

INTRODUCTION


The authority database in Symphony has two authority indexes: Library of Congress name headings and Library of Congress subject headings. To maintain the consistency, and therefore increase the usefulness, of these indexes it is important that all author names and subject terms used in new catalogue records are firstly checked against existing authority records in Symphony and, if necessary, against Library of Congress authorized headings.

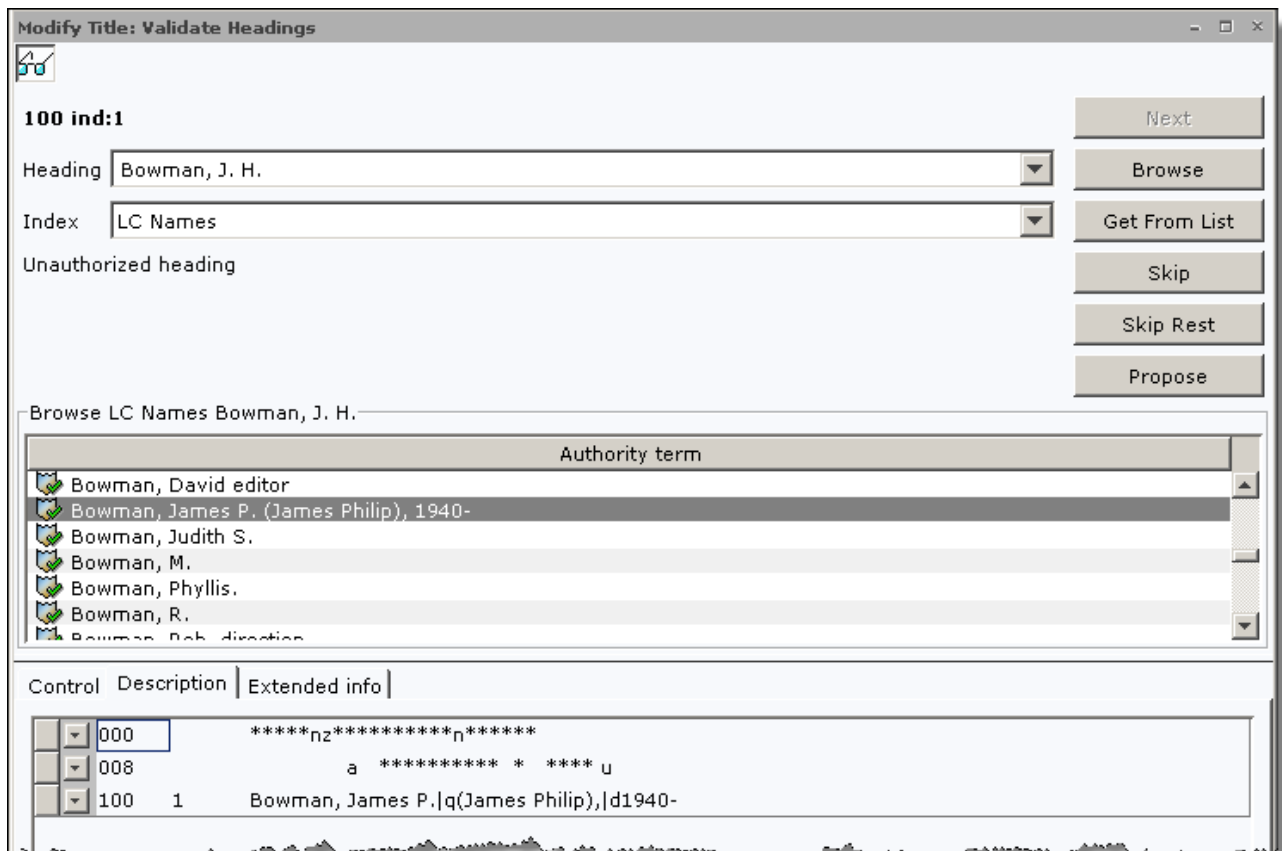
Step 1

Whenever you add a new catalogue record to Symphony you should ensure that all entries in any of the author and subject fields are authorized, that is, appear in either the name or subject authority indexes in Symphony. You should be alerted to unauthorized entries as the **?UNAUTHORIZED** flag will be displayed after any unauthorized entries as shown in the example below:

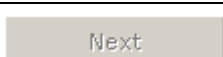
	Tag	Ind.	
	005		20070407164200.0
	020		1856044564(pbk.) : c\$22.95
	049		bCR GN MH
	082	04	025.3 221
	100	1	Bowman, J. H. ?UNAUTHORIZED
	245	10	Essential cataloguing / cJ.H. Bowman.

