b>Note:</b> Browsed term retained. Your browsed term remains in the <b>Browse for</b> text box until you change it. To remove the retained text, click <b>Clear Search</b> .  |

**Command line browsing (Search Authority History screen)**

**Search History.** Browse queries from the Command Line area of the Search Authority History screen are included in the Search History list. for the Search Authority History screen. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

|   | Action  |
|---|---|
| 1 | On the Authorities tab, under Search Options, click <b>Authority History</b> . The Search Authority History screen appears. The cursor is in the Command Line Search text box.  |
| 2 | <ul style="list-style-type: none"> <li>Type the Scan command (<b>sca</b>) and index label (for example, <b>sca In=82152312</b> or <b>sca me=vivaldi</b>).</li> <li>Type the index label, followed by an equal sign (to browse phrase indexes for Heading or LCCN (<b>me=</b> or <b>In=</b> ) or a colon (to browse the index for OCLC ARN (<b>an:</b>)).</li> <li>When browsing a phrase index, type the exact word(s) of the phrase you want, beginning with the first word. Omit initial articles.</li> <li>When browsing the Heading index for a personal name, if you enter the name in inverted order, include the comma after the surname. <b>Example: sca me=mozart, wolfgang.</b></li> <li>You can enter diacritics and/or subfield codes; the system removes them before processing the search.</li> </ul> |
| 3 | When finished constructing the browse query, click <b>Search</b> or press <Enter>.<br><b>Note:</b> The command line browse query is retained. Your browse query remains in the <b>Search for</b> text box until you change it To remove the retained text, click <b>Clear Search</b> .  |

### About the Authority History database

- Please note the following points about the purpose of this database and the limited functionality available for using the records.
- The Authority History database permanently stores:
  - All previous, now superseded, versions of authority records distributed by the Library of Congress
  - Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants
  - Copies of current authority records sent from LC via the distribution cycle (includes all records in the Authority File)
  - Name authority records deleted by OCLC quality control staff
- Database coverage begins in the 1980's.
- Records are stored and displayed in the MARC21 authorities format.

### About authority history records

- Authority history records are view-only and always appear in display mode in the MARC Template view.
- A timestamp at the top of the record shows the date and time when the record was added to the Authority History database. (Records in the Authority File do not contain a timestamp.)
- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.
- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).
- **More?** For more information, search Help for the words **authority history**.
- Use authority history records:
  - Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.
  - Check for headings that you can no longer find in a distributed record in the Authority File.
  - Identify changes made to a distributed authority record.
  - Determine the origin of a problem with a distributed record.

## Find Authority Records

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### Authority History timestamp: details

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.
- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]
- **S** [status (RecStat code)]: **n** = new, **c** = changed, **d** = deleted, **p** = deleted by OCLC staff
- **S** [source program ID]: **3** [initial database load from the LC Names and Subjects Authority File]; **4** [In Distribution update from Connexion client]; **5** [In Distribution update from Connexion browser]; **6** [loaded from the LC distribution file]; **r** [loaded from the Research Libraries Group authority history database]

**Note: Deleted records.** If applicable, the record identification area may contain the following notice about the record:

The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File, It is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

### Open authority history record(s) from distributed authority record

When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

#### **Notes on this function:**

Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available

**Copy of distributed record retrieved.** The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record.

**Viewing a referenced record via a linked 5xx field.** A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

## Find Authority Records

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| Action   | Result   |
|--|--|
| <p>In the distributed authority record (retrieved from the Authority File), On the Action list click <b>View Authority History Record(s)</b> or press &lt;Alt&gt;&lt;K&gt; and then &lt;H&gt; (or &lt;Alt&gt;&lt;J&gt; and then &lt;H&gt;)..</p> | <p>The system searches for the distributed record's ARN in the Authority History database.</p> <p>If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window.</p> <p>If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record.</p> |

### Open a distributed authority record from an authority history record

When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

| Action  | Result  |
|---|---|
| <p>In the authority history record (retrieved by searching or browsing the Authority History database), On the View list click <b>View Authority Record</b> or press &lt;Alt&gt;&lt;K&gt; and then &lt;A&gt; (or &lt;Alt&gt;&lt;J&gt; and then &lt;A&gt;)..</p> | <p>The system searches for the superseded record's ARN in the Authority File.</p> <p>If the search retrieves a record, the record appears in a separate window.</p> <p>If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN.</p> |

## 11 Use Authority History browse results

### Authority History browse results

- Root and expanded indexing is not supported in the Authority History database.
- Headings in browse results are displayed in all-upercase text.

| Results display | Description   |
|-----------------|---|
| Browse Results  | <ul style="list-style-type: none"> <li>• Lists headings from the section of the specified index containing the browsed term or the term that matches it most closely.</li> <li>• Each screen of results lists 20 terms from the specified index.</li> <li>• Each term is hyperlinked to one or more Authority History records that contain the term.</li> <li>• The number of matching records for each term appears in the right column.</li> <li>• When you select a term associated with one record, the system searches for the term in the Authority History database and displays the record.</li> <li>• When you select a term associated with 2 or more records, the system retrieves the Authority History records and displays a search results list.</li> <li>• A jump bar at the top and bottom of the screen provides the following navigation aids: a <b>View Line</b> text box, <b>Next Screen</b> and <b>Previous Screen</b> buttons (view the previous or next screen of Browse Results).</li> </ul> |

