

## Verify and Control Headings in Bibliographic Records

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## Revision History

<b>Date</b>	<b>Section Title</b>	<b>Description of changes</b>
November 2006	1. Add and remove authority control; 2. Control headings not automatically system-controlled	Updated to reflect expanded capability for users with a Full level authorization to replace a master bibliographic record after controlling headings. If the only changes are to normalize the heading (e.g., correct punctuation and capitalization), users can now replace the master record.
June 2008	1. Add and remove authority control	Updated to detail handling of relator subfield \$j in conference name headings (fields 111, 611, 711, and 811).
February 2012	1. Add and remove authority control	Removed “and DDC” from “Control All Headings” command. Connexion no longer controls DDC numbers. Added information about controlling headings from TB259R Authorities System Changes.
April 2013	All	Removed references to Heritage Printed Book
May 2016	1. Add and remove authority control; 2. Control headings not automatically system-controlled	Removed references to institution records.

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## 1. Add and remove authority control

### Summary of authority control functions in Connexion

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

Authority control function	Description/More Information
Control All Headings	<ul style="list-style-type: none"> <li>• Available in edit mode, in <b>MARC Template</b> view.</li> <li>• Select <b>Control All</b> from Edit list.</li> <li>• <b>More information:</b> See Control all authority headings</li> <li>• If some headings remain uncontrolled, try controlling them individually.</li> </ul>
Control Heading	<ul style="list-style-type: none"> <li>• Available in edit mode, in <b>MARC Template</b> view.</li> <li>• Select <b>Control Heading</b> from Functions list in the heading field.</li> <li>• <b>More information:</b> See Control a single authority heading</li> </ul> <p>Controllable fields are (x equals any number):</p> <ul style="list-style-type: none"> <li>• 1xx</li> <li>• 6xx, second indicator 0</li> <li>• 655, second indicator 7, with subfield \$2 lcgft <b>See more below:</b> Notes on controlling genre/form headings in field 655</li> <li>• 7xx</li> <li>• 8xx</li> </ul> <p>Note: 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 more about: Control headings not automatically system-controlled</p>

### About controlling headings

- Connexion lets you control headings; that is, you link heading(s) in a bibliographic record or workform in WorldCat or in the online bibliographic save file (while logged on) directly to exactly matching Library of Congress authority record(s), if available.

- A controlled heading appears as a hyperlink in the bibliographic record (blue underlined text) that you can click to open the "controlling" authority record. The authority record opens in a different 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 or replace records to retain newly controlled headings** (below) for details.
- Once you control a heading (and add or replace the record in WorldCat), the heading in the bibliographic record is automatically updated whenever the linked authority record changes.
- If a controlled heading changes automatically because the authorized heading in the authority record changes, the system indicates this by adding the text `OCLCA` in subfield \$d of the 040 field in the bibliographic record.

**Notes on 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* .
- **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*.
- **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.

**Control a single authority heading**

Action	
1	Open a bibliographic record (or create a new record) in MARC Template edit view.
2	<p><b>Existing record: lock the master record.</b>                      On the Action list click <b>Lock Master Record</b>.  <b>Note:</b> You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.  <b>More?</b> See Add or replace records to retain newly controlled headings</p>

