

Authorities: Use Authority Control for Bibliographic Records

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Revision History

Date	Section title	Description of changes
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">• Added 655/second indicator 0 genre headings to the list of controllable fields and removed from list of uncontrollable fields• 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• Added note to table on uncontrollable fields to explain why series headings cannot be controlled in 4XX

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1 Control headings in bibliographic records

About authority control

- Connexion lets you link a heading in a bibliographic record or workform in WorldCat or the online bibliographic save file directly to a corresponding Library of Congress authority record, if available.
- A controlled heading appears as a link in the bibliographic record (blue underlined text) that you can click to open the linked authority record.
- Once you control a heading (and replace the master record), Connexion automatically changes the heading if the linked authority record changes.
- When a controlled heading changes automatically because the authority record changes, the system adds the text *OCLCA* in ‡d of the 040 field in the bibliographic record.



Notes:

- 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 controlled heading**. You must uncontrol heading(s) in a record to edit them.
- **Punctuation:** The system automatically supplies punctuation between subfields of partly and completely controlled fields in bibliographic records. However, you must enter any appropriate punctuation in any uncontrolled subfields.
- **Authority record window:** Authority records open in a separate window in the client.
- **Subfield delimiter:** Use the double dagger subfield delimiter (‡) in the Control Headings window if it opens. Formerly, you were required to use a dollar sign (\$) in the Control Headings window only.

Authorities: Use Authority Control for Bibliographic Records

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.

Reminder: To retain a controlled heading in the master record, replace or lock and replace the master record. See “Results of Replace” below for details about authorizations required for replacing records with specific kinds of changes to a controlled heading.


Authority control function	How to ...
Control a single heading	<p>With the cursor in the heading field you want to control, on the Edit menu, click Control Headings > Single, or click  , or press <F11>.</p> <p>or</p> <p>Use the right-click menu: Right-click the heading you want to control, and on the popup menu, click Control Single Heading.</p> <p>If a single exact match is found, the heading in the bibliographic is automatically controlled and linked to the controlling authority record.</p> <p>If partial matches or no matches are found, the Control Headings window opens.</p> <p>Controllable fields (x = any number):</p> <ul style="list-style-type: none"> • 1xx • 6xx, second indicator 0 or 4 <p>Note: Includes genre headings in field 655 with second indicator 0; see some restrictions listed below on controlling genre headings.</p> <ul style="list-style-type: none"> • 7xx • 8xx
Control all headings in a record	<p>With a bibliographic record displayed, on the Edit menu, click Control Headings > All, or press <Shift><F11>.</p> <p>Note: Editing markers () for edited fields, if any, are removed.</p>
Remove authority control from a single heading	<p>With the cursor in the heading field you want to uncontrol, on the Edit menu, click Control Headings > Uncontrol, or press <Ctrl><F11>.</p> <p>Or</p> <p>Use the right-click menu: Right-click the heading you want to uncontrol, and on the popup menu, click Uncontrol Single.</p>
Remove authority control from all headings in a record	<p>With a bibliographic record open, on the Edit menu, click Control Headings > Uncontrol All, or press <Alt><E><H><N>.</p>

Restrictions on controlling genre headings (field 655 with second indicator 0)

You can control genre headings tagged 655, second indicator 0, with the following caveats:

- If a heading is not tagged as a 655, second indicator 0, but the text matches an established heading in a genre authority record (for example, *Buddy films*), when you control it, the client opens a multi-control window rather than automatically changing the tag and controlling the heading.
- Also, if a heading is tagged as a 655, second indicator 0, but the text matches an established subject and/or name heading represented by one or multiple authority records (for example, *Baskets ±z Ohio*), the client opens a multi-control window rather than automatically changing the tag and controlling the heading.
- Genre headings tagged as 655, second indicator 0, are included when you control all headings in a record. If the tag and text of a correctly tagged genre heading matches an established genre authority record, the client automatically controls the heading.