### Use Browse Results and authority history records

| Action                                  | Procedure  |
|---|--|
| View next screen                        | At the top or bottom of the screen, click the <b>View List</b> arrow that points to the right.   |
| View previous screen                    | At the top or bottom of the screen, click the <b>View List</b> arrow that points to the left.  |
| View record(s) containing an index term | Click the hyperlinked term.<br>The system displays the Authority History record or a list of records (Search Results screen).  |
| Return to Browse Results                | Click the <b>Browse Results</b> button at the top or bottom of the Search Results screen or the record screen.<br>Or<br>On the Authorities tab, under Browse Options, Authority History, click <b>Browse Results</b> . |
| Return to Search Results                | Click the <b>Search Results</b> button at the top or bottom of the record screen.<br>Or<br>On the Authorities tab, under Browse Options, Authority History, click <b>Search Results</b> .                              |

## Find Authority Records

### Move through Search Results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

| Action  | Procedure   |
|---|---|
| Move forward 10 entries in list                     | Click the <b>right arrow button</b> (right of <b>View List</b> box).  |
| Move back 10 entries in list                        | Click the <b>left arrow button</b> (left of <b>View List</b> box).  |
| View 10 brief entries beginning with specific entry | Type an entry number in the <b>View List</b> box and press <Enter>. <b>Note:</b> For brief results retrieved by selecting an item on a group results display, the brief entries are numbered sequentially from the first record in the first group. |
| View a specific record                              | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.  |

### Actions on search results list

- You can take the following actions on retrieved records by using the Action/Sort list (top right corner of results screen).
- The same actions are available for results displayed when you search by selecting an index term listed in browse results.

| Action   | Result  |
|--|---|
| Flag All on Page   | A check mark appears in the box to the left of each entry on this page of the result set. |
| Clear Flags on Page                                      | Check marks removed from all entries on this page of the results list.                    |
| Flag All Records Retrieved                               | A check mark appears in the box to the left of each entry in the result set (all pages).  |
| Clear All Flags  | Check marks removed from all entries on all pages of the results list.                    |
| Hide See References (See references displayed)           | Hide See reference tracings (4xx fields) for each main entry in the results list.         |
| Hide See Also References (See Also references displayed) | Hide See Also reference tracings (5xx fields) for each main entry in the results list.    |

| Action  | Result   |
|---|--|
| Show See References (See references hidden)           | Show See reference tracings (4xx fields) for each main entry in the results list.      |
| Show See Also References (See Also references hidden) | Show See Also reference tracings (5xx fields) for each main entry in the results list. |
| Sort by Ascending Date                                | Sort the brief entries from earliest date to most recent date.                         |
| Sort by Descending Date                               | Sort the brief entries from most recent date to earliest date.                         |
| Sort by LCCN  | Sort the brief entries in alphanumeric order by LCCN.                                  |
| Sort by Main Entry                                    | Sort the brief entries in alphabetic order by main entry..                             |
| Sort by OCLC ARN                                      | Sort the brief entries in numeric order by LCCN.                                       |

**Move between records (View Record jump bar)**

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record \_ of \_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

| Action                       | Procedure   |
|------------------------------|---|
| View next record in list     | Click the <b>right arrow button</b> (right of <b>View Record</b> box).  |
| View previous record in list | Click the <b>left arrow button</b> (left of <b>View Record</b> box).  |
| View a specific record       | Type an entry number in the <b>View Record</b> box and press <Enter>.   |
| Return to results            | Click the <b>Browse Results</b> or <b>Search Results</b> button at the top or bottom of the record screen.<br>Or<br>On the Authorities tab, under Browse Options, Authority History, click <b>Browse Results</b> or <b>Search Results</b> |

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### Actions on authority history records

| Action                                     | Procedure  |
|--|--|
| View a specific record from search results | Click the hyperlinked entry number for the record you want to view.<br>Or<br>Type an entry number in the <b>View Record</b> box and press <Enter>.       |
| Print Record                               | While viewing the Authority History record,<br>On the Action list click <b>Print Record</b> or press <Alt><K> and then <I> (or <Alt><J> and then <I>)..  |
| Flag Record                                | While viewing the Authority History record,<br>On the Action list click <b>Flag Record</b> or press <Alt><K> and then <F> (or <Alt><J> and then <F>)..   |
| Unflag Record                              | While viewing the Authority History record,<br>On the Action list click <b>Unflag Record</b> or press <Alt><K> and then <F> (or <Alt><J> and then <F>).. |

## Find Authority Records

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### Open authority history record(s) from distributed authority record

When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

#### Notes on this function:

Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available

**Copy of distributed record retrieved.** The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record.

**Viewing a referenced record via a linked 5xx field.** A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

| Action   | Result  |
|--|---|
| In the distributed authority record (retrieved from the Authority File),<br>On the Action list click <b>View Authority History Record(s)</b> or press <Alt><K> and then <H> (or <Alt><J> and then <H>).. | The system searches for the distributed record's ARN in the Authority History database.<br><br>If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window.<br>If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record. |

### Open a distributed authority record from an authority history record

When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

## Find Authority Records

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| Action   | Result  |
|--|---|
| <p>In the authority history record (retrieved by searching or browsing the Authority History database),<br/>                     On the View list click <b>View Authority Record</b> or press &lt;Alt&gt;&lt;K&gt; and then &lt;A&gt; (or &lt;Alt&gt;&lt;J&gt; and then &lt;A&gt;)..</p> | <p>The system searches for the superseded record's ARN in the Authority File.</p> <p>If the search retrieves a record, the record appears in a separate window.</p> <p>If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN.</p> |

**Print screens of browse results or search results**

|   | Action   |
|---|--|
| 1 | In the results display, go to the screen you want to print.  |
| 2 | Click once in the frame that contains the results list.  |
| 3 | In your browser, on the File menu, click <b>Print</b> or on the toolbar click the <b>Print</b> button. |
| 4 | In the Print dialog box, click <b>OK</b> or press <Enter>.   |