Step 2

You can check any name and subject headings by clicking on the **Validate Headings** command  at the top left hand corner of the **Add Title** or **Modify Title** window. This will bring up a **Validate Headings** window (see example below):



The **Validate Headings** screen will open at the first unauthorized heading in the bib record and, using the buttons on the right hand side of the screen, you have the following options:

	Click here, if available, to move on to the next unauthorized heading.
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<input type="button" value="Browse"/>	Click here to move up or down the alphabetical list of authority terms according to what is entered in the Heading box. (NB You can also click Browse to add a proposed authority heading to the list of authority terms).
<input type="button" value="Get From List"/>	Click here to replace the current heading with the currently selected entry from the list of authority terms. The selected authority term will replace the author or subject term in the bib record once the validate headings process is completed.
<input type="button" value="Skip"/>	Click here to skip the current unauthorized heading and move on to the next one.
<input type="button" value="Skip Rest"/>	Click here to skip all remaining unauthorized headings including the current one.
<input type="button" value="Propose"/>	Click here to propose the current heading to be added to the list of authorized terms.

If there is no entry in the list of authority terms for the author or subject term from your bib record then you need to propose one. However before you do so you should check what the authorized version of this name or subject term is against the Library of Congress Authorities at <http://authorities.loc.gov>.

Step 3

You can check for the authorized version of the author's name or subject term at the **Library of Congress Authorities** as follows:

1. Go to <http://authorities.loc.gov> on your browser.
2. Click on the **Search Authorities** link on this web page (**NB** there are also links to **Help on Searching Authorities** and **Frequently Asked Questions** here).
3. From the search window (as shown below) select which index you wish to search (i.e. **Subject Authority Headings** or **Name Authority Headings**).

Authority Headings Search

Search Text:

Search Type: **Subject Authority Headings**
 Name Authority Headings
 Title Authority Headings
 Name/Title Authority Headings
 Keyword Authorities (All)

Scroll down for Search Hints

100 records per page

4. Enter the author's name or subject term into the **Search Text** box (**NB** remember that neither search type conducts a keyword search and so you need to match with the first word of a subject term or, for personal names, you should enter the name in reverse order (i.e. Surname, First name) while organisational names should be entered in direct order (e.g. British Broadcasting Corporation).
5. (i) Once you have entered your search term, for example **Crime**, you will see a list of matching authority headings from which you should pick whichever heading you think is most appropriate. In the first column of your search results you should look out for dark red buttons which indicate that an authority record is available for that heading. There are 6 buttons which link to authorized headings, references, scope notes etc. as described below:

<input type="button" value="Authorized Heading"/>	links to an authorized heading based on the 1XX field of an authority record
<input type="button" value="References"/>	links to a non-authorized heading (4XX) allowing you to access another heading which has an authority record
<input type="button" value="Scope Notes"/>	links to a scope note which provides additional information about the heading and when to use it (however when you see this button there is no complete authority record)
<input type="button" value="Authorized, Refs & Notes"/>	combination of three buttons above with links to an authorized heading, a See also reference (5XX) to access another authority heading and a scope note providing additional information about the heading and its use

Authorized & Notes	combination of the Authorized Heading and Scope Notes buttons giving links to the authorized heading and a scope note with additional information
Authorized & References	combination of the Authorized Heading and References buttons giving links to the authorized heading and a <i>See also</i> reference (5XX)

(ii) Clicking on the **Authorized, Refs & Notes** button next to **Crime**, for example, will bring up the following screen where you have links to the authority record and scope note for **Crime** as well as a list of narrower terms (broader terms would also be listed if available but in this case there are no broader terms):

SOURCE OF HEADINGS: Library of Congress Online Catalog
INFORMATION FOR: Crime.

Please note: Broader Terms are not currently available

Select a Link Below to Continue...

[Authority Record](#)

[Scope Note](#)

Narrower Term: [Alcoholic beverage law violations](#)

Narrower Term: [Alcoholism and crime.](#)

Narrower Term: [Astrology and crime](#)

(iii) Clicking on the **Authority Record** link will bring up the following screen where you have links to the authority records for **Heading (1XX)**, **Search Also Under (5XX)** headings and **Used For/See From (4XX)** headings (none for this particular subject heading):

SOURCE OF HEADINGS: Library of Congress Online Catalog
INFORMATION FOR: Crime.

FIELD	Select a Link to View the Authority Record
Heading (1XX)	Crime.
Search Also Under (5XX)	Alcoholic beverage law violations
Search Also Under (5XX)	Alcoholism and crime.
Search Also Under (5XX)	Astrology and crime
Search Also Under (5XX)	Commercial crime

(iv) Clicking on the **Heading (1XX)** link for **Crime** will bring up the following authority record for this subject heading (NB a **MARC display** or **Labelled display** of this record are available by clicking on the appropriate label at the top of the authority record):

<p>LC Control Number: sh 85033993 HEADING: Crime</p> <p>000 01450cz a2200397n 450 001 4686160 005 20080522002747.0 008 860211i anannbabn a ana 035 __ a (DLC)sh 85033993 035 __ a (DLC)7507079 035 __ a (DLC)sp 85033993 035 __ a (DLC)395600 906 __ t 0818 u te04 v 0 010 __ a sh 85033993 040 __ a DLC c DLC d DLC 053 _0 a HV6001 b HV7220.5 150 __ a Crime 260 __ d 1st ed. l London : Routledge, 1987. 450 __ a Urban crime 550 __ w g a Social problems 550 __ a Criminal justice, Administration of 550 __ a Criminal law 550 __ a Criminals 550 __ a Criminology 670 __ a UMI business vocab. b (Felonies, see C 680 __ a UMI business vocab. b (Felonies, see C</p> <p style="text-align: center;">MARC Display <i>tab selected (default)</i></p>	<p>LC Control Number: sh 85033993 LC Class Number: HV6001 HV7220.5 HEADING: Crime Used For/See From: City crime</p> <p>Crime Social aspects Crime and criminals Crimes Delinquency Felonies Misdemeanors Urban crime</p> <p>Search Also Under: Social problems Criminal justice, Administration of Criminal law Criminals Criminology subdivision Crimes against under classes of pe</p> <p>Scope Note: Here are entered works on the occurrence of the treatment or punishment of criminals, are e justice, Administration of.</p> <p>Found In: UMI business vocab. (Felonies, see Crime)</p> <p style="text-align: center;">Labelled Display <i>tab selected</i></p>
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(v) From the authority record you can now copy and paste the authorized heading into the **Heading** box of the **Validate Headings** window. **NB** If you want to add/edit more fields to the authority record in Symphony then you can also use the **Modify Authority** wizard in the **Authorities** section of the **Cataloguing** module to open the authority record and then copy and paste the sections you require from the Library of Congress record into the authority record in Symphony (**NB** you should omit the initial **|a** subfield delimiter and remove spaces between subfields both of which are not required in Symphony) including:

100 field	Authorized heading (personal name)
110 field	Authorized heading (organisational name)
130 field	Authorized heading (uniform title)
150 field	Authorized heading (topical term)
400 field	Used for/See From tracing (personal name)
410 field	Used for/See From tracing (organisational name)
450 field	Used for/See From tracing (topical term)
500 field	See Also From tracing (personal name)
510 field	See Also From tracing (organisational name)
550 field	See Also From tracing (topical term)
670 field	Source Data Found/Found In

(vi) Click on the **Propose** button to open the **Modify Authority** window for this record as illustrated below:

The screenshot shows the 'Modify Authority' window with a table of fields and a list of authority terms.

Field	Value	Field	Value	Field	Value	Field	Value
Status	n	Rec_Type	z	Enc_Lvl	n	Entrd	100304
Dir/Ind	n	Roman		Lang		AuthType	a
Rules	a	Sys/Thes	a	Ser_Type	n	Ser_Num	n
Name_Use	a	Subj_Use	a	Ser_Use	b	Subdiv	n
Govt_Agn		Ref_Eval	n	Upd_Proc	a	UniqName	a
Levl_Est	a	Mod_Rec		Source	d		

Label	Tag	Ind.	Contents
Control number	001		XX118887
Control number ID	003		SIRSI
Date	005		20100304092620.0
Personal name	100	1	Bowman, J. H.
Source data found	670		Essential cataloguing , 2003 bt.p. (J.H. Bowman)

(vii) Make any required changes/additions to the authority record and click on the **OK** button to save these changes/additions.

(viii) You are now returned to the **Validate Headings** window. Notice that the proposed heading is still flagged as **Unauthorized** and does not appear in the list of authority terms as this requires the **Add, Delete, Update Databases** report to run which will occur as part of the nightly Day End procedure. However you can add the proposed heading to the list of authority terms and remove the **Unauthorized** flag as follows:

- click on the **Browse** button (the heading should now appear in the list of authority terms);
- with the heading still selