

## **Authorities: Use Authority Control for Bibliographic Records**

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## Revision History

Date	Section	Description of changes
March 2012	Sections 1 and 2	<ul style="list-style-type: none"><li>• Automatic subfield x and v flips have been limited depending on whether there is an exact match to a single established heading</li><li>• Under certain circumstances, when you control a personal name heading tagged as a 100, 600, 700, or 800 field, the system automatically adds a closing date, if needed and available.</li></ul>
April 2011	Sections 1, 2, and 3; no changes to section 4	Updated for authorities system changes. See Technical Bulletin 259, Authorities System Changes for more information ( <a href="http://www.oclc.org/support/documentation/worldcat/tb/259/259.pdf">http://www.oclc.org/support/documentation/worldcat/tb/259/259.pdf</a> ).
January 2008	1 Control headings in bibliographic records	Genre headings tagged 655 with second indicator 0 can be controlled. Added some restrictions on controlling genre headings
	3 MARC controllable fields	<ul style="list-style-type: none"><li>• Added 655/second indicator 0 genre headings to the list of controllable fields and removed from list of uncontrollable fields</li><li>• Added note to table on controllable fields about a limitation of controlling 8XX headings: controlling only the name part of a series name title heading when the title part has no authority record flips 8XX to 7XX</li><li>• Added note to table on uncontrollable fields to explain why series headings cannot be controlled in 4XX</li></ul>

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## 1 Control headings in bibliographic records


### About authority control

- Connexion lets you control headings in bibliographic records; that is, link heading(s) directly to matching Library of Congress authority record(s), if available. You can control headings in a bibliographic record in WorldCat or a record or workform in the online or local bibliographic save file (while logged on).
- A controlled heading is a hyperlink in the bibliographic record that you can click to open the linked “controlling” authority record. The authority record opens in a separate window.
- To retain a controlled heading in the master record, replace the master record or, if you created a new record, add it to WorldCat. See “Add new record or replace existing record to retain newly controlled headings” below for details.
- Once you control a heading (and add or replace the record in WorldCat), Connexion automatically updates the heading whenever the linked authority record changes.
- When a controlled heading is automatically updated, the system adds the text *OCLCA* in ‡d of the 040 field in the bibliographic record.

### Notes about working with controlled headings:

- To **put the cursor in a controlled heading field** without opening the authority record (for example, if you want to copy text or insert a field below), click in the tag or indicator cells.
- You **cannot edit a partially or fully controlled heading**. You must uncontrol heading(s) in a record to edit them.
- **Punctuation in controlled headings.** The system uses a set of punctuation rules based on the headings. See details in **Technical Bulletin 259, Authorities System Changes** at <http://www.oclc.org/support/documentation/worldcat/tb/259/259.pdf>. (**Note:** TB will be updated with this information for the system installation May 15, 2011.)
- **No automatic tag flips.** The system matches headings against the LC authority file by tags, so that if a matching heading has a different tag, or if multiple matching headings with different tags are found, the Control Headings window opens to present the match(es), so that you can select the correct heading. See more in *Technical Bulletin 259, Authorities System Changes* at <http://www.oclc.org/support/documentation/worldcat/tb/259/259.pdf>. (See also the Note directly above.)
- **Limited automatic subfield x and v flips.** In cases where you control a heading that is not an exact match to a single established heading in an authority record, the system does not flip x to v or vice versa. However, in cases where the heading in the bibliographic record is an exact match to a single established heading in an authority record that has been pre-coordinated, the system flips subdivisions—x incorrectly changes to v or vice versa.
- **Subfield delimiter:** Use the double dagger as the subfield delimiter (‡) in the Control Headings window (default keystroke shortcut: <Ctrl><D>). (In the Connexion browser, you use the dollar sign (\$) in the Control Headings window.)

**Summary of authority control functions** The following table is a brief summary of authority control functions available and how to do them. Sections following the table give detailed procedures.

