

Verify and Control Headings in Bibliographic Records

Last updated: July 8, 2008



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Revision History

Date	Section title	Description of changes
November 2006	1. Add and remove authority control; 2. Control multipart heading	Updated to reflect expanded capability for users with a Full level authorization to replace a master bibliographic record after controlling headings. If the only changes are to normalize the heading (e.g., correct punctuation and capitalization), users can now replace the master record.
June 2008	1. Add and remove authority control	Updated to detail handling of relator subfield \$j in conference name headings (fields 111, 611, 711, and 811).

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1 Add and remove authority control

Authority control functions in Connexion

Authority control function	Description/More Information
Control All Headings and DDC	<ul style="list-style-type: none"> Available in edit mode, in MARC Template view. Select Control All from Edit list.
Multi-control Heading Fields: <ul style="list-style-type: none"> 6xx Second indicator 0 or 4 	<ul style="list-style-type: none"> Available in edit mode, in MARC Template view only. Select Control Heading from Functions list in the 6xx heading field. Can automatically control heading to multiple authority records.
Control Heading Fields: <ul style="list-style-type: none"> 1xx 6xx, 2d indicator 0 or 4 7xx 8xx 	<ul style="list-style-type: none"> Available in edit mode, in MARC Template view. Select Control Heading from Functions list in the heading field.

Automatic updating of controlled headings

- Connexion updates controlled headings in bibliographic records to reflect changes to the corresponding authorized headings in authority records.
- If a controlled heading changes automatically because the authorized heading in the authority record changes, the system indicates this by adding the text `OCLCA` in subfield \$d of the 040 field in the bibliographic record.

Verify and Control Headings in Bibliographic Records

Control heading (1xx, 6xx, 7xx or 8xx field)

	Action
1	Open a bibliographic record (or create a new record) in MARC Template edit view.
2	<p>Existing record: lock the master record. On the Action list click Lock Master Record.</p> <p>Note: You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <ul style="list-style-type: none"> • Heading unchanged. If controlling the heading does not change the heading text in the bibliographic record, then you need at least a Full level authorization to replace the master record. • Normalized heading unchanged. If controlling the heading results in no change to the normalized heading, you can replace the master record with a Full level authorization. This means you can control headings and replace records when the controlling process results in any changes in capitalization, diacritics, and punctuation, or changes to the first indicator. • Heading changed. If controlling the heading does change the heading text, then you usually need an authorization above Full level (for example, Enhance or CONSER) to replace the master record. You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.). • With a Limited authorization, you can lock the master record and control headings. Then save the record for review and completion. • You do not receive a database enrichment credit when you control headings and replace the master record.
3	<ul style="list-style-type: none"> • Move the cursor to an existing field for which authority control is available. Or • Create a field of the type you want by using the Add Single Field function and/or changing the field tag. Then enter or edit the text for the field, if necessary.
4	<p>Open the Functions list and click Control Heading.</p> <p>Result The system searches the Connexion Authority File and retrieves:</p> <ul style="list-style-type: none"> • A single authority record with an exactly matching heading. Or • Multiple authority records with partially matching headings. Or • No matching authority records.

	Action
5	<p>Exact match.</p> <ul style="list-style-type: none"> • If an exact match is found, the heading is automatically controlled in the bibliographic record. The heading is hyperlinked to the exactly matching authority record(s). • No list of results appears. <p>No exact match or no matching records If no single authority record exactly matches the heading searched, if multiple records exist for the heading, or if no matching records are found, the system opens an authority control window.</p> <p>The authority control window contains:</p> <ul style="list-style-type: none"> • Original Heading area. Shows the complete text of the existing heading in the record field. • Heading area. Blank when first displayed. Used when you add a subfield to a controlled heading. • Normalized Query Terms box. Shows the heading as actually searched against the Authority File. • Match buttons. To the right of the query box are buttons used to reissue the search: Match Best only (if no records were found) or both Match Best and Match All (if at least one record was found). • Retrieved records. List of retrieved records. Records are sorted alphabetically by main entry (500 or fewer records). • Modify Heading button. In front of each listed heading. Click this button to revise the heading to add subfields. • Insert Selected Authority button. In front of each listed heading. Click this button to insert the controlled heading in the bibliographic record.

