

Create Authority Records

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Revision History

| Date | Section title | Description of changes |
|---------------|---|---|
| November 2003 | All sections on creating records. 5. Import bibliographic or authority records | Updated to refer to new and renamed constant data functions: Apply Default CD, Apply CD By Name, and Apply CD From List. Section added to document the new capability to import authority records. |
| July 2004 | Sections 1 through 4 | Minor updates to information on review of authority records, reflecting new functionality to support peer review of bibliographic or authority records.. |
| June 2005 | All sections on creating records. | Updated to reflect migration of the Authority File to a single database on a new platform. |

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1 Create name authority records: overview

About new name authority records

- Records added to the OCLC Authority File and transmitted to the Library of Congress for approval and distribution.
- The system assigns an OCLC authority record number (ARN) and a Library of Congress control number (LCCN) to each new record. The same ARN and LCCN identify the record in the OCLC Authority File.
- For approved records, the Library of Congress supplies a date/time entered in field 005.
- Newly added master records remain locked in the OCLC Authority File until approved by Library of Congress.
- Validation rules are applied to new Authority File records.
- You cannot export a new record not yet added to the Authority File. Only records with OCLC authority record control numbers (ARNs) can be exported.

Who can create name authority records?

- Users with a Limited or higher authorization level can create name records using any method (complete a workform, derive an existing record, generate from a heading in bibliographic record).
- Only NACO-authorized users (authorization levels NACO Regular, NACO National, or Enhance National) can add new records to the Authority File.

When to create a name authority record

- When no authority record exists for a heading.
- When you have sufficient information to create a complete and accurate authority record for the heading.

Name authority records only

- The system supports creation of name authority records only.
- You can create records for the following heading types:
 - Personal name
 - Corporate name
 - Conference name
 - Series
 - Uniform title

Subject authority records

The system allows you to:

- Edit an existing subject authority record (local edit mode)
- Save a subject authority record in the Connexion Authority Save File
- Export an existing subject authority record (modified or unmodified)

You cannot

- Create a subject authority record from a workform

Create Authority Records

- Create a subject authority record by cloning an existing record or generating a record from a subject heading in a bibliographic record
- Add a subject authority record to the Authority File
- Lock, edit, and replace a master subject authority record

Guidelines and standards

You should be familiar with the guidelines, input standards, and related information provided in the following documents:

- *NACO Participants' Manual, Second Edition* The manual lists additional documentation for reference by NACO participants. The Library of Congress provides NACO documentation on the LC web site at < <http://www.loc.gov/catdir/pcc/naco.html> >
- MARC21 Authority Format documentation, including latest updates. The MARC21 Concise Format for Authorities is available via the LC web site at:< <http://lcweb.loc.gov/marc/authority/ecadhome.html> >

Context-sensitive Help on MARC fields

- Fields in Connexion authority records are linked to the corresponding sections of online documentation:
- **Fixed-field elements** link to Appendix D, Fixed Field Equivalents, in the online version of the *OCLC Authorities User Guide*.
—Click the **Help** button above the fixed field area or click the name of a fixed field element.
- **Variable fields** link to sections of the *MARC21 Concise Format for Authority Data* via the Library of Congress web site.
—**Display mode:** Click the tag for the field.
—**Edit mode:** Open the Functions list (right end of field) and click Help.

Check for existing records

- Before creating a name authority record, search and/or browse the Authority File to verify that no record exists for the heading. Search thoroughly for alternative forms of the heading.
- In addition, search WorldCat for bibliographic records that contain the heading. Search thoroughly for alternative forms.

Review existing records

If you find record(s) in the Authority File that match your search criteria, review them to decide whether any existing record accurately represents the heading you want to use.