Control a single authority heading

	Action
1	Log on.
2	Open a bibliographic record, or create a new record.
3	<p>Optional. For an existing record, lock the master record:</p> <p>On the Action list click Lock Master Record, or press <Alt><F8>.</p>
4	<p>Move the cursor to an existing field for which authority control is available (1xx, 6xx, 7xx, or 8xx field).</p> <p>Or</p> <p>Add a field of the type you want. When you are finished creating or editing the field, leave the cursor in the new field.</p>
5	<p>On the Edit menu, click Control Headings > Single, or click  , or press <F11>.</p> <p>Or</p> <p>Right-click the heading you want to control, and on the popup menu, click Control Single Heading.</p> <p>Results:The system searches the Authority File and does the following, depending on results:</p> <ul style="list-style-type: none"> • Exact match: If an exact match is found: <ul style="list-style-type: none"> — 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>Exception: For exact matches on personal names, if the established personal name heading or cross reference has only a subfield ±a, it is not automatically controlled. You must choose a matching authority record from the results list.</p> <ul style="list-style-type: none"> • No exact match or no matching records: If multiple records that partly match or no matches are found, the system opens the Control Headings window.

	Action
6	<p>If the Control Headings window opens, use it to:</p> <ul style="list-style-type: none"> • View the 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 Heading button next to the heading. The window closes and 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. <p>Note: If no matches are found, Match All is the only option.</p> <ul style="list-style-type: none"> • Add subfield(s) to one of the listed headings. Click Modify Heading to begin. See the section below, “Add an uncontrolled subfield,” for instructions. • Cancel controlling the heading. To return to the record without adding authority control, click Cancel. <p>When a name heading in a 100 or 700 field is:</p> <ul style="list-style-type: none"> • Not a qualified personal name (includes ‡b, ‡c, ‡d, and/or ‡q) Or • Associated with an authority record coded as an undifferentiated personal name (008/32 = b) Or • Exact match to field 1XX or 4XX in any authority record (where X = any valid tag number) <p>... the Control Headings window allows you to:</p> <ul style="list-style-type: none"> • View the authority record. • Insert it in the bibliographic record. • Revise the heading and click Match Best. • Build a heading for a non-qualified name (100 or 700 field with ‡a only) with relator subfields ‡4, ‡e, and/or ‡u that includes the relator subfields with the controlled heading as a single unit. • Cancel controlling the heading. <p>Tip: If the Control Headings window does not open when it should, you may want to disable your popup blocker program, if you have one installed.</p>
7	<p>For a workform:</p> <ul style="list-style-type: none"> • Add the record to WorldCat: On the Action menu, click Update Holdings, Produce and Update Holdings, or Alternate Produce and Update. <p>Or</p> <p>For an existing record:</p> <ul style="list-style-type: none"> • Replace the master record: On the Action menu, click Replace Record or Replace and Update Holdings. <p>See results in next section.</p> <p>Note: If you did not lock the master record (see step 3), the system automatically locks the record before replacing it.</p>

Results of Replace

You must replace or lock and replace the master record to retain newly made links in bibliographic records to Authority File records. The following are possible system responses based on your authorization and whether the heading changes:

- **No change to heading.** If controlling the heading results in **no change to the heading content** in the bibliographic record, then you can replace the master record with at least a Full-level authorization.
- **No change to normalized heading.** If controlling the heading results in **no change to the normalized heading**, you can replace the master record with a Full-level authorization. That is, you can replace the record if the controlling process results in changes only in capitalization, diacritics, and punctuation or changes to the first indicator but not if there are changes to the heading content.
- **Heading changed.** If controlling the heading **does change** the heading content, 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.
- **Cannot replace master record with a Limited authorization.** You can lock the master record and/or control headings. Then you can save the record for review and completion. You cannot replace the record.

Note: You do not receive a database enrichment credit when you replace a master record after controlling a heading if controlling results in **no change** to the heading or its normalized forms. If the controlling process changes a normalized heading, however, and you are logged on with an Enhance authorization, you will receive an Enhance credit for replacing the record.

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 results screen.

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, e, and u

When you control a non-qualified personal name heading (100 or 700 field) that has a relator subfield (‡4, ‡e, and ‡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, and conferences), ‡4, ‡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

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.