Action			
3	<ul style="list-style-type: none"> <li>• Move the cursor to an existing field for which authority control is available. Or</li> <li>• Create a field of the type you want by using the <b>Add Single Field</b> function and/or changing the field tag. Then enter or edit the text for the field, if necessary.</li> </ul> <p>Controllable fields are (x equals any number):</p> <ul style="list-style-type: none"> <li>• 1xx</li> <li>• 6xx, second indicator 0</li> <li>• 655, second indicator 7, with subfield \$2 lcgft</li> <li>• 7xx</li> <li>• 8xx</li> </ul>		
4	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Open the Functions list and click <b>Control Heading</b>.</p> </td> <td style="width: 50%; vertical-align: top; text-align: right;"><b>Result</b></td> </tr> </table> <p>The system searches the Connexion Authority File and does the following, depending on what is found:</p> <ul style="list-style-type: none"> <li>• Exact match: 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:</li> <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> <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 a partially or fully controlled heading.</li> </ul> <p>See instructions for controlling headings that are not automatically system-controlled: Control headings not automatically system-controlled.</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>	<p>Open the Functions list and click <b>Control Heading</b>.</p>	<b>Result</b>
<p>Open the Functions list and click <b>Control Heading</b>.</p>	<b>Result</b>		
5	<p>Once a controlled heading is inserted in the bibliographic record, to retain it in the record:</p> <ul style="list-style-type: none"> <li>• <b>New record (workform).</b> Add the record to WorldCat. Open the Action list and click <b>Update Holdings</b> or <b>Produce and Update Holdings</b> or <b>Alternate Produce and Update</b>. Or</li> <li>• <b>Existing record.</b> Replace the master record. Open the Action list and click <b>Replace Record</b> or <b>Replace and Update Holdings</b>.</li> </ul> <p><b>Note:</b> You must be logged on with at least a full level cataloging authorization to add a new record or replace the master record. See more about adding and replacing records in: Add or replace records to retain newly controlled headings.</p>		

## 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 a **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 lcgft added at the end of the field.
- If more than one genre authority record is found, and one has **sh** in the \$a of the 010 field, and another has **gf** in the \$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* for more information.

## Unqualified personal name headings: no automatic control

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

**Example.** If the following heading is present in a bibliographic record, and the person being described is a French hornist: Hatfield, Michael. \$4 prf If automatically controlled, this heading would be linked to LCCN: n78080498 (Hatfield, Michael). However, the correct heading for the French hornist is represented by: no98070700 (Hatfield, Michael, \$d 1936-).

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

## Treatment of relator subfields \$4, \$5, \$e, and \$u

When you control an unqualified personal name heading (100 or 700 field) that has a relator subfield \$4, \$5, \$e, or \$u, the Control Headings 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), \$4, \$5, \$e, and \$u are automatically appended if the heading is matched to an existing authority record.

Examples of headings that automatically control with relator code present:

- 710 20 New York Philharmonic. \$4 prf
- 700 1 Hatfield, Michael, \$d 1936- \$4 prf
- 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 of a conference heading that automatically controls with relator code in \$j

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

## 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.

The system also adds a closing date, if needed and available, for candidate personal name headings when:

- You attempt to control a heading that the system cannot automatically control, the Control Heading window opens, and you correct a heading in the New Query box.
- You control all headings in a bibliographic record.

## Control all authority headings

Action	
1	Open a bibliographic record (or create a new record) in the MARC Template edit view.
2	<b>Existing record: lock the master record.</b> On the Action list click <b>Lock Master Record</b> .  <b>Note:</b> You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.

Action	
3	<p>On the Edit list click <b>Control All Headings</b>.</p> <p>Result: 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>
4	<ul style="list-style-type: none"> <li>• Click <b>OK</b>.</li> <li>• Click <b>Cancel</b> if you decide not to proceed with the Control All action.</li> </ul>
5	<p>When finished, to retain controlled headings in the bibliographic record:</p> <ul style="list-style-type: none"> <li>• <b>New record (workform).</b> Add the record to WorldCat. Open the Action list and click <b>Update Holdings</b> or <b>Produce and Update Holdings</b> or <b>Alternate Produce and Update</b>. Or</li> <li>• <b>Existing record.</b> Replace the master record. On the Action list click <b>Replace Record</b> or <b>Replace and Update Holdings</b>.</li> </ul> <p><b>Note:</b> 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: Add or replace records to retain newly controlled headings.</p>

## Remove authority control from field

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

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

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

Action	
3	<p><b>Existing record: lock the master record.</b> On the Action list click <b>Lock Master Record</b>.</p> <p><b>Note:</b> You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p>
4	<ol style="list-style-type: none"> <li>1. In the bibliographic record, place the cursor in the field you want controlled.</li> <li>2. On the browser's Edit menu, click <b>Paste</b>.</li> </ol> <p style="text-align: center;">Or</p> <p style="text-align: center;">Right-click in the text box for the field: on the pop-up menu, click <b>Paste</b>.</p>
5	Open the Functions list for the field you want to control and click <b>Control Heading</b> .
6	<p>When finished, to retain controlled headings in bibliographic record:</p> <ul style="list-style-type: none"> <li>• New record (workform). Add the record to WorldCat. Open the Action list and click Update Holdings or Produce and Update Holdings or Alternate Produce and Update.</li> <li>• Or</li> <li>• Existing record. Replace the master record. On the Action list, click Replace Record or Replace and Update Holdings.</li> </ul> <p><b>Note:</b> You must be logged on with at least a full level cataloging authorization to add a new record or replace the master record. See more about adding and replacing records in: Add or replace records to retain newly controlled headings.</p>

## Add or replace records 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. 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.
- 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.

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

## 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)®
- Canadian Subject headings (CSH)
- Dublin Core Metadata Initiative Type Vocabulary
- Getty Thesaurus of Geographic Names (TGN)®
- 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)®
- 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)®

Open and use the Terminologies Service with Connexion as you edit and create records. See more information and procedures on the OCLC Web site.

## 2. Control headings not automatically system-controlled

### About controlling headings 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 a 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 partially or fully controlled heading.

The **Control Headings** window does the following:

- 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.

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

### Control Headings window: areas and features

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

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

## Control Headings window: buttons, labels, and highlighting

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

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

Label or symbol	Purpose/meaning
List of matching headings	
Fully controlled	All elements in the heading exactly match single authority records.
Multi-controlled	<ul style="list-style-type: none"> <li>At least two elements in the heading match single authority records.</li> <li>At least one element was not matched to an authority record.</li> </ul>
Partially controlled	<ul style="list-style-type: none"> <li>Only one element in the heading exactly matches a single authority record.</li> <li>At least one element in the heading was not matched to a single authority record.</li> </ul>
Subdivision record	<ul style="list-style-type: none"> <li>The heading element matches a 18x authority record. Or</li> <li>The geographic subdivision matches a 781 field in a 151 authority record.</li> </ul>
[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 one 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 multiple authority records	<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: Fuchsia	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>Examples:</p> <ul style="list-style-type: none"> <li>• LC Name</li> <li>• LC Subject</li> <li>• LC Name/Subject (This label means that at least one element in this heading is controlled to an authority record in the LC Name thesaurus and at least one element is controlled to an authority record in the LC Subject thesaurus.)</li> <li>• LC Genre</li> </ul>

## Procedure: control a multipart subject heading

Action	
1	Open a bibliographic record (or create a new record) in MARC Template edit view.
2	<p><b>Existing record: lock the master record.</b></p> <p>On the Action list, click <b>Lock Master Record</b>.</p> <p><b>Note:</b> You must lock and replace the master record to retain newly made links from headings in bibliographic records to Authority File records.</p> <p><b>More?</b> See Add or replace records to retain newly controlled headings</p>

Action	
3	<p>1. Move the cursor to an uncontrolled heading.  <b>Example:</b> 650_0 Teacher educators \$v Congresses \$z Glen Canyon (Utah and Ariz.)                      In this heading, the geographic subdivision (\$z) is incorrectly positioned.</p> <p>2. On the Functions list, click <b>Control Heading</b>.</p> <p><b>Result:</b></p> <ul style="list-style-type: none"> <li>• The Control Heading window opens.</li> <li>• The first suggested replacement heading is                      650_0 Teacher educators \$z Glen Canyon (Utah and Ariz.) \$v Congresses                     <ul style="list-style-type: none"> <li>○ The geographic subdivision is correctly placed (after \$a Teacher educators).</li> <li>○ The main entry, Teacher educators, is highlighted in aqua to indicate that it can be subdivided geographically.</li> <li>○ The heading is fully controlled to 3 separate authority records.</li> </ul> </li> </ul> <p><b>Notes:</b> At any time,</p> <ul style="list-style-type: none"> <li>• Click <b>Cancel</b> to cancel heading control.</li> <li>• Or, if you have taken action in the Control Headings window, click <b>Undo</b> to undo your last action.</li> </ul>
4	<p>To the left of heading 1, click <b>Insert Heading</b>.</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 matching 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>
5	<p>When finished editing the record:</p> <ul style="list-style-type: none"> <li>• <b>New record.</b> Add the record to WorldCat.                      Open the Action list and click <b>Update Holdings</b> or <b>Produce and Update Holdings</b> or <b>Alternate Produce and Update</b>.                      Or</li> <li>• <b>Existing record.</b> Replace the master record.                      Open the Action list and click <b>Replace Record</b> or <b>Replace and Update Holdings</b>.</li> </ul>

## Examples

Example	Result of Control Heading request
<p><b>Automatic full control to multiple authority records</b></p> <p>650_0 Teacher educators \$z Glen Canyon (Utah and Ariz.) \$v Congress</p>	<ul style="list-style-type: none"> <li>• Connexion automatically controls the heading to 3 authority records</li> <li>• The Control Heading window does not open.</li> </ul>
<p><b>Unqualified personal name and invalid geographic subdivision</b></p> <p>600 10 Houston, Bud \$v Anecdotes \$z Ohio</p>	<ul style="list-style-type: none"> <li>• The Control Heading window opens.</li> <li>• The first suggested heading is 600 10 Houston, Bud \$v Anecdotes</li> <li>• Click <b>Insert Heading</b> next to the fully controlled 600 heading.</li> <li>• The heading is fully controlled to 2 authority records.</li> <li>• The heading with the invalid geographic subdivision is labeled multi-controlled.</li> </ul>
<p><b>Original main entry matches 2 cross references</b></p> <p>650_0 Alms and almsgiving \$z Mississippi \$x Accounting</p>	<ul style="list-style-type: none"> <li>• The Control Heading window opens.</li> <li>• The main entry matches cross references to 2 preferred headings. Both preferred forms are listed: <i>Charity</i> and <i>Charities</i>.</li> <li>• <b>Charities</b> is highlighted in aqua to indicate that it can be geographically subdivided.</li> <li>• Click <b>Modify Heading</b> next to <i>Charities</i>.</li> <li>• The system suggests a list of headings.</li> <li>• Click <b>Insert Heading</b> next to the fully controlled 650 heading: 650_0 <i>Charities</i> \$z Mississippi \$x Accounting</li> </ul> <p><b>Note:</b> If you click <b>Modify Heading</b> next to <i>Charity</i>, you see that it cannot be geographically subdivided.</p>
<p><b>Original main entry not matched; requires connection and new query</b></p> <p>651_0 Mississippi Country (Mo.) \$x History, Military \$v Diaries</p>	<ul style="list-style-type: none"> <li>• The Control Heading window opens.</li> <li>• The system shows no match for the main entry (because Country is misspelled Country).</li> <li>• In the New Query box, correct <b>Country</b> to <b>County</b> in \$a. 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> to insert the fully controlled 651 heading: 651_0 Mississippi County (Mo.) \$x History, Military \$v Diaries</li> </ul>

## Add or replace records 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. 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.
- 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.

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

### 3. Authority control available

#### Why use authority control?

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

#### Authority control available in MARC Template view only

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

#### MARC to Dublin Core mapping of Controllable fields in bibliographic records

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

## Unavailable actions on authority controlled fields

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

## Notes on Library of Congress Subject Headings authority control

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

For example, in the heading

650\_0 Ferrets \$x Age \$z Nebraska

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

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

650\_0 Ferrets \$z Ohio \$z Shawnee Hills

## Punctuation

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

## 4. Automatic compliance with Library of Congress authority records

### Automatic compliance with Library of Congress authority records

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

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

### Restrictions on headings

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

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

### Error correction

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

## Geographic subfields

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

## 5. MARC controllable fields

### MARC controllable fields

For details about how to control fields, see Add and remove authority control.

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 Lcft	<p>Controlling genre/form headings in field 655 depends on whether the LCCN in the authority record has a sh or gf prefix.</p> <ul style="list-style-type: none"> <li>• If sh, the heading controls in 655 with second indicator 0.</li> <li>• If gf, the heading controls in 655 with second indicator 7.</li> <li>• If more than one authority record with both sh and gf, 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 830, 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 and the controlled heading.
810			
811			
830			

## MARC controllable subfields

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

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

## MARC uncontrollable fields

Field	1st indicator	2nd indicator	Note
240			
400			When 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			
		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