Authority control function	How to ...
Control a single heading	<p>With the cursor in the heading field you want to control, click <b>Edit &gt; Control Headings &gt; Single</b>, or click , or press &lt;F11&gt;.</p> <p>or</p> <p>Right-click the heading you want to control, and on the popup menu, click <b>Control Single Heading</b>.</p> <p>Controllable fields (x = any number):</p> <ul style="list-style-type: none"> <li>• 1xx</li> <li>• 6xx, second indicator 0</li> <li>• 655, second indicator 7, with ±2 <b>lcgft</b></li> </ul> <p><b>Note:</b> See more below about controlling genre/form headings in field 655.</p> <ul style="list-style-type: none"> <li>• 7xx</li> <li>• 8xx</li> </ul> <p><b>Note:</b> If the system finds the following, the system does not automatically control or insert a heading:</p> <ul style="list-style-type: none"> <li>• An unqualified personal name match</li> <li>• No exact matches</li> <li>• Multiple records that partially match</li> </ul> <p>Instead, the Control Headings window opens to help you select or build and insert a controlled heading. See the next section for more about how to control headings that are not automatically system-controlled.</p>
Control all headings in a record	<p>With a bibliographic record displayed, click <b>Edit &gt; Control Headings &gt; All</b>, or press &lt;Shift&gt;&lt;F11&gt;.</p> <p><b>Note:</b> If some headings remain uncontrolled, you can try controlling each one individually.</p>
Remove authority control from a single heading	<p>With the cursor in a tag or indicator of a heading field you want to uncontrol, click <b>Edit &gt; Control Headings &gt; Uncontrol Single</b>, or press &lt;Ctrl&gt;&lt;F11&gt;.</p> <p>Or</p> <p>Right-click the heading you want to uncontrol, and on the popup menu, click <b>Uncontrol Single</b>.</p>
Remove authority control from all headings in a record	<p>With a bibliographic record open, click <b>Edit &gt; Control Headings &gt; Uncontrol All</b>, or press &lt;Alt&gt;&lt;E&gt;&lt;H&gt;&lt;N&gt;.</p>


**Note:** The Control Single Heading and Uncontrol Single commands are available on the right-click menu when you right-click in a controllable field.

**Notes on controlling genre/form headings in field 655**

- Controlling headings in field 655 with second indicator 7 or 0 depends on whether the LCCN in the authority record has an **sh** or **gf** prefix in subfield **a**:
  - If the LCCN in the authority record has the prefix **sh**, Connexion controls the heading in field 655 with second indicator 0.
  - If the LCCN in the authority record has the prefix **gf**, Connexion controls the heading in 655 with second indicator 7 and with ‡2 **lcfgft** added at the end of the field.
  - If more than one genre authority records are found, and one has **sh** in ‡a of the 010 field, and another has **gf** in ‡a of the 010 field, Connexion opens the Control Headings window showing both matches. You will need to determine which heading should be inserted into the bibliographic record.
- Headings in field 655 with second indicator 4 cannot be controlled.
- Genre/form authority records should not be used in combination with Library of Congress subdivisions.
- See **Technical Bulletin 259, Authorities System Changes** (<http://www.oclc.org/support/documentation/worldcat/tb/259/259.pdf>) for more information.

**Control a single authority heading**

	<b>Action</b>
1	Log on.
2	Open a bibliographic record, or create a new record.
3	<p><b>Not required.</b> If you are in WorldCat, you can lock the master record:</p> <p>On the Action list click <b>Lock Master Record</b>, or press &lt;Alt&gt;&lt;F8&gt;.</p>
4	<p>Move the cursor to an existing field for which authority control is available:</p> <ul style="list-style-type: none"> <li>• 1xx</li> <li>• 6xx (second indicator 0)</li> <li>• 655 (second indicator 7 with ‡7 <b>lcfgft</b>)</li> <li>• 7xx</li> <li>• 8xx</li> </ul> <p>Or</p> <p>Add a field of the type you want.</p> <p>When you are finished creating or editing the field, leave the cursor in the new field.</p>

	Action
5	<p>On the Edit menu, click <b>Control Headings &gt; Single</b>, or click , or press &lt;F11&gt;. Or Right-click the heading you want to control, and on the popup menu, click <b>Control Single Heading</b>.</p> <p><b>Note:</b> If you are not logged on, the Logon window opens. You must log on.</p> <p><b>Result:</b> The system searches the LC authority file and does the following, depending on results:</p> <ul style="list-style-type: none"> <li>• <b>Exact match:</b> If an exact match is found to a single authority record or to multiple authority records and if the original heading requires no changes in the tag or text: <ul style="list-style-type: none"> <li>— The heading is automatically controlled and inserted into the bibliographic record</li> <li>— The heading is hyperlinked to the exactly matching authority record(s)</li> </ul> </li> <li>• Unqualified personal name, or no exact match, or no matching records: If a matching unqualified personal name heading or cross reference (has only a subfield a) is found, or no exact matches are found, or multiple records that partially match are found, the system does not automatically control and insert a heading. Instead, the Control Headings window opens to help you select or build and insert a controlled heading.</li> </ul> <p>See instructions for controlling headings that are not automatically system-controlled in the next section of this Guide.</p> <p><b>Tip:</b> If a heading does not control, and the Control Headings window does not open as it should, you may want to disable your pop-up blocker program if you have one installed.</p>
6	<p>Once a controlled heading is inserted in the bibliographic record, to retain it in the record—</p> <p>For a workform:</p> <ul style="list-style-type: none"> <li>• Add the record to WorldCat: On the Action menu, click <b>Holdings &gt; Update Holdings [or Produce and Update Holdings or Alternate Produce and Update]</b>.</li> </ul> <p>Or</p> <p>For an existing record:</p> <ul style="list-style-type: none"> <li>• Replace the master record: On the Action menu, click <b>Replace Record or Replace and Update Holdings</b>.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>— If you did not lock the master record (see step 3), the system automatically locks the record before replacing it.</li> <li>— You must be logged on with at least a full level cataloging authorization to add a new record or replace a master record. See more about adding and replacing records directly below.</li> </ul>

**Add or replace record to retain newly controlled headings**

You must add a new record or replace an existing master record to retain newly controlled headings. To add or replace records in WorldCat, you must have a Full level cataloging authorization or higher.

**Note:** With a Limited authorization, you can create a new record or lock an existing master record, control heading(s), and then save the record for review and completion. You cannot add the new record or replace the existing record in WorldCat.

If you have a Full or higher level authorization, as a result of the successful Expert Community project, you can make additions and changes, including controlling headings, to almost all fields in almost all records, with a few exceptions. (See more information at <http://www.oclc.org/worldcat/catalog/quality/expert/default.htm>.) You cannot replace the following record types:

- PCC records, including BIBCO and CONSER records (identified by one or more of these field 045 authentication codes: isds/c, lc, lcd, msc, nlc, nsdp, nst, pcc)  
**Note:** You can replace Library of Congress records that are not coded as PCC.
- CIP records coded as PCC.  
**Note:** You can replace CIP records that are not coded as PCC (with Encoding level of 8), but the Encoding level must remain 8.
- Bibliographic institution records (IRs)
- Records in the Heritage Printed Book database.
- Records with Encoding level of E.

**Note on credits:** You do not receive a database enrichment credit when you replace a master record after controlling a heading. At this time, as has been the policy in the past, only those logged on with an Enhance-level authorization will receive an Enhance credit for replacing the record if the controlling process changes a normalized heading.

### 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 accept the heading manually by choosing a matching authority record from the Control Heading window.

**Example:** The following heading in a bibliographic record, and the person being described is a French hornist: *Hatfield, Michael. ‡4 prf*

If automatically controlled, this heading is 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, 5, e, and u

When you control a non-qualified personal name heading (100 or 700 field) that has a relator subfield (‡4, ‡5, ‡e, or ‡u), the Control Heading window opens. If you accept an exact match to a qualified personal name heading, the (now-controlled) heading and relator field are inserted into the bibliographic record as a single unit.

For any other type of heading (qualified personal names, corporate names, conferences, and subject headings), the ‡4, ‡5, ‡e, or ‡u is automatically appended if the heading is matched to an existing authority record.

**Examples** (headings that automatically control with relator code present):

- 710 20 New York Philharmonic. ‡4 prf
- 700 1 Hatfield, Michael, ‡d 1936- ‡4 prf
- 730 0 Hallmark hall of fame (Radio program) ‡5 OCoLC
- 650 0 Unicorns, ‡e depicted

**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** (conference heading that automatically controls with relator code in subfield j):

711 2 Alabama History and Heritage Festival ‡d (1983 : ‡c Auburn, Ala), ‡j parent body.

**Automatic date expansion for personal names**

Under certain conditions, when you control a personal name heading tagged as a 100, 600, 700, or 800, the system automatically adds a closing date, if needed and available, and inserts the controlled heading into the bibliographic record. Conditions include the following:

- The name heading must be established independently of any additionally embellished forms of the name.
- The name portion and the opening date must be an exact normalized text match to a 100 or 400 heading in an authority record.

Other conditions and limitations are described in detail with examples in *Technical Bulletin 259, Authorities System Changes* at <http://www.oclc.org/support/documentation/worldcat/tb/259/259.pdf>.

**Control all headings in a record**

	Action
1	Log on.
2	Open a bibliographic record, or create a new record.
3	<b>Not required.</b> If you are in WorldCat, you can lock the master record: On the Action menu, click <b>Lock Master Record</b> , or press <Alt><F8>.




	<b>Action</b>
4	<p>On the Edit menu, click <b>Control Headings &gt; All</b>, or press &lt;Shift&gt;&lt;F11&gt;.</p> <p><b>Note:</b> If you are not logged on, the Logon window opens. You must log on.</p> <p><b>Result:</b> The system opens a message to inform you of the outcome.</p> <ul style="list-style-type: none"> <li>• The system replaces controllable fields with controlled fields automatically. If some headings are already controlled, the system controls those that are not.</li> <li>• If not all headings were controlled, the message suggests trying to control remaining headings individually.</li> </ul>
5	<p>When finished, to keep the controlled heading(s) in the record— For a workform:</p> <ul style="list-style-type: none"> <li>• Add the record to WorldCat: On the Action menu, click <b>Holdings &gt; Update Holdings</b> [or <b>Produce and Update Holdings</b> or <b>Alternate Produce and Update</b>].</li> </ul> <p>Or</p> <p>For an existing record:</p> <ul style="list-style-type: none"> <li>• Replace the master record: On the Action menu, click <b>Replace Record</b> or <b>Replace and Update Holdings</b>.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If you did not lock the master record (see step 3), the system automatically locks the record before replacing it.</li> <li>• You must be logged on with at least a Full-level cataloging authorization to add a new record or replace a master record. See more about adding and replacing records directly below.</li> </ul>

**Uncontrol heading(s) to edit**

To remove authority control so that you can edit headings in a record:

<b>Action</b>
<p>To uncontrol a single heading:</p> <ol style="list-style-type: none"> <li>1. Locate the cursor in the field you want to uncontrol.</li> <li>2. On the Edit menu, click <b>Control Headings &gt; Uncontrol Single</b>, or press &lt;Ctrl&gt;&lt;F11&gt;, or right-click the heading you want to control, and on the popup menu, click <b>Uncontrol Single</b>.</li> </ol> <p>Or</p> <p>To uncontrol all headings:</p> <ul style="list-style-type: none"> <li>• With the bibliographic record displayed, on the Edit menu, click <b>Control Headings &gt; Uncontrol All</b>, or press &lt;Alt&gt;&lt;E&gt;&lt;H&gt;&lt;N&gt;.</li> </ul> <p><b>Result:</b> The client removes link(s) to the authority record(s), and the field(s) become editable.</p>

### Control a field using cut and paste from an authority record

	Action
1	<p>With the authority record displayed, select the text of the authority heading you want to add to a bibliographic record and on the Edit menu, click <b>Copy</b>, or click , or press &lt;Ctrl&gt;&lt;C&gt;.</p>
2	<p>Open the bibliographic record.</p>
3	<p><b>Not required.</b> If you are in WorldCat, you can lock the master record: On the Action menu, click <b>Lock Master Record</b>, or press &lt;Alt&gt;&lt;F8&gt;.</p>
4	<p>In the bibliographic record, place the cursor in the field you want controlled, and on the Edit menu, click <b>Paste</b>, or click , or press &lt;Ctrl&gt;&lt;V&gt;.</p>
5	<p>On the Edit menu, click <b>Control Headings &gt; Single</b>, or click , or press &lt;F11&gt;. <b>Note:</b> If you are not already logged on, the Logon window opens. You must log on.</p>
6	<p>When finished, to keep the controlled heading(s) in the record— For a workform:</p> <ul style="list-style-type: none"> <li>• Add the record to WorldCat: On the Action menu, click <b>Holdings &gt; Update Holdings</b> [or <b>Produce and Update Holdings</b> or <b>Alternate Produce and Update</b>].</li> </ul> <p>Or For an existing record:</p> <ul style="list-style-type: none"> <li>• Replace the master record: On the Action menu, click <b>Replace Record</b> or <b>Replace and Update Holdings</b>.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If you did not lock the master record (see step 3), the system automatically locks the record before replacing it.</li> <li>• You must be logged on with at least a full level cataloging authorization to add a new record or replace a master record. See more about adding and replacing records.</li> </ul>

### **OCLC Terminologies Service**

OCLC provides a Terminologies Service for access to multiple controlled vocabularies to help you create consistent metadata in records for your library collections, including digital collections. You have access to these thesauri, with more to come:

- Art & Architecture Thesaurus (AAT)<sup>®</sup>
- Canadian Subject headings (CSH)
- Dublin Core Metadata Initiative Type Vocabulary
- Getty Thesaurus of Geographic Names (TGN)<sup>®</sup>
- Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc., 2nd ed., form and genre
- Maori Subject Headings / Nga Upoko Tukutuku
- Medical Subject Headings (MeSH)<sup>®</sup>
- Newspaper Genre List
- Thesaurus for graphic materials: TGM I, Subject terms
- Thesaurus for graphic materials: TGM II, Genre and physical characteristic terms
- Union List of Artist names (ULAN)<sup>®</sup>

Open and use the Terminologies Service with Connexion as you edit and create records. See more information and instructions on the OCLC Web site at: <http://www.oclc.org/terminologies/default.htm>

## 2 Control headings that are not automatically system-controlled

### About controlling headings that are not automatically system-controlled

When you control headings in bibliographic records, the system does not automatically control and insert a heading when the following is found:

- An unqualified personal name match (contains only subfield a)
- No exact match
- Multiple records that match only partially

Instead, the Control Headings window opens with a list of candidate headings to help you manually select or build a fully controlled heading.

### What does the Control Headings window do?

- Gives you options to control a heading that the system does not control automatically.
- Facilitates controlling headings when multiple exact normalized matches are found.
- Associates a non-qualified personal name heading with an authority record.
- Supports best practices for geographic subdivisions by:
  - Moving an incorrectly placed geographic subdivision to the correct position.
  - Identifying some geographic headings as invalid for use as subdivisions.
  - Restricting insertion of geographic subdivisions in headings not authorized for geographic subdivision.
- Automatically adds a closing date, if needed and available, for a personal name heading tagged as a 100, 600, 700, or 800 when you correct a heading in the New Query box. See more about automatic date expansion for personal name headings.

**Note:** The Control Headings window does not validate the structure of headings.

### How to build a controlled heading in the Control Headings window

The following procedure is based on entering a heading that the system does not control.

**Note:** To simply see what the Control Headings window looks like, you can try the example procedure below.

Or

Uncontrol a controlled heading, introduce a typographical error, and then click **Edit > Control Headings > Single**. The Control Headings window opens. Click **Cancel** to close the Control Headings window, and then re-control the heading.)

	<b>Action</b>
1	Open a bibliographic record.
2	<b>Not required.</b> You can lock the master record if you are in WorldCat: On the Action menu, click <b>Lock Master Record</b> , or press <Alt><F8>.
3	<p>Locate the cursor in an uncontrolled subject heading field, and on the Edit menu, click <b>Control Headings &gt; Single</b>, or press &lt;F11&gt;.</p> <p><b>Note:</b> If you are not logged on, the Logon windows opens. You must be logged on.</p> <p>Example of a heading that the system does not control: 650 _0 Teacher educators ‡v Congresses ‡z Texas In this heading, because the geographic subdivision (‡z) is incorrectly positioned, the Control Headings window opens. A fully controlled appropriate heading is included as a candidate in the list of possible headings: <i>Teacher educators ‡z Glen Canyon (Utah and Ariz.) ‡v Congresses [650 Fully-controlled]</i></p> <ul style="list-style-type: none"> <li>• The geographic subdivision is correctly placed (after <i>‡a Teacher educators</i>).</li> <li>• The main entry, <i>Teacher educators</i>, is highlighted in aqua to indicate that it can be subdivided geographically. (See the legend at the top of the Control Headings window.)</li> <li>• The heading is fully controlled to three separate authority records.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Click any linked heading in the Control Headings window to display the authority record in a separate window.</li> <li>• Hover the mouse over a heading to see the LCCN for the authority record.</li> </ul>
4	<p>At any time: Click <b>Cancel</b> to cancel heading control. Or If you have taken action in the Control Headings window, click <b>Undo</b> to undo your last action, if needed.</p>
5	<p>Click <b>Insert Heading</b> next to the fully controlled heading</p> <p><b>Result:</b></p> <ul style="list-style-type: none"> <li>• The Control Heading window closes automatically.</li> <li>• The system inserts the new controlled heading in the bibliographic record and hyperlinks the heading to the exactly matched authority records.</li> </ul>
6	<p>When finished, for a new record:</p> <ul style="list-style-type: none"> <li>• Add the record to WorldCat: On the Action menu, click <b>Holdings &gt; Update Holdings</b> [or <b>Produce and Update Holdings</b> or <b>Alternate Produce and Update</b>].</li> </ul> <p>Or for an existing record:</p> <ul style="list-style-type: none"> <li>• Replace the master record in WorldCat: On the Action menu, click <b>Replace Record</b> or <b>Replace and Update Holdings</b>.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If you did not lock the master record (see step 3), the system automatically locks the record before replacing it.</li> <li>• You must be logged on with at least a full level cataloging authorization to add a new record or replace a master record. See more about adding and replacing records in the previous section of this Guide.</li> </ul>

To see a detailed description and instructions for using the Control Headings window, click the Help button in the lower right corner of the window.

**Labels and symbols in the Control Headings window**

The following table explains the labels, highlighting, and symbols that may appear in the Control Headings window:

Label or symbol	Purpose/meaning
Fully controlled	All elements in the heading exactly match single authority records.
Multi-controlled	At least two elements in the heading match single authority records. At least one element in the heading was not matched to an authority record.
Partially controlled	Only one element in the heading exactly matches a single authority record. At least one element in the heading was not matched to an authority record.
Subdivision record	The heading matches a 18x authority record. Or The geographic subdivision matches a 781 field in a 151 authority record.
[Tag only]	The entire heading is associated with a single authority record.
151 form	<ul style="list-style-type: none"> <li>The geographic subdivision matches the 151 form of the heading.</li> <li>No 781 field was found in the 151 authority record.</li> </ul>
>> Match to cross reference in <b>one</b> authority record	<ul style="list-style-type: none"> <li>Double angle brackets indicate that the heading does not match a record for an established heading but does match a cross reference.</li> <li>When the cross reference appears in a single authority record, the system automatically suggests heading(s) using the preferred form.</li> </ul>
>> Match to cross reference in <b>multiple</b> authority record	<ul style="list-style-type: none"> <li>Double angle brackets indicate that the heading does not match a record for an established heading but does match a cross reference.</li> <li>When the cross reference appears in two or more authority records, the system does not automatically suggest controlled heading(s) using the preferred forms.</li> <li>All cross-referenced forms are listed. You select the preferred form most appropriate for use in the record you are editing.</li> </ul>
Requested control is for an unqualified personal name	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"> <li>The system determined that this element is invalid for use as a subdivision.</li> <li>You cannot append this element when building a heading.</li> </ul>

Label or symbol	Purpose/meaning
Not valid for use-- Reference record	<ul style="list-style-type: none"> <li>The form of the main entry in the bibliographic record matches a reference record.</li> <li>The current form cannot be used to build a controlled heading.</li> <li>In the New Query box, revise the text and retry the search for a matching authority record.</li> </ul>
No authority record found	<ul style="list-style-type: none"> <li>The heading or subdivision was not matched to an authority record.</li> <li>Check the heading or subdivision for typing errors.</li> </ul>
Highlighting aqua	<ul style="list-style-type: none"> <li>The main entry can be subdivided geographically.</li> <li>You can build a controlled heading by appending a geographic subdivision.</li> </ul>
Highlighting fuschia	The highlighted elements of the heading exactly match a single authority record. However, they are separated by a geographic subdivision.
Thesauri labels to the right of headings listed	<p>Each entry in headings presented for consideration is labeled with the Library of Congress thesaurus of origin.</p> <p><b>Examples:</b></p> <p>LC Name            LC Subject            LC Name/Subject [This label means that the heading contains at least one element from the LC Name thesaurus and one from the LC Subject thesaurus.]            LC Genre</p>

Examples

Example of...	Result of Control Headings > Single action (Edit menu)
Automatic full control to multiple authority records:  <i>650_0 Teacher educators ‡z Glen Canyon (Utah and Ariz.) ‡v Congresses</i>	<ul style="list-style-type: none"> <li>Connexion automatically controls the heading to three authority records.</li> <li>The Control Headings window does not open.</li> </ul>
Unqualified personal name and invalid geographic subdivision:  <i>600 10 Houston, Bud ‡v Anecdotes ‡z Ohio</i>	<ul style="list-style-type: none"> <li>The Control Headings window opens.</li> <li>Click Insert Heading next to the fully controlled 600 heading: <i>600 10 Houston, Bud ‡v Anecdotes</i></li> <li>The heading is fully controlled to two authority records.</li> <li>The heading with the invalid geographic subdivision is labeled "Multi-controlled."</li> </ul>

Example of...	Result of Control Headings > Single action (Edit menu)
<p>Original main entry matches two cross references; invalid geographic subdivision for one of them:</p> <p><i>650_0 Alms and almsgiving ‡z Mississippi †x Accounting</i></p>	<ul style="list-style-type: none"> <li>• The Control Headings window opens.</li> <li>• The main entry matches cross references to two preferred headings. Both preferred forms are listed: <b>Charity</b> and <b>Charities</b>.</li> <li>• Click <b>Modify Heading</b> next to <b>Charities</b>.</li> <li>• The system suggests a list of headings.</li> <li>• Click <b>Insert Heading</b> next to the fully controlled 650 heading: <i>650_0 Charities ‡z Mississippi †x Accounting</i></li> </ul> <p><b>Note:</b> If you click <b>Modify Heading</b> next to <b>Charity</b>, you see that it cannot be geographically subdivided.</p>
<p>Original main entry not matched; requires correction and new query:</p> <p><i>651_0 Mississippi Country (Mo.) †x History, Military †v Diaries</i></p>	<ul style="list-style-type: none"> <li>• The Control Headings window opens.</li> <li>• The system shows no match for the main entry because "County" is misspelled "Country."</li> <li>• In the New Query box, correct the error, and then click <b>Match Best</b>.</li> <li>• The system returns an exact match for the corrected heading.</li> <li>• Click <b>Insert Heading</b> next to the fully controlled 651 heading: <i>651_0 Mississippi County (Mo.) †x History, Military †v Diaries</i></li> </ul>

### 3 MARC controllable fields

**MARC controllable fields**

For details about how to control fields, see “Control headings in bibliographic records” above.

You can control the following MARC fields:

Field	1st indicator	2nd indicator	Note
100			
110			
111			
130			
600			When the 2nd indicator is 4, cannot control headings.
610			
611			
630			
650			
651			
655		0, 7 ±2 lcgft	Controlling genre/form headings in field 655 depends on whether the LCCN in the authority record has an <b>sh</b> or <b>gf</b> prefix. <ul style="list-style-type: none"> <li>• If <b>sh</b>, the heading controls in 655 with second indicator 0.</li> <li>• If <b>gf</b>, the heading controls in 655 with second indicator 7.</li> <li>• If more than one authority record with both <b>sh</b> and <b>gf</b>, the Control Headings window opens.</li> <li>• Headings in 655 with second indicator 4 cannot be controlled.</li> </ul>
700			
710			
711			
730			
800			Although these fields are controllable, if an authority record does not exist for the title part of a series name title heading in fields 800, 810, 811, or 83X, and you try to partially control the heading (in addition to leaving the ±v uncontrolled), the Control Headings window opens displaying a proposed tag flip from 8XX to 7XX. The system no longer flips the tag automatically.
810			
811			
830			

## Authorities: Use Authority Control for Bibliographic Records

### MARC controllable subfields

**Note:** Not all topical subdivisions have authority records.

Subfield name	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			While series headings are access points, the primary function of the 4XX fields is to reflect the transcription of series statement on an item, and secondarily to provide access as a series added entry. Currently, if 440 fields were controlled, the 'correct' 440 heading text could be incorrectly changed to the new heading in the authority record. This would result in the loss of the field's primary function of transcribing the series statement as found on the item. Only series headings coded 8XX can be controlled.
410			
411			
430			
440			
490			
6xx (where x = any number)  Excludes controllable 655/second indicator 0 genre fields, which can be controlled		1	Children's subject headings
		2	MeSH subject headings
		3	National Agricultural Library subject headings
		4	Source not specified
		5	Canadian subject headings
		6	RVM French Canadian subject headings
		7	Requires presence of subfield 2 and valid scheme

## 4 Compliance with Library of Congress authority records

### Automatic compliance with Library of Congress authority records

- When you control headings in bibliographic records using Connexion, the system enforces compliance with Library of Congress (LC) standards and practices.
- 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.
- If you add headings but do not control them, the system does not enforce compliance with Library of Congress practice.

**Note:** The examples below are not intended to be an exhaustive list 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 entered in bibliographic record	Result in bibliographic record (field conversion supplies authority control)
008/16 = b	830 _0 Today (London, England)	730 _0  Heading cannot be used as a series
008/14 = b	100 1_ Petitjean de la Rosiaere, Jean Marie Henriette, †d 1875-1947	Heading retained as entered, but not authority controlled
	610 20 ‡a Ohio	651 _0 Ohio
008-09 = b	650 _0 Area	Heading retained as entered, but not authority-controlled
008/15 = b	651 _0 Ceylon	
		Results set when available
008/14 = b	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)	Data entry errors, such as topics
Miscoded subfields	

### Geographic subfields

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