	Action
6	<p>Actions on results list</p> <ul style="list-style-type: none"> • View authority record. In the results list, each heading is linked to the authority record; click the link to view the full record. • Select a heading. From the list of retrieved headings, choose the appropriate heading for use in the record. Click the Insert Selected Authority button in front of the heading you want to use. The heading appears in the bibliographic record as a hyperlink to the authority record. • Look for a better match in the Authority File. In the Normalized Query Terms box at the top of the results screen, construct the heading you want to match. Edit the existing text or type new text. Then click Match Best to do a phrase search or Match All to do a broader word search. • Add subfield(s) to one of the listed headings. Click Modify Heading to begin. See the section titled Add uncontrolled subfield for instructions. • Cancel. To return to the record without adding authority control, click Cancel.
7	<p>When finished editing the record:</p> <ul style="list-style-type: none"> • New record. Add the record to WorldCat. Open the Action list and click Update Holdings or Produce and Update Holdings or Alternate Produce and Update. Or • Existing record. Replace the master record. Open the Action list and click Replace Record or Replace and Update Holdings.

Match heading against authority records

Control Heading, Match Best, and Match All are the buttons used to initiate matching of a heading in a bibliographic record against the Connexion Authority File.

Buttons	Description	Search/Display Order	Note
Control Heading	Automatically inserts heading phrase, if found.	Phrases first, if found, then words	
Match Best	Searches for both phrases and words.	Phrases first, if found, then words	If no results, Match Best is only option.
Match All	Searches words (a broader search than Match Best).	words	If any results, Match All is an option.

Unqualified personal name headings: no automatic control

When you control a personal name heading that is comprised of \$a only, the system requires that you control the heading manually by choosing a matching authority record from the Control Heading results screen.

Example. If the following heading is present in a bibliographic record, and the person being described is a French hornist: Hatfield, Michael. \$4 prf

Verify and Control Headings in Bibliographic Records

If automatically controlled, this heading would be linked to LCCN: n78080498 (Hatfield, Michael). However, the correct heading for the French hornist is represented by: no98070700 (Hatfield, Michael, \$d 1936-).

Manual controlling is required for unqualified personal name headings to ensure that users take time to view an exact match based on text (such as n78080498) and to consider whether a match based on content (such as no98070700) is more appropriate.

Treatment of relator subfields \$4, \$e, and \$u

When a controllable heading ends with a relator subfield (\$4, \$e, and \$u), the relator field and data are automatically appended and inserted into the bibliographic record at the end of the controlled heading **if** an exact match to the heading is found **and if** it is **not** an unqualified personal name heading comprised of \$a only.

For any other type of heading (qualified personal names, corporate names, and conferences), \$4, \$e, and \$u are automatically appended if the heading can be matched to an existing authority record.

Examples of headings that automatically control with relator code present

- 710 20 New York Philharmonic. \$4 prf
- 700 1 Hatfield, Michael, \$d 1936- \$4 prf

Treatment of relator subfield \$j

Conference name headings (fields 111, 611, 711, and 811) may contain a relator subfield \$j. The system does not attempt to match subfield ‡j. If other subfields can be matched, the system adds subfield ‡j to the heading as an uncontrolled subfield. Example of a conference heading that automatically controls with relator code in \$j

711 2_ Alabama History and Heritage Festival \$d (1983; \$c Auburn, Ala).
\$j parent body.

Add controlled subfield

Add a controlled subfield (subdivision) to a field containing a controlled heading.

	Action
1	Open a bibliographic record (or create a new record) in MARC Template edit view.
2	<p>Existing record: lock the master record. On the Action list click Lock Master Record.</p> <p>Note: You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <ul style="list-style-type: none"> • Heading unchanged. If controlling the heading does not change the heading text in the bibliographic record, then you need at least a Full level authorization to replace the master record. • Normalized heading unchanged. If controlling the heading results in no change to the normalized heading, you can replace the master record with a Full level authorization. This means you can control headings and replace records when the controlling process results in any changes in capitalization, diacritics, and punctuation, or changes to the first indicator. • Heading changed. If controlling the heading does change the heading text, then you usually need an authorization above Full level (for example, Enhance or CONSER) to replace the master record. You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.). • With a Limited authorization, you can lock the master record and control headings. Then save the record for review and completion. • You do not receive a database enrichment credit when you control headings and replace the master record.
3	1. Move the cursor to an existing field containing a controlled heading. 2. Open the Functions list and click Uncontrol Heading . The heading text appears in a text box.
4	Type the text of the subfield you want to add. Include the dollar sign, MARC subfield code, and space.
5	Open the Functions list and click Control Heading . Result <ul style="list-style-type: none"> • The system searches the Authority File for the heading that best matches the text. • The system adds the new controlled heading, including the added subfield, in the bibliographic record.

Add uncontrolled subfield

- Add an uncontrolled subfield (subdivision) to a field containing a controlled heading.
- This function works only in the MARC template edit view.

	Action
1	Open a bibliographic record (or create a new record) in the MARC Template edit view.
2	<p>Existing record: lock the master record. On the Action list click Lock Master Record.</p> <p>Note: You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <ul style="list-style-type: none"> • Heading unchanged. If controlling the heading does not change the heading text in the bibliographic record, then you need at least a Full level authorization to replace the master record. • Normalized heading unchanged. If controlling the heading results in no change to the normalized heading, you can replace the master record with a Full level authorization. This means you can control headings and replace records when the controlling process results in any changes in capitalization, diacritics, and punctuation, or changes to the first indicator. • Heading changed. If controlling the heading does change the heading text, then you usually need an authorization above Full level (for example, Enhance or CONSER) to replace the master record. You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.). • With a Limited authorization, you can lock the master record and control headings. Then save the record for review and completion. • You do not receive a database enrichment credit when you control headings and replace the master record.
3	<ol style="list-style-type: none"> 1. Move the cursor to an existing field containing a controlled heading. 2. Open the Functions list and click Uncontrol Heading. The heading text appears in a text box.
4	Type the text of the subfield you want to add. Include the dollar sign, MARC subfield code, and space.
5	Open the Functions list and click Control Heading . Result <ul style="list-style-type: none"> • No matching records. • The heading text (as searched against the Authority File) appears in a new window in the Normalized Query Terms box.
6	<ol style="list-style-type: none"> 1. Select the subfield you added. 2. Cut the selected subfield. Right-click the selected text, and then click Cut. Or on the Edit menu, click Cut.
7	Click Match Best to match the heading without the added subfield. Retrieved matches are listed at the bottom of the window.

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	Action
8	In the list of results, click Modify Heading next to the heading to which you want to add the uncontrolled subfield. The selected heading appears in the Heading area above the Normalized Query Terms box.
9	<ol style="list-style-type: none"> 1. Paste the subfield into the Normalized Query Terms box. Right-click where you want to add the subfield and then click Cut. Or on the Edit menu, click Cut. 2. Click the Modify Heading button to the right of the Normalized Query Terms box. The system adds the subfield to the heading in the Heading area. Note: You can add several uncontrolled subfields at once by typing them into the Normalized Query Terms box with dollar signs, spaces and the appropriate MARC subfield codes. 3. When finished building the heading, click the Insert Selected Authority button to the right of the completed heading (in the Heading area above the Normalized Query Terms box). The system inserts the completed heading in the bibliographic record.

Control all authority headings

	Action
1	Open a bibliographic record (or create a new record) in the MARC Template edit view.
2	<p>Existing record: lock the master record. On the Action list click Lock Master Record. Note: You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <ul style="list-style-type: none"> • Heading unchanged. If controlling the heading does not change the heading text in the bibliographic record, then you need at least a Full level authorization to replace the master record. • Normalized heading unchanged. If controlling the heading results in no change to the normalized heading, you can replace the master record with a Full level authorization. This means you can control headings and replace records when the controlling process results in any changes in capitalization, diacritics, and punctuation, or changes to the first indicator. • Heading changed. If controlling the heading does change the heading text, then you usually need an authorization above Full level (for example, Enhance or CONSER) to replace the master record. You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.). • With a Limited authorization, you can lock the master record and control headings. Then save the record for review and completion. • You do not receive a database enrichment credit when you control headings and replace the master record.
3	On the Edit list click Control All Headings and DDC . The system responds: One or more heading(s) and/or DDC number(s) controlled and linked. If a heading in the record matched a cross reference in the Authority File, the heading in this record has been updated to reflect the established form of the heading. Some headings may still need to be controlled individually.

Verify and Control Headings in Bibliographic Records

	Action
4	<ul style="list-style-type: none"> Click OK. The system controls all headings with unique matches. Or Click Cancel if you decide not to proceed with the Control All action.
5	<p>When finished editing the record:</p> <ul style="list-style-type: none"> New record. Add the record to WorldCat. Open the Action list and click Update Holdings or Produce and Update Holdings or Alternate Produce and Update. Or Existing record. Replace the master record. On the Action list click Replace Record or Replace and Update Holdings.

Remove authority control from field

	Action
1	Move the cursor to the field from which you want to remove authority control.
2	<p>On the Functions list click Uncontrol Heading. The hyperlink from the field text to the authority record is broken.</p>

Control a field with an authority record using cut and paste

	Action
1	<p>With the authority record displayed, select the authority heading.</p> <ol style="list-style-type: none"> Use the mouse to point to the beginning of the text of the heading, then click and drag to highlight the text. On the browser's Edit menu click Copy.
2	<p>Retrieve the bibliographic record containing the field you want to control. Make sure the record is in MARC Template edit view.</p>

	Action
3	<p>Existing record: lock the master record. On the Action list click Lock Master Record. Note: You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <ul style="list-style-type: none"> • Heading unchanged. If controlling the heading does not change the heading text in the bibliographic record, then you need at least a Full level authorization to replace the master record. • Normalized heading unchanged. If controlling the heading results in no change to the normalized heading, you can replace the master record with a Full level authorization. This means you can control headings and replace records when the controlling process results in any changes in capitalization, diacritics, and punctuation, or changes to the first indicator. • Heading changed. If controlling the heading does change the heading text, then you usually need an authorization above Full level (for example, Enhance or CONSER) to replace the master record. You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.). • With a Limited authorization, you can lock the master record and control headings. Then save the record for review and completion. • You do not receive a database enrichment credit when you control headings and replace the master record.
4	<ol style="list-style-type: none"> 1. In the bibliographic record, place the cursor in the field you want controlled. 2. On the browser's Edit menu click Paste. Or Right-click in the text box for the field: on the pop-up menu, click Paste.
5	<p>Open the Functions list for the field you want to control and click Control Heading.</p>

Lock and replace master record: more information

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- See also *OCLC Bibliographic Formats and Standards*, chapter 5 (Quality Assurance).

2 Control multipart subject heading

About the multi-control function

Multi-control functionality	Description
What it does	<ul style="list-style-type: none"> • Makes it easy to control multipart subject headings (6xx fields with second indicator 0 or 4) to one or more authority records. • Available when you use either Control All Headings and DDC (Edit list) or Control Heading (field Functions list) in MARC Template edit view. • Automatically inserts a controlled heading if the heading in the bibliographic record can be fully controlled to either a single or multiple authority records and if the original heading requires no changes in tag, indicators, or text. Or • Opens the Control Multipart Heading window to allow you to control a subject heading (6xx field with 2d indicator 0 or 4) that does not exactly or completely match a single authority record or multiple authority records. • Automatically associates a non qualified personal name heading (\$a only) with an authority record if: <ul style="list-style-type: none"> — The heading is tagged as 6xx — And the \$a is followed by another subfield (e.g., \$x). • Supports best practices for geographic subdivisions by: <ul style="list-style-type: none"> — Moving an incorrectly placed geographic subdivision to a correct position. — Identifying many geographic headings not valid for use as subdivisions. — Restricting insertion of geographic subdivisions in headings not authorized for geographic subdivision.
What it does not do	<ul style="list-style-type: none"> • Multipart control does not <ul style="list-style-type: none"> — Validate the structure of LCSH headings. — Control headings tagged as 1xx, 7xx, or 8xx. — Eliminate the need to control 6xx headings with 2d indicator 0 or 4 individually. When you use Control All, some 6xx headings may not be automatically controlled. To control remaining 6xx headings via the Control Multipart Heading window, use Control Heading (Functions list) for each heading field. — Work in DC Template edit view.
Automatic control	<ul style="list-style-type: none"> • The system automatically controls and links the heading and inserts the controlled heading in the bibliographic record without opening the Control Multipart Heading window when: <ul style="list-style-type: none"> — You are in MARC Template edit view. — A heading exactly matches one or more authority records. — And controlling the heading requires no changes in the field: tag, indicators, subfield codes, or text.

Multi-control functionality	Description
Semi-automatic control Control Multipart Heading window	<ul style="list-style-type: none"> • The window opens automatically when: <ul style="list-style-type: none"> — You are in MARC Template edit view. — You use the Control Heading function for a subject heading (6xx) field with second indicator 0 or 4. And <ul style="list-style-type: none"> — The system cannot automatically control the complete heading to one or more authority records. Or <ul style="list-style-type: none"> — Controlling the heading requires any change in the field: tag, indicators, subfield codes, or text. • Note: Complete or cancel heading control to take other actions. Once the Control Multipart Heading window opens, you must either select a heading to insert, or close the window, or click Cancel before you can take other actions.

Features

Feature	How to use
Heading display area (top of window)	
Original Heading	<ul style="list-style-type: none"> • Presents the heading as it exists in the bibliographic record.
Modified Heading	<ul style="list-style-type: none"> • Work area in which you build a revised heading by selecting a main entry and subfields.
List of matching headings	
Main entries	<ul style="list-style-type: none"> • Headings listed first represent the fullest form of the heading in the bibliographic record. • As many other subfields of the original heading as possible are also controlled, either to the same authority record or to other matching records. • Insert listed heading in record. To insert a heading in the bibliographic record without revision, click Insert Heading. • Build new heading. To use a heading as a base for building a new heading, click Modify Heading to place the heading in the Modified Heading work area. • When you click Modify Heading, all other controlled main entries disappear from the list. Subfields remain in the list, and the Append to Heading buttons become active.

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Feature	How to use
Subfields	<ul style="list-style-type: none"> Headings listed below main entries represent subfields other than \$a of the original heading. The Append to Heading buttons are inactive until you select a controlled main entry to move to the Modified Heading work area. Once the Modified Heading area contains a controlled main entry, select the subfield(s) to add. Click Append to Heading for each subfield.
Hyperlink to authority record	<ul style="list-style-type: none"> Headings that match authority records are hyperlinked to the appropriate records in the Authority File. View linked authority record. Click the hyperlinked heading to view the authority record. LCCN for linked record. Hover the mouse pointer over a hyperlink to see a tooltip that contains the LCCN.
Retry search for matching headings (bottom of window)	
New Query box	<ul style="list-style-type: none"> Search again. To search for authority records for a new heading, <ol style="list-style-type: none"> Check the text in the New Query box for misspellings, omissions, or other errors. Correct or revise the text as necessary. Click Match Best.

Buttons

Button	How to use
Heading display area (top of window)	
Cancel	<ul style="list-style-type: none"> Cancel the Control Heading action and return to the bibliographic record.
Undo	<ul style="list-style-type: none"> Reverse the last action taken on the screen.
Insert Heading	<ul style="list-style-type: none"> Insert the heading shown in the Modified Heading area in the bibliographic record.
Help (top right)	<ul style="list-style-type: none"> View a context-specific Help topic that explains how to use the window.
List of matching headings	
Modify Heading	<ul style="list-style-type: none"> Select a heading as the base for a new heading. Move the selected heading to the Modified Heading work area.
Insert Heading	<ul style="list-style-type: none"> Insert a controlled heading in the bibliographic record as listed.
Append to Heading	<ul style="list-style-type: none"> Add a subdivision heading to a base heading in the Modified Heading work area.
Retry search for matching headings (bottom of window)	
Match Best	<ul style="list-style-type: none"> Search the Authority File for record(s) that exactly match the text of the heading in the New Query box. Searches for the heading phrase only. Does not search for individual words of the heading.

Procedure: control a multipart subject heading

	Action
1	<ul style="list-style-type: none"> • Open a bibliographic record (or create a new record) in MARC Template edit view.
2	<p>Existing record: lock the master record.</p> <ul style="list-style-type: none"> • On the Action list click Lock Master Record. <p>Note: You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <ul style="list-style-type: none"> • Heading unchanged. If controlling the heading does not change the heading text in the bibliographic record, then you need at least a Full level authorization to replace the master record. • Normalized heading unchanged. If controlling the heading results in no change to the normalized heading, you can replace the master record with a Full level authorization. This means you can control headings and replace records when the controlling process results in any changes in capitalization, diacritics, and punctuation, or changes to the first indicator. • Heading changed. If controlling the heading does change the heading text, then you usually need an authorization above Full level (for example, Enhance or CONSER) to replace the master record. You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.). • With a Limited authorization, you can lock the master record and control headings. Then save the record for review and completion. • You do not receive a database enrichment credit when you control headings and replace the master record.
3	<p>Example: 650 _0 Teacher educators \$v Congresses \$z Texas In this heading, the geographic subdivision (\$z) is incorrectly positioned.</p> <p>1. On the Functions list, click Control Heading.</p> <p>Result:</p> <ul style="list-style-type: none"> • The Control Multipart Heading window opens. • The first suggested replacement heading is 650 _0 Teacher educators \$z Texas \$v Congresses <ul style="list-style-type: none"> — The geographic subdivision is correctly placed (after \$a Teacher educators). — The main entry, Teacher educators, is highlighted in aqua to indicate that it can be subdivided geographically. — The heading is fully controlled to 3 separate authority records.

	Action
4	<ul style="list-style-type: none"> To the left of heading 1, click Insert Heading. <p>Result:</p> <ul style="list-style-type: none"> The Control Multipart Heading window closes automatically. The system inserts the new controlled heading in the bibliographic record.
5	<p>When finished editing the record:</p> <ul style="list-style-type: none"> New record. Add the record to WorldCat. Open the Action list and click Update Holdings or Produce and Update Holdings or Alternate Produce and Update. Or Existing record. Replace the master record. Open the Action list and click Replace Record or Replace and Update Holdings.

Multipart control results: labels explained

- The table explains the labels, highlighting, and symbols that may appear with a retrieved matching heading.

Label or symbol	Purpose/meaning
List of matching headings	
Fully controlled	<ul style="list-style-type: none"> All elements in the heading exactly match single authority records.
Multi-controlled	<ul style="list-style-type: none"> At least one element in the heading matches more than one authority record.
Partially controlled	<ul style="list-style-type: none"> Only one element in the heading exactly matches a single authority record.
Subdivision record	<ul style="list-style-type: none"> The heading element matches a 18x authority record. Or The geographic subdivision matches a 781 field in a 151 authority record.
[Tag only]	<ul style="list-style-type: none"> The entire heading is associated with a single authority record.
151 form	<ul style="list-style-type: none"> The geographic subdivision matches the 151 form of the heading. No 781 field was found in the 151 authority record.
>> Match to cross reference in one authority record	<ul style="list-style-type: none"> Double angle brackets indicate that the heading does not match a record for an established heading but does match a cross reference. When the cross reference appears in a single authority record, the system automatically suggests heading(s) using the preferred form.

Verify and Control Headings in Bibliographic Records

Label or symbol	Purpose/meaning
>> Match to cross reference in multiple authority records	<ul style="list-style-type: none"> • Double angle brackets indicate that the heading does not match a record for an established heading but does match a cross reference. • When the cross reference appears in two or more authority records, the system does not automatically suggest controlled heading(s) using the preferred forms. • All cross-referenced forms are listed. You select the preferred form most appropriate for use in the record you are editing.
Requested control is for an unqualified personal name	<ul style="list-style-type: none"> • Indicates that you should check the linked authority record before inserting the heading, to verify that this is an appropriate subject heading for the name in the bibliographic record.
Not valid for use as a subdivision	<ul style="list-style-type: none"> • The system determined that this element is invalid for use as a subdivision. • You cannot append this element when building a heading.
Not valid for use-- Reference record	<ul style="list-style-type: none"> • The form of the main entry in the bibliographic record matches a reference record. • The current form cannot be used to build a controlled heading. • In the New Query box, revise the text and retry the search for a matching authority record.
No authority record found	<ul style="list-style-type: none"> • The heading or subdivision was not matched to an authority record. • Check the heading or subdivision for typing errors.
Highlighting: Aqua	<ul style="list-style-type: none"> • The main entry can be subdivided geographically. • You can build a controlled heading by appending a geographic subdivision.
Highlighting: Fuchsia	<ul style="list-style-type: none"> • The highlighted elements of the heading exactly match a single authority record. However, they are separated by a geographic subdivision.

More examples

Example	Result of Control Heading request
Automatic full control to multiple authority records 650 _0 Teacher educators \$z Texas \$v Congresses	<ul style="list-style-type: none"> • Connexion automatically controls the heading to 3 authority records. • The Control Multipart Heading window does not open.

Example	Result of Control Heading request
<p>Unqualified personal name and invalid geographic subdivision</p> <p>600 10 Houston, Bud \$v Anecdotes \$z Ohio</p>	<ul style="list-style-type: none"> • The Control Multipart Heading window opens. • The first suggested heading is 600 10 Houston, Bud \$v Anecdotes • The invalid geographic subdivision is removed and the heading is fully controlled to 2 authority records. • A warning message appears if you try to add the geographic subdivision.
<p>Original main entry matches 2 cross references</p> <p>650 _0 Alms and almsgiving \$z Mississippi \$x Accounting</p>	<ul style="list-style-type: none"> • The Control Multipart Heading window opens. • The main entry matches cross references to 2 preferred headings. Both preferred forms are listed: <i>Charity</i> and <i>Charities</i>. • Click Modify Heading for either heading. • The system suggests a list of headings. • Click Insert Heading for heading 2 to insert the suggested heading, without the geographic subdivision.
<p>Original main entry not matched; requires correction and new query</p> <p>651 _0 Mississippi Country (Mo.) \$x History, Military \$v Diaries</p>	<ul style="list-style-type: none"> • The Control Multipart Heading window opens. • The system shows no match for the main entry (due to a misspelling). • In the New Query box, correct Country to County in \$a. Then click Match Best. • The system returns an exact match for the complete corrected heading and presents it as heading 1 in the Control Multipart Heading window. • Click Insert Heading to insert heading 1 in the bibliographic record.

Authority control functions in Connexion

Authority control function	Description/More Information
Control All Headings and DDC	<ul style="list-style-type: none"> • Available in edit mode, in MARC Template view. • Select Control All from Edit list.
Multi-control Heading Fields: <ul style="list-style-type: none"> • 6xx • Second indicator 0 or 4 	<ul style="list-style-type: none"> • Available in edit mode, in MARC Template view only. • Select Control Heading from Functions list in the 6xx heading field. • Can automatically control heading to multiple authority records. • More information: Provided in the other sections of this topic.
Control Heading Fields; <ul style="list-style-type: none"> • 1xx • 6xx, 2d indicator 0 or 4 • 7xx • 8xx 	<ul style="list-style-type: none"> • Available in edit mode, in MARC Template view. • Select Control Heading from Functions list in the heading field.

**Lock and replace
master record: more
information**

-
- See also *OCLC Bibliographic Formats and Standards*, chapter 5 (Quality Assurance).

3 Authority control available

Why use authority control?

- Standardize names of persons, corporations/organizations/agencies, and conferences associated with Web resources.
- Improve retrieval performance for name and subject searches by enforcing consistent use of the most current, correct forms.
- Enable automatic updating of headings for names and subjects.

Authority control available in MARC Template view only

- Automated authority control functions are available only in MARC Template edit view.
- To use authority control, switch to MARC Template view. Or search or browse the Authority File and copy the appropriate heading from an authority record to the field in the bibliographic record.
- Headings controlled in MARC Template view remain controlled if you switch to DC Template view.

MARC to Dublin Core mapping of Controllable fields in bibliographic records

	MARC view	Dublin Core view
Personal name	100 600 700 800	Creator.namePersonal Subject.namePersonal.LCSH Contributor.namePersonal Relation.isPartofSeries.MARC21-800
Corporate name	110 610 710 810	Creator.nameCorporate Subject.nameCorporate.LCSH Contributor.nameCorporate Relation.isPartofSeriesMARC21-810
Conference name	111 611 711 811	Creator.nameConference Subject.nameConference.LCSH Contributor.nameConference Relation.isPartofSeries.MARC21-811
Library of Congress subject heading	650 651	Subject.topical.LCSH Subject.geographic.LCSH
Dewey Decimal Classification number	082 092	Subject.class.DDC Subject.classLocal.DDC
Uniform titles	130 630 730 830	Title.uniform Title.uniform Title.alternative.Uniform Relation.isPartofSeries.MARC21-830

Unavailable actions on authority controlled fields

Unavailable action	To make action available
Edit a controlled field	On the Functions list, click Uncontrol Heading .

Verify and Control Headings in Bibliographic Records

Unavailable action	To make action available
Clear text from a controlled field	On the Functions list, click Uncontrol Heading . Then open the Functions list and click Delete Text .

Note on Library of Congress Subject Heading authority control

LCSH authority control is based on available authority records. Authority records do not exist for all possible valid LCSH strings. Thus a heading may be only partly controlled, depending on what authority records are available. Multiple authority records can be used to control one heading in a bibliographic record.

For example, in the heading

```
650_0 Ferrets $z Missouri $x Age
```

subfields a (Ferrets) and z (Missouri) and x (Age) are represented by separate authority records.

In the following example, the geographic subdivision, \$z Missouri \$z Springfield, cannot be controlled because there is no 781 field present for it.

```
650 _0 Ferrets $z Missouri $z Springfield $x Age
```

Punctuation

The system automatically supplies punctuation for partially and completely controlled fields in bibliographic records.

4 Automatic compliance with Library of Congress authority records

Automatic compliance with Library of Congress authority records The system enforces compliance with Library of Congress standards and practices when you add authority control to bibliographic records. Compliance is triggered by the particular LC authority record being used to supply authority control, **not** the field in the bibliographic record to which you apply authority control. **Note:** If you add headings but do not authority control them, the system will not enforce compliance with Library of Congress practice.

Important: The examples below are not intended to be an exhaustive listing of all possible cases of compliance.

Restrictions on headings The table below describes some common examples of restrictions on headings based on the codes in the 008 field in the Library of Congress authority record.

LC MARC coding that initiates compliance	Field and heading in bibliographic record	Result in bibliographic record (field conversion supplies authority control)
008/16 = b (Ser use)	830 _0 Today (London, England)	730 _0 Heading cannot be used as a series
008/14 = b (Name use)	651 0_ Loire River Valley (France)	Heading retained as entered, but not authority controlled.
	610 20 \$a Ohio	651 _0 Ohio
008/09 = b (Auth / Ref)	650 _0 Area	Heading retained as entered, but not authority controlled. Results set when available.
008/15 = b (Subj use)	651 _0 Ceylon	
008/14 = b (Name use)	700 3_ Walz family	600 30 Heading cannot be used as a name. Heading only valid as a subject.

Error correction

Error corrected	Error not corrected
Field tags (in some cases) Miscoded subfields	Data entry errors, such as typos

Geographic subfields When adding authority control to a geographic subfield (\$z), the system uses the 781 field, if available, then the 151. Because not all authority records currently contain 781 fields, in some cases, a geographic subfield cannot be controlled in its correct form.

5 MARC controllable fields

MARC controllable fields

Field	1st Indicator	2nd Indicator	Note
100			
110			
111			
130			
600		0,4	When the 2nd indicator is 4, the field can be matched against the LC authority file and controlled by LC Subject Headings. If controlled the 4 automatically converts to 0.
610		0,4	
611		0,4	
630		0,4	
650		0,4	
651		0,4	
700			
710			
711			
730			
800			
810			
811			
830			

MARC controllable subfields

Note: Not all topical subdivisions have authority records.

Subfield	Controlled by
Topical subdivisions (\$x)	Subdivision authority records (180)
Genre subdivisions (\$v)	Subdivision authority records (185)
Chronological (\$y)	Subdivision authority records (182)
Geographic subdivisions (\$z)	When correct in authority records (151) or 781 fields in authority records

MARC uncontrollable fields

Field	1st Indicator	2nd Indicator	Note
240			Field 240 cannot be controlled
400			

Verify and Control Headings in Bibliographic Records

Field	1st Indicator	2nd Indicator	Note
410			
411			
430			
440			
490			
6xx		1 2 3 5 6 7	Children's subject headings MeSH subject headings NAL subject headings Canadian subject headings RVM French Canadian subject headings Requires presence of \$2 and valid scheme
655			