Add a controlled subfield

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

	Action
1	<p>Uncontrol the heading so that you can edit it:</p> <p>In the record containing the controlled heading you want to change, place the cursor in the controlled field. On the Edit menu, click Control Headings > Uncontrol Single (or press <Ctrl><F11>). Or Right-click the heading, and on the pop-up menu, click Uncontrol Single.</p> <p>Result: The client removes the link to the authority record and the field becomes editable.</p> <p>Example: Uncontrol the heading <i>650 _0 Basket making</i></p>
2	<p>Type the subfield you want to add in the appropriate location. Include the subfield delimiter (‡), MARC subfield code, and a space between the subfield code and additional text.</p> <p>Example: Add <i>Ohio</i> in subfield z: <i>650 _0 Basket making ‡z Ohio</i></p>
3	<p>On the Edit menu, click Control Headings > Single, or click , or press <F11>. Or Right-click the heading, and on the pop-up menu, click Control Single Heading.</p> <p>Results:</p> <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, with the subfield you added, to the bibliographic record.



Add an uncontrolled subfield

Follow the same procedure to add an **uncontrolled** subfield as above for adding a **controlled** subfield: Uncontrol the controlled heading, add the subfield, and then control the heading.

The Control Headings window opens, showing:

- No matching record in the Authority File for the subfield you added.
- The heading text in a **Normalized Query Terms** text box.


To complete the process:

	Action
1	<p>Cut the uncontrolled subfield:</p> <p>In the Normalized Query Terms box of the Control Headings window, select the subfield you added. On the Edit menu, click Cut, or click , or press <Ctrl><X>.</p> <p>Or</p> <p>Right-click the selected text, and on the shortcut menu click Cut.</p> <p>Example: Cut the uncontrolled subfield <i>‡b Western Reserve Chapter.</i> from the heading <i>710 2_ Cardigan Welsh Corgi Club of America. ‡b Western Reserve Chapter.</i></p>
2	<p>Click Match Best to match the heading (in the example in step 1: <i>710 2_ Cardigan Welsh Corgi Club of America</i>) without the added subfield.</p> <p>Result: Matches are listed at the bottom of the window.</p>
3	<p>In the match results list, click Modify Heading next to the heading to which you want to add the uncontrolled subfield.</p> <p>Result: The selected heading appears in the Heading area above the Normalized Query Terms box.</p>
4	<p>Paste the uncontrolled subfield:</p> <p>With the cursor in the Normalized Query Terms box, click Paste, or click , or press <Ctrl><V>.</p> <p>Or</p> <p>Right-click in the Normalized Query Terms box, and on the shortcut menu, click Paste.</p> <p>Example: Paste <i>‡b Western Reserve Chapter.</i></p>

	Action
5	<p>Click Modify Heading to the right of the Normalized Query Terms box.</p> <p>The system adds the subfield to the heading in the Heading area.</p> <p>Note: You can add several uncontrolled subfields at once by typing them into the Normalized Query Terms box with subfield delimiters, spaces, and appropriate MARC subfield codes.</p>
6	<p>When finished building the heading, click Insert Heading to the right of the completed heading (in the Heading area above the Normalized Query Terms box).</p> <p>The system inserts the completed heading in the bibliographic record.</p> <p>Example: The system inserts <i>710 2_ Cardigan Welsh Corgi Club of America \$b Western Reserve Chapter</i>. The heading is controlled except for subfield b.</p>

Note: You do not need to include punctuation between subfields of partly and completely controlled subfields. The client supplies it. However, you do need to include appropriate punctuation within any uncontrolled subfield (for example, if you add a †n †d †c qualifier to a corporate or conference heading).

Control all headings in a record

	Action
1	Open a bibliographic record, or create a new record.
2	<p>Optional. For an existing record only, lock the master record:</p> <p>On the Action list click Lock Master Record.</p>
3	<p>On the Edit menu, click Control Headings > All, or press <Shift><F11>.</p> <p>Results:</p> <ul style="list-style-type: none"> • The system sends a message to inform you of the outcome. • The system replaces controllable fields with linked controlled fields. If some headings are already controlled, the system controls those that are not. • Editing markers () for edited fields, if any, are removed.
4	<p>When finished, for a workform:</p> <ul style="list-style-type: none"> • Add the record to WorldCat: On the Action menu, click Update Holdings, Produce and Update Holdings, or Alternate Produce and Update. <p>Or</p> <p>For an existing record:</p> <ul style="list-style-type: none"> • Replace the master record: On the Action menu, click Replace Record or Replace and Update Holdings. <p>Note: You must replace or lock and replace the master record to retain newly made links in bibliographic records to Authority File records. You must have at least a Full level authorization to control headings and then replace the master record. See “Results of Replace” above for details about authorizations and the kinds of changes to a heading that affect replacing master records.</p>



Note: Unqualified personal names are not automatically linked with authority records, since there is no unique characteristic for the system to use to distinguish among headings for people with the same name. You must control an unqualified personal name heading individually (**Edit > Control Headings > Single**).


