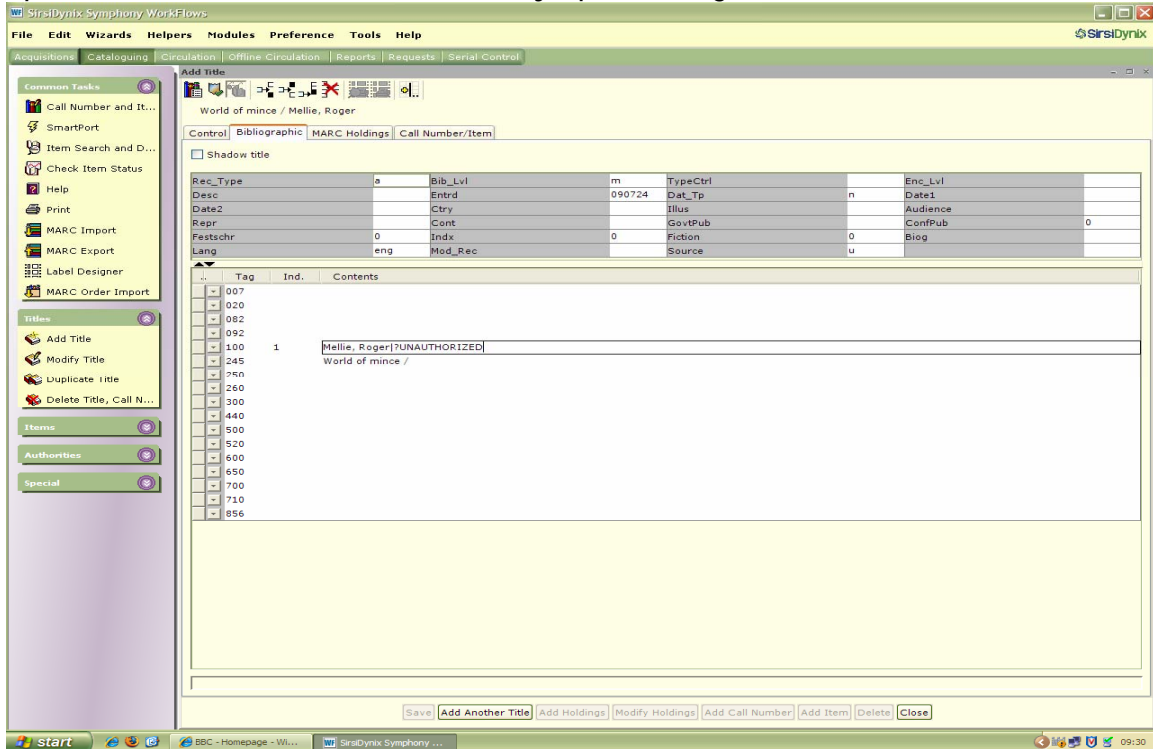
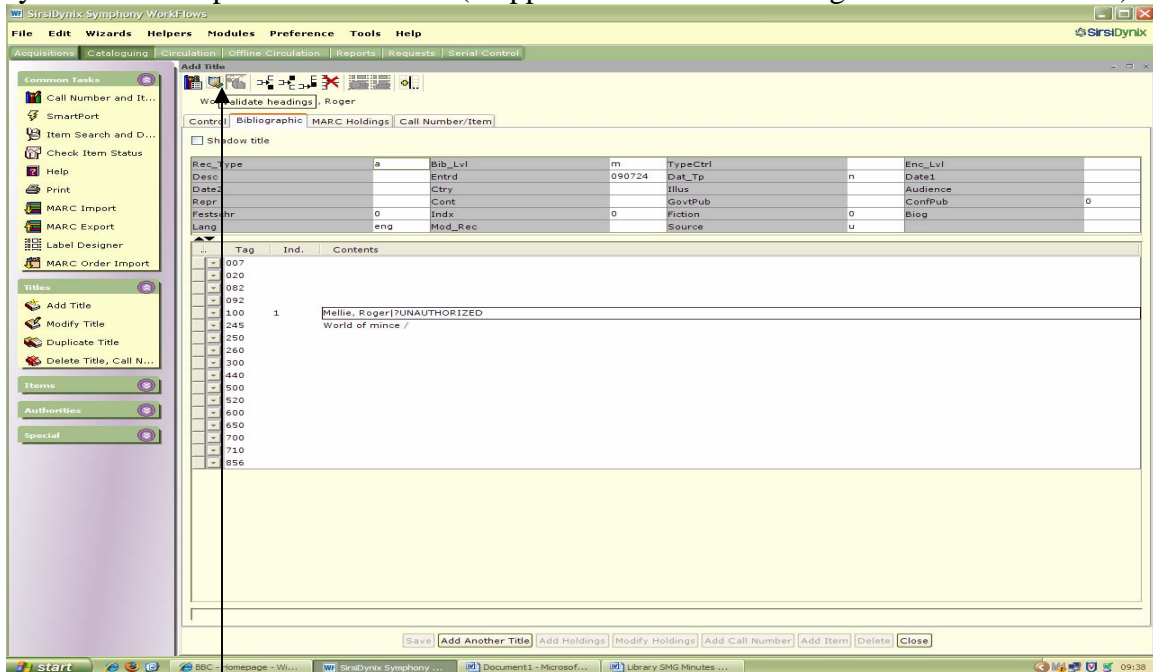


Adding an author or subject to the Symphony Authority file

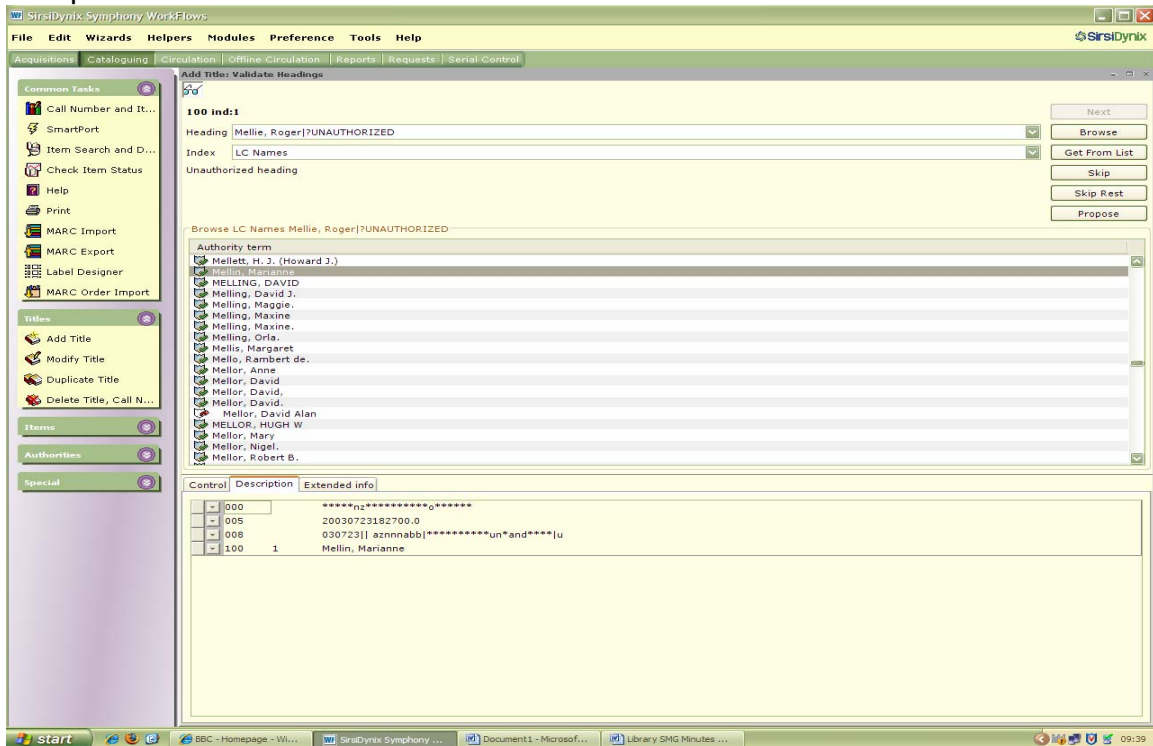
When adding a new bibliographic record, if you add an author or subject which is not already on Symphony's authority file, an UNAUTHORIZED text will show up next to the unauthorized authority upon saving the record.



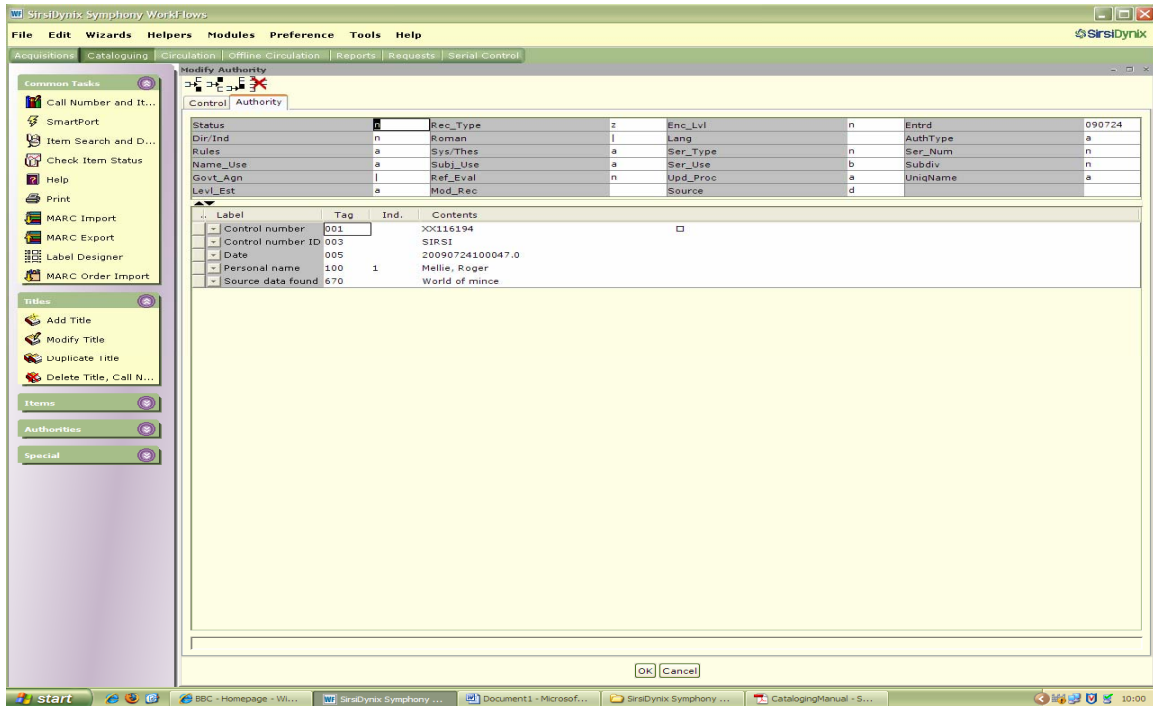
To add the authority to the Symphony authority file, click on the "Validate headings" symbol in the top left of the screen (it appears as a shield with a green tick in front of it).



You are presented with a list of authorized headings. If any of these appear to be correct (and match the LOC heading at <http://authorities.loc.gov>) you can Select an appropriate replacement heading from the list, and click Get From List. The selected heading replaces the unauthorized heading. Otherwise, you will have to add the new authority to the authority database. To do this, click "Propose"



Fixed fields and entries are populated with information based on the entry in the bibliographic record. Make any necessary changes, and click **OK** to save the record.



The validate headings window appears. Click browse to add the new proposed authority heading to the list. Click "Get from list". The "Next" button becomes available. Click "Next" to validate the heading and continue to check other unauthorized headings.