Create Authority Records

| If you find | Then |
|--|--|
| Record exactly matching the heading you want to use | <ul style="list-style-type: none"> Use the record in its current form. Or Edit (revise) the existing record to correct or supplement the information it provides about the heading and then replace it in the Authority File. |
| Record nearly matching the heading you want to use | Derive the record to reuse applicable information that and then revise the derived record as needed. Then add the new record to the Authority File. |
| Heading used in a bibliographic record that meets NACO criteria for a heading source | Use the heading field to generate a base record for the new heading. |
| No matching records | Create a name authority record for the heading. |

Create record

Methods for create a name authority record

| Method | Description | When to use |
|---|---|--|
| Name workform | <ul style="list-style-type: none"> Select a name authority workform to supply default variable fields and fixed field values. Include constant data in workform if desired. | <ul style="list-style-type: none"> No authority record exists for the heading you want to use. And No authority record exists for a related or similar heading. And The heading is not used in a bibliographic record that meets NACO criteria for a source record. |
| Existing record (Derive Authority Record) | <ul style="list-style-type: none"> Transfer content from an existing authority record to create a new base record. Apply constant data if desired. | <ul style="list-style-type: none"> No authority record exists for the heading you want to use. But An authority record exists for a related or similar heading. |
| Heading in bibliographic record Generate Authority | <ul style="list-style-type: none"> Generate a completed name authority workform from a heading in a bibliographic record. Apply constant data if desired. | <ul style="list-style-type: none"> No authority record exists for the heading you want to use. And No authority record exists for a related or similar heading. But The heading is used in a bibliographic record that meets NACO criteria for a source record. |

Create Authority Records

Apply constant data

- To save keystrokes, create authority constant data records and select one to use as default constant data.
- In your default constant data, specify whether to apply all fields, fixed field only, or variable fields only.
- You can include default constant data when you create a new record from a workflow.
- After cloning an existing authority record or generating a record from a name heading, you can take the **Apply Default CD** action to incorporate default constant data. Or use **Apply CD By Name** or **Apply CD From List** to apply a specific constant data record.

Add record or save for later completion

Add record to Authority File

- Finish editing the new record and validate it. Correct any validation errors.
- Search the Authority File again immediately before adding the new record to verify that no other user has created a record for the heading since you began working on your record.
- If you find no existing record for the resource, take the **Add Record** action to add it to the Authority File.

Save record

- Take the **Save Record** action to place the record in the Connexion Authority Save File for further review and/or editing.

Caution

- If you exit the system without saving the new record or adding it to the Authority File, your record is lost.

Submit new record for review

In the following situations, submit new authority records for review by Library of Congress staff before adding them to the Authority File:

- You are a newly authorized NACO participant required to submit work for review by Library of Congress staff.
- You are not required to submit work for review, but you have a question about a name authority record you have modified.

2 Create name authority record from workform

When to use a name authority workform

- No authority record exists for the heading you want to use.
- No authority record exists for a related or similar heading.
- The heading is not used in a bibliographic record that meets NACO criteria for a source record.

Name authority workforms provided

The system provides workforms for the following types of name authority records.

- Personal name
- Corporate name
- Conference name
- Series
- Uniform title

Each workform includes

- Default fixed-field values
- Main entry field appropriate for the record type
- Cross-reference field appropriate for the record type

The **create a blank record** option provides a generic name workform. This workform does not supply a valid fixed field for any record type.

Use a name authority workform

| | Action |
|---|--|
| 1 | On the Authorities tab, under Create, click Authorities . The Create in Authorities Database screen appears. |
| 2 | At the top of the screen, check the format shown in the text box (MARC or MARC Text Area). To change the record format, open the list and click the format you want to use. Default setting: Based on the default authority record view you selected on the Authority Options screen. |
| 3 | Select the workform for the type of authority record you want to create. Or Select the button labeled Create a blank record to obtain a generic name authority workform. Default setting: Personal Name selected. |
| 4 | To include content from your default constant data, select the check box labeled Include Default Constant Data . Default setting: Check box cleared; default constant data not added to workform. |

| | Action |
|---|---|
| 5 | <p>Click Create.</p> <ul style="list-style-type: none"> The workform type you selected appears in local edit mode. NEW appears in the OCLC: field in place of an OCLC authority record number (ARN). |
| 6 | <p>Complete the record.</p> <ul style="list-style-type: none"> Enter content to create a complete and accurate authority record. If appropriate, apply constant data to the new record. On the Edit list click Apply Default CD to apply your default constant data. Or On the Edit list click Apply CD By Name or Apply CD From List to apply a specific constant data record. |
| 7 | <p>Add the record to the Authority File. Go to step 8 for instructions. Or Save the record for further editing and/or review.</p> <ul style="list-style-type: none"> On the Action list, click Save Record to add the record to the Connexion Authority Save File. Assign a status appropriate for the record's position in your workflow. |
| 8 | <p>Prevent duplicate records</p> <ul style="list-style-type: none"> Search the Authority File immediately before adding the new record verify that no other user has created a record for the heading since you began working on your record. <p>Add new record</p> <ul style="list-style-type: none"> If you find no existing records, open the Action list and click Add Record. <p>Results</p> <ul style="list-style-type: none"> The system validates the record. If the system reports validation errors, make the necessary corrections and retry adding the record. When the record is valid, the system adds it to the OCLC Authority File and assigns an OCLC authority record number (ARN) and a Library of Congress control number (LCCN). Your copy of the record is displayed in local edit mode. |

Constant data

- To save keystrokes when creating or revising authority records, create **authority constant data records**.
- In each constant data record, enter notes and other data you use frequently when creating or editing a particular category of authority record.
- For details on creating and using constant data, search Help using the keyword **constant data**.

Submit new record for review

In the following situations, submit new authority records for review by Library of Congress staff before adding them to the Authority File:

- You are a newly authorized NACO participant required to submit work for review by Library of Congress staff.
- You are not required to submit work for review, but you have a question about a name authority record you have modified.

3 Create name authority record from existing record

When to derive an existing name authority record

- No authority record exists for the heading you want to use.
- An authority record exists for a related or similar heading.

Two methods to derive an existing record

- Retrieve a name authority record and take the **Derive New Record** action.
- Or, while editing a bibliographic record (MARC edit view only), select a controlled name heading and use the **Derive Authority** function.

Derive name authority record from retrieved record or workform

| | Action |
|---|--|
| 1 | <p>Retrieve a name authority record that describes a heading that resembles or is related to the heading for which you want to create a record. You can also derive a new authority record from an edited or unedited authority workform. Display or edit the full record.</p> <p>Note: The Derive New Record action is available in display mode or edit mode.</p> |
| 2 | <p>On the Edit list, click Derive New Record.</p> <p>Results The Derive New Record action</p> <ul style="list-style-type: none"> • Transfers selected content and/or supplies default fields/values to produce a new record based on the derived record. • Presents the resulting record in local edit mode. • Inserts <i>NEW</i> in the OCLC: field in place of an OCLC authority record number (ARN). |
| 3 | <p>Complete the record.</p> <ul style="list-style-type: none"> • Edit the transferred/supplied content and/or add information to create a complete and accurate record for the new heading. <p>If appropriate, apply constant data to the new record.</p> <ul style="list-style-type: none"> • On the Edit list click Apply Default CD to apply your default constant data. Or • On the Edit list click Apply CD By Name or Apply CD From List to apply a specific constant data record. |

| | Action |
|---|---|
| 4 | <p>Add the record to the Authority File. Go to step 5 for instructions.</p> <p>Or</p> <p>Save the record for further editing and/or review.</p> <ul style="list-style-type: none"> On the Action list, click Save Record to add the record to the Connexion Authority Save File. Assign a status appropriate for the record's position in your workflow. |
| 5 | <p>Prevent duplicate records</p> <ul style="list-style-type: none"> Search the Authority File immediately before adding the new record verify that no other user has created a record for the heading since you began working on your record. <p>Add new record</p> <ul style="list-style-type: none"> If you find no existing records, open the Action list and click Add Record. <p>Results</p> <ul style="list-style-type: none"> The system validates the record. If the system reports validation errors, make the necessary corrections and retry adding the record. When the record is valid, the system adds it to the OCLC Authority File and assigns an OCLC authority record number (ARN) and a Library of Congress control number (LCCN). Your copy of the record is displayed in local edit mode. |

Derive name authority record from controlled name heading

| | Action |
|---|---|
| 1 | <p>Retrieve a bibliographic record that contains the heading from which you want to derive a new name authority record.</p> <p>Open the full record in MARC edit view (local edit mode or master edit mode).</p> <p>Note: The Derive New Record function is not available in MARC Text Area view, Dublin Core view, or DC Text Area view.</p> |
| 2 | <p>Move to the controlled name heading field you want to use to derive the new record.</p> |
| 3 | <p>Open the Functions list (right end of field) and click Derive Authority.</p> <p>Results</p> <p>The Derive Authority function</p> <ul style="list-style-type: none"> Retrieves the linked record from the Authority File. Transfers selected content and/or supplies default fields/values to produce a new record based on the derived record. Presents the resulting record in local edit mode. Inserts NEW in the OCLC: field in place of an OCLC authority record number (ARN). <p>The resulting workflow appears a new browser window in local edit mode, using your default edit view for authority records (MARC or MARC Text Area).</p> |
| 4 | <p>Complete the record.</p> <ul style="list-style-type: none"> Edit the transferred/supplied content and/or add information to create a complete and accurate record for the new heading. <p>If appropriate, apply constant data to the new record.</p> <ul style="list-style-type: none"> On the Edit list click Apply Default CD to apply your default constant data. <p>Or</p> <ul style="list-style-type: none"> On the Edit list click Apply CD By Name or Apply CD From List to apply a specific constant data record. |

| | Action |
|---|---|
| 5 | Add the record to the Authority File. Go to step 6 for instructions. Or Save the record for further editing and/or review. <ul style="list-style-type: none"> On the Action list, click Save Record to add the record to the Connexion Authority Save File. Assign a status appropriate for the record's position in your workflow. |
| 6 | <p>Prevent duplicate records</p> <ul style="list-style-type: none"> Search the Authority File immediately before adding the new record verify that no other user has created a record for the heading since you began working on your record. <p>Add new record</p> <ul style="list-style-type: none"> If you find no existing records, open the Action list and click Add Record. <p>Results</p> <ul style="list-style-type: none"> The system validates the record. If the system reports validation errors, make the necessary corrections and retry adding the record. When the record is valid, the system adds it to the OCLC Authority File and assigns an OCLC authority record number (ARN) and a Library of Congress control number (LCCN). Your copy of the record is displayed in local edit mode. |

Content transferred to derived record

When you derive a name authority record (either method) the system

- Replaces the ARN with NEW.
- Replaces fixed-field data with defaults and fill characters ().
- Supplies new field 040: subfields \$a and \$c contain the NUC symbol of the institution that derives the record.
- Transfers variable fields 1xx-6xx.
- Deletes variable fields and data in fields with tags less than 100 (except field 040).

The system does not transfer:

- Field 005: Date/time entered.
- Field 010: Library of Congress control number (LCCN).

Constant data

- To save keystrokes when creating or revising authority records, create **authority constant data records**.
- In each constant data record, enter notes and other data you use frequently when creating or editing a particular category of authority record.
- For details on creating and using constant data, search Help using the keyword **constant data**.

Submit new record for review

In the following situations, submit new authority records for review by Library of Congress staff before adding them to the Authority File:

Create Authority Records

- You are a newly authorized NACO participant required to submit work for review by Library of Congress staff.
- You are not required to submit work for review, but you have a question about a name authority record you have modified.

4 Generate authority record from name heading

When to generate an authority record from a name heading

- No authority record exists for the heading you want to use.
- No authority record exists for a related or similar heading.
- The heading is used in a bibliographic record that meets NACO criteria for a source record.

Use the Generate Authority function

| | Action |
|---|--|
| 1 | <p>Retrieve a bibliographic record that contains the heading for which you want to create a record. Open the full record in MARC edit view (local edit mode or master edit mode). Note: The Generate Authority function is not available in MARC Text Area view, Dublin Core view, or DC Text Area view.</p> |
| 2 | <p>Move to the name heading field you want to use to generate the new record. Headings you can use</p> <ul style="list-style-type: none"> • 100, 110, 111, 130, 240, 440, • 600, 610, 611, 630, 651 • 700, 710, 711, 730 • 800, 810, 811, 830 |
| 3 | <p>Open the Functions list (right end of field) and click Generate Authority.</p> <p>Results The Generate Authority function</p> <ul style="list-style-type: none"> • Extracts appropriate elements from the selected field and supplies new tags and subfields or removes them as needed • Rearranges and adds the data from the bibliographic record to a name authority workform in the following order: <ul style="list-style-type: none"> — Fixed field — 040 with default MARC Organization Code (NUC symbol) — 022 (if any) — 1xx — 4xx (if any) — 642-646 (if any) — 670 • Supplies NEW in the OCLC: field in place of an OCLC authority record number (ARN). <p>The resulting workform appears a new browser window in local edit mode, using your default edit view for authority records (MARC Template or MARC Text Area).</p> |

| | Action |
|---|--|
| 4 | Complete the record. <ul style="list-style-type: none"> Edit the generated content and/or add information to create a complete and accurate record for the new heading. If appropriate, apply constant data to the new record. <ul style="list-style-type: none"> On the Edit list click Apply Default CD to apply your default constant data. Or On the Edit list click Apply CD By Name or Apply CD From List to apply a specific constant data record. |
| 5 | Add the record to the Authority File. Go to step 6 for instructions. Or Save the record for further editing and/or review. <ul style="list-style-type: none"> On the Action list, click Save Record to add the record to the Connexion Authority Save File. Assign a status appropriate for the record's position in your workflow. |
| 6 | Prevent duplicate records <ul style="list-style-type: none"> Search the Authority File immediately before adding the new record verify that no other user has created a record for the heading since you began working on your record. Add new record <ul style="list-style-type: none"> If you find no existing records, open the Action list and click Add Record. Results <ul style="list-style-type: none"> The system validates the record. If the system reports validation errors, make the necessary corrections and retry adding the record. When the record is valid, the system adds it to the OCLC Authority File and assigns an OCLC authority record number (ARN) and a Library of Congress control number (LCCN). Your copy of the record is displayed in local edit mode. |

Name heading mapped to workflow

When you run the Generate Authority function to create an authority workflow based on a name heading in a bibliographic record, the selected heading field is mapped to the authority workflow as shown in the following table, subject to modifications which follow the table:

| Bibliographic heading field | Resulting authority heading field |
|--|--|
| 100, 600, 700, 800 | 100 |
| 110, 610, 710, 810 (except if the first indicator is 1 and only subfield \$a is present) (1) | 110 |
| 111, 611, 711, 811 | 111 |
| 130, 440, 630, 730, 830 (2) | 130 |
| 110, 610, 710 (if the first indicator is 1 and only subfield \$a is present) | 151 |
| 651 | 151 |
| 240 (with a corresponding 1xx field) | 1xx |

| Bibliographic heading field | Resulting authority heading field |
|---|-----------------------------------|
| <p>Notes: (1) In this case, the field is mapped to field 151 and the first indicator is set to blank. (2) Indicators are ignored for fields 130, 630, 730, and 830, since uniform titles should not contain nonfiling indicators other than 0.</p> | |

Modifications to mapped fields in the authority record

- The completed authority workform retains heading text and subfield codes from the bibliographic record. The workform also retains first indicators, with the exceptions noted above.
- For all selected headings, any occurrences of subfields \$4, \$e, \$o, or \$u are deleted.
- If 111, 611, or 711 is selected, contains subfield \$n, and does not contain subfield \$t, subfield \$n and all successive subfields are deleted.
- If 240 is selected, based on the assumption that a corresponding 1xx field is also in the bibliographic record, the text of field 240 subfield \$a is appended to the corresponding 1xx heading as subfield \$t followed by any successive field 240 subfields.
- If 440 is selected and contains an initial article (that is, the second indicator is a value other than 0) the initial characters are removed based on the indicator value, and the first character of the remaining heading is made uppercase.
- If 440 is selected and contains subfield \$x, subfield \$x is deleted.
- If 440, 800, 810, 811, or 830 is selected and contains subfield \$v, subfield \$v is deleted.
- If 600, 610, 611, 630, or 651 is selected, only the name, name-title, or uniform title portions of the 6xx field are retained. Subfields \$v, \$x, \$y, or \$z are deleted.
- When unnecessary subfields are deleted, any succeeding punctuation in the remaining heading is also removed. A period is retained if the final character of the heading is an initial or is one of the following abbreviations:

| | | |
|-------|-------|-------|
| Abt. | afd. | avd. |
| Bro. | Bros. | cent. |
| Cia. | Cie. | Co. |
| Corp. | Dept. | etc. |
| Inc. | Ltd. | |

Constant data

- To save keystrokes when creating or revising authority records, create **authority constant data records**.

Create Authority Records

- In each constant data record, enter notes and other data you use frequently when creating or editing a particular category of authority record.
- For details on creating and using constant data, search Help using the keyword **constant data**.

Submit new record for review

In the following situations, submit new authority records for review by Library of Congress staff before adding them to the Authority File:

- You are a newly authorized NACO participant required to submit work for review by Library of Congress staff.
- You are not required to submit work for review, but you have a question about a name authority record you have modified.

5 Import bibliographic or authority records

Why import records?

- Contribute bibliographic or authority records created in your library's local system.
- Process bibliographic records from OCLC offline services: PromptCat, Bibliographic Record Notification, GovDoc, and WorldCat Collection Sets.
- Process unresolved Batchload records.

Records you can import

- Bibliographic or authority records:
 - MARC format only (OCLC-MARC or MARC21).
 - Exported from a local system. Export the records to a file via your system's MARC export function.
- Bibliographic records received from OCLC offline services: PromptCat, Bibliographic Record Notification, GovDoc, WorldCat Collection Sets, and Batchload.
- OCLC bibliographic records (records that contain an OCLC control number in the 001 field) from offline products or from your local system.
- **Note: Use imported OCLC bibliographic records.**
 - You can take most actions on imported OCLC bibliographic records, including: Derive New Record, Export, Update Holdings, and Validate.
 - Cannot delete holdings.** Imported OCLC records do not contain the indication that the item is Held or Not Held by your library. You cannot take the Delete Holdings action on imported record. To view holdings for the item, take the Display Holdings action.
 - Caution: Lock and Replace.** If you use an imported OCLC bibliographic record to lock the corresponding master record, Connexion locks and displays the current version of the master record, overwriting any changes you made to the imported record. The system warns you that your changes will be lost and asks whether you want to continue.
- OCLC authority records (records that contain an OCLC Authority Record Number (ARN)) exported from your local system or supplied via the OCLC MARS service.
 - Record actions: Derive only.** To use an imported OCLC authority record, you must first take the Derive New Record action. You cannot take other actions on the imported record. After completing the derived record, you can take any action, including: Export Record, Submit Record for Review, and Add Record.
 - Cannot validate.** Imported OCLC authority records do not pass validation in Connexion browser. Internal dates in imported authority records do not match the system date. You cannot correct this problem by modifying the record. To use the content of the imported record within Connexion, derive a new record from it; the derived record does not contain the mismatched internal date.
 - Caution: Lock and Replace.** If you use an imported OCLC authority record to lock the corresponding master record, Connexion locks and displays the

current version of the master record, overwriting any changes you made to the imported record. The system warns you that your changes will be lost and asks whether you want to continue.

- Non-OCLC bibliographic records.
 - Imported as new records (workforms)
 - On these records, you can take any actions that are available for bibliographic workforms generated within Connexion.
- Non-OCLC authority records
 - Imported as new records (workforms)
 - On these records, you can take any actions that are available for authority workforms generated within Connexion

About import files

| Property | Requirements and notes |
|--------------|---|
| Format | OCLC-MARC or MARC21 only. Caution: <ul style="list-style-type: none"> • Non-MARC files. If you try to import from a non-MARC file (for example, a file with the extension .doc, .xls, .mdb, .msg, .gif, .jpeg, or .tif), Connexion displays an error message. • File with corrupt or fragmented MARC records If you try to import from a corrupted file of MARC records, or a file that contains some MARC data, the system cannot process the file. If the browser is inactive for more than 5 minutes, click the Stop button. Then check the file for problems before retrying import. |
| Record types | Bibliographic records Authority records |
| Size | No prescribed maximum for file size (KB or MB). Connexion imports records in groups of 100, pausing after each group to ask you to confirm that you want to continue. Maximum number of records you can import depends on the number of records currently in your bibliographic or authority save file. Save files can contain up to 9,999 records. |
| Location | Disk: Hard disk or network drive connected to local workstation. URL: Public Web server. Connexion must be able to retrieve the file via an HTTP request. Note: No FTP support. Due to security measures, the import function cannot retrieve files via FTP; only the HTTP protocol is supported. |

Create Authority Records

Prepare to import records

| | Action |
|---|---|
| 1 | Select and/or set up the location (local drive or URL) for files of records to import. |
| 2 | <p>Create or retrieve file of records to import.</p> <ul style="list-style-type: none"> • Export bibliographic or authority records from OCLC software or from your local system Or • Retrieve a file of bibliographic records received from your OCLC cataloging service (PromptCat, Bibliographic Record Notification, GovDoc, WorldCat Collection Sets, or Batchload) |
| 3 | Move the file of records to the local drive or upload to the Web server. |
| 4 | <p>(Optional) Decide whether to apply constant data or insert My Status notes in the imported records:</p> <ul style="list-style-type: none"> • Bibliographic records <ul style="list-style-type: none"> — Apply default constant data. Verify that your current default constant data record is appropriate. Edit the default CD record or designate another CD record as your default CD. Change the Fields to Apply setting if desired. — Include My Status note. When importing records from an OCLC service, select the My Status option and specify the appropriate record type. For other records, leave the record type box empty. For any group of imported records, assign a distinctive My Status note to help you manage the records in the bibliographic save file. • Authority records <ul style="list-style-type: none"> — Apply default constant data. Verify that your current default authority constant data record is appropriate. Edit the default CD record or designate another CD record as your default authority CD. Change the Fields to Apply setting if desired. |

Import bibliographic or authority records

| | Action |
|---|---|
| 1 | Log on to Connexion browser. |
| 2 | On the Cataloging tab or the Authorities tab, under Create Options, click Import Records . |
| 3 | <p>Specify the records to import.</p> <p>Under Type of Records to Import:</p> <ul style="list-style-type: none"> • Select Import Bibliographic Records to import bibliographic records only. Or • Select Import Authority Records to import authority records only. Or • Select both check boxes if the file contains both bibliographic and authority records and you want to import both record types at once. |

| | Action |
|---|---|
| 4 | <p>Specify the file location. Under File Location:</p> <ul style="list-style-type: none"> • In the Disk text box, type the full path (drive letter, folder, and file name) for an import file on a local hard disk or network drive. Or click the Browse button to navigate to the location. Or • In the URL text box, type the URL for an import file located on a Web server. Note: You must specify the URL using the HTTP protocol, beginning with http:// <p>Note:</p> <ul style="list-style-type: none"> • Below each text box, the screen shows the location from which you last imported records. • Specify either a disk location or a URL. If you click Import with text in both boxes, an error message appears. |
| 5 | <p>(Optional) Apply default constant data Under Import Bibliographic Records or Import Authority Records:</p> <ul style="list-style-type: none"> • Select the Apply Default Constant Data check box to apply your default constant data record to imported bibliographic records and/or authority records. Or • Clear the check box to import records without applying constant data. |
| 6 | <p>(Optional) Assign My Status to bibliographic records Under My Status for Bibliographic Records:</p> <ul style="list-style-type: none"> • Type. For records from OCLC offline services, select the service that supplied the records you plan to import. For other records, leave the Type box empty. • Identifier box. For any bibliographic record, type a distinctive note to help you retrieve and manage imported records in the bibliographic save file. |
| 7 | <p>Click Import.</p> <p>Results</p> <ul style="list-style-type: none"> • Connexion imports the specified records, beginning with the first record in the file. • The system adds the records to the bibliographic save file and/or the authority save file with the source status Imported. • Non-OCLC records are imported as OCLC workforms. • Based on the options you select, the system applies default constant data and/or inserts My Status notes (bibliographic records only). • After importing all specified records, Connexion displays a results screen that gives totals for bibliographic and/or authority records and reports actions taken on the records. <p>More than 100 records in file If the import file contains more than 100 records:</p> <ol style="list-style-type: none"> 1. Connexion imports the first 100 records. 2. The system displays a status screen and asks you to confirm that you want to continue importing records. Click OK or press <Enter> to continue importing with the next record in the file. 3. After importing each group of 100 records, the system again pauses and asks you to click OK or press <Enter> to continue. |

Create Authority Records

Imported records: details

- All imported records are assigned the source status **Imported**.
- MARC21 records are converted to OCLC-MARC.
- Non-OCLC records are converted to workforms

| Record type | OCLC record | Non-OCLC record |
|---------------|--|--|
| Bibliographic | <ul style="list-style-type: none"> • Workflow status: In process • Save file expiration date: 14 days. • OCLC control number retained in 001. • If Lang in fixed field is 3 blanks, change to N/A. • If record contains 533 \$7, convert the data to a 539 field. • Delete field 994 if present. | <ul style="list-style-type: none"> • Workflow status: New • Save file expiration date: 28 days. • NEW in 001. • Entered date replaced with current date. • RecStat value set to n. • Default 040 field inserted. • If Lang in fixed field is 3 blanks, change to N/A. • If record contains 533 \$7, convert the data to a 539 field. |
| Authority | <ul style="list-style-type: none"> • Workflow status: In process • Save file expiration date: 90 days. • ARN retained in 001. | <ul style="list-style-type: none"> • Workflow status: New • Save file expiration date: 90 days. • NEW in 001. • Entered data replaced with current data. • RecStat value set to n. • EncLvl value set to n. • Default 040 field inserted. • Fields deleted: 002, 003, 004, 005, 009, 010, and 035. |

**Find imported
bibliographic records**

| Action |
|--|
| <p>Show by Status screen On the Cataloging tab, under Show Options, click By Status.</p> <ol style="list-style-type: none">1. At the status list screen, under Show Save File, Source Status, select the check box for the Imported status.2. Then click Show Records or press <Enter>. <p>Or</p> <p>Search Save File screen On the Cataloging tab, under Search Options, click Save File.</p> <ul style="list-style-type: none">• Search for Imported status. On the Search Save File screen, at the bottom of the search form, open the Source Status list and click Imported.• Search for My Status text. In the Search for box, type the text you supplied on the Import Records screen. You can search for any whole word in the note. Search for the Type only (if specified), for any word in the free-text Identifier, or for the complete My Status note (Type plus user-defined note). <p>Example If you selected PromptCat from the Type list and also supplied the date 20031031 in the Identifier box, you can retrieve the records by searching for PromptCat only, for 20031031 only or for the complete note PromptCat 20031031.</p> <ul style="list-style-type: none">• Then click Search or press <Enter>. |

**Find imported
authority records**

| Action |
|---|
| <p>Show by Status screen On the Authorities tab, under Show Options, click By Status.</p> <ol style="list-style-type: none">1. At the status list screen, under Show Save File, select the check box for the Imported status.2. Then click Show Records or press <Enter>. <p>Or</p> <p>Search Authorities Save File screen On the Authorities tab, under Search Options, click Save File.</p> <ul style="list-style-type: none">• On the Search Save File screen, at the bottom of the search form, open the with Status list and click Imported.• Then click Search or press <Enter>. |