Authorities: Use Authority Control for Bibliographic Records

Uncontrol heading(s) to edit To remove authority control so you can edit headings in a record:

Action
<p>To uncontrol all headings in an open bibliographic record, on the Edit menu, click Control Headings > Uncontrol All, or press <Alt><E><H><N>.</p> <p>Or</p> <p>To uncontrol a single heading, locate the cursor in the field you want to uncontrol. On the Edit menu, click Control Headings > Uncontrol Single, or press <Ctrl><F11>, or right-click the heading you want to control, and on the popup menu, click Uncontrol Single.</p> <p>Result: The client removes the 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 Copy, or click , or press <Ctrl><C>.</p>
2	<p>Open the bibliographic record.</p> <p>Optional. If it is an existing record, lock the master record:</p> <p>On the Action menu, click Lock Master Record, or press <Alt><F8>.</p>
3	<p>In the bibliographic record, place the cursor in the field you want controlled, and on the Edit menu, click Paste, or click , or press <Ctrl><V>.</p>

	Action
4	On the Edit menu, click Control Headings > Single , or click  , or press <F11>.
5	When finished, for a workform: <ul style="list-style-type: none"> • Add the record to WorldCat: On the Action menu, click Update Holdings, Produce and Update Holdings, or Alternate Produce and Update. Or For an existing record: <ul style="list-style-type: none"> • Replace the master record: On the Action menu, click Replace Record or Replace and Update Holdings. <p>Note: You must replace or lock and replace the master record to retain newly made links in bibliographic records to Authority File records. You must have at least a Full level authorization to control headings and then replace the master record. See "Results of Replace" above for details about authorizations and the kinds of changes to a heading that affect replacing master records.</p>

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:

- Medical Subject Headings (MeSH)
- Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.
- Newspaper Genre List
- Thesaurus for graphic materials: TGM I, Subject terms
- Thesaurus for graphic materials: TGM II, Genre and physical characteristic terms

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

2 Control subject headings

How to control subject headings

	Action
1	Open a bibliographic record.
2	<p>Optional. Lock the master record:</p> <p>On the Action list, click Lock Master Record, or press <Alt><F8>.</p>
3	<p>Locate the cursor in an uncontrolled subject heading field (6XX, where X=any valid tag number) with second indicator 0 or 4, and on the Edit menu, click Control Headings > Single, or press <F11>.</p> <p>Example of an uncontrolled heading: <i>650_0 Teacher educators ‡v Congresses ‡z Texas</i></p> <p>In this heading, the geographic subdivision (‡z) is incorrectly positioned.</p> <p>Results:</p> <ul style="list-style-type: none"> • The Control Heading window opens. • The first suggested replacement heading is: <i>650_0 Teacher educators ‡z Texas ‡v Congresses</i> <ul style="list-style-type: none"> — The geographic subdivision is correctly placed (after ‡a <i>Teacher educators</i>). — The main entry, <i>Teacher educators</i>, is highlighted to indicate that it can be subdivided geographically. — The heading is fully controlled to three separate authority records.
4	<p>In the Control Headings window, to the left of heading 1, click Insert Heading.</p> <p>Result:</p> <ul style="list-style-type: none"> • The Control Heading window closes automatically. • The system inserts the new controlled heading in the bibliographic record.
5	<p>When finished, for a workform:</p> <ul style="list-style-type: none"> • Add the record to WorldCat: On the Action menu, click Update Holdings, Produce and Update Holdings, or Alternate Produce and Update. <p>Or for an existing record:</p> <ul style="list-style-type: none"> • Replace the master record: On the Action menu, click Replace Record or Replace and Update Holdings. <p>Note: You must replace or lock and replace the master record to retain controlled headings.</p>

About subject heading control

When it is available
<ul style="list-style-type: none"> • Available when you use Control Headings > Single or Control Headings > All on the Edit menu

What it does

- Facilitates controlling subject headings (6xx fields with second indicator 0 or 4) to one or more authority records when a single authority record does not exist for the complete heading.
- 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 Headings 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 (subfield a only) with an authority record if
 - The heading is tagged as 6xx
 - Subfield a is followed by another subfield (for example, subfield x)
- Supports best practices for geographic subdivisions by:
 - Moving an incorrectly placed geographic subdivision to the correct position.
 - Identifying some 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

Subject heading control does not:

- Validate the structure of LCSH headings.
- Control headings tagged as 1xx, 7xx, or 8xx.
- Eliminate the need to control 6xx headings with second indicator 0 or 4 individually. When you use **Control Headings > All** on the Edit menu, some 6xx headings may not be automatically controlled. To control remaining 6xx headings via the Control Heading window, use **Control Headings > Single** on the Edit menu for each heading field.

Automatic control

The system automatically controls and links the heading and inserts the controlled heading in the bibliographic record without opening the Control Headings window when:

- A heading exactly matches one or more authority records.
- Controlling the heading requires no changes in the field: tag, indicators, subfield codes, or text.

<p>Semi-automatic control/Control Headings window</p> <p>The window opens automatically when:</p> <ul style="list-style-type: none"> You use Control Headings > Single on the Edit menu for a subject heading (6xx) field with second indicator 0 or 4. <p>And</p> <ul style="list-style-type: none"> The system cannot automatically control the complete heading to one or more authority records. <p>Or</p> <ul style="list-style-type: none"> Controlling the heading requires any change in the field: tag, indicators, subfield codes, or text. <p>Note: Complete or cancel controlling headings before you take other actions on a record. Once the Control Headings window opens, you must either select a heading to insert, or close the window, or click Cancel before you can take other actions.</p>

Subject heading control results: labels defined

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

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.
Partly 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"> 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.

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Label or symbol	Purpose/meaning
>> Match to cross reference in multiple 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 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	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 fuschia	The highlighted elements of the heading exactly match a single authority record. However, they are separated by a geographic subdivision.

Examples

Example of...	Result of Control Headings > Single action (Edit menu)
<p>Automatic full control to multiple authority records: <i>650_0 Teacher educators ‡z Texas ‡v Congresses</i></p>	<ul style="list-style-type: none"> • Connexion automatically controls the heading to three authority records. • The Control Headings window does not open.
<p>Unqualified personal name and invalid geographic subdivision: <i>600 10 Houston, Bud ‡v Anecdotes ‡z Ohio</i></p>	<ul style="list-style-type: none"> • The Control Headings window opens. • The first suggested heading is: <i>600 10 Houston, Bud ‡v Anecdotes</i> • The invalid geographic subdivision is removed and the heading is fully controlled to two authority records. • A warning message appears if you try to add the geographic subdivision.
<p>Original main entry matches two cross references: <i>650_0 Alms and almsgiving ‡z Mississippi ‡x Accounting</i></p>	<ul style="list-style-type: none"> • The Control Headings window opens. • The main entry matches cross references to two preferred headings. Both preferred forms are listed: <i>Charity and 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: <i>651_0 Mississippi Country (Mo.) ‡x History, Military ‡v Diaries</i></p>	<ul style="list-style-type: none"> • The Control Headings window opens. • The system shows no match for the main entry (because of a misspelling) • In the New Query box, correct <i>Country</i> to <i>County</i> 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 Headings window. • Click Insert Heading to insert heading 1 in the bibliographic record.

3 MARC controllable fields

See also: "Control headings in bibliographic records"

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 Library of Congress (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	
655		0	
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 tag automatically flips from 8XX to 7XX.
810			
811			
830			

MARC controllable subfields

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
		5	Canadian subject headings
		6	RVM French Canadian subject headings
		7	Requires presence of subfield 2 and valid scheme

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.

Examples:

- In the following heading, subfields ‡a (Ferrets), ‡z (Missouri), and ‡x (Age) are represented by separate authority records:

650_0 Ferrets ‡z Missouri ‡x Age

- In the following example, the geographic subdivision (‡z Missouri ‡z Springfield) cannot be controlled because there is no 781 field for it:

650_0 Ferrets ‡z Missouri ‡z Springfield ‡x Age

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 Results set when available
008/15 = b	651 _0 Ceylon	
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) Miscoded subfields	Data entry errors, such as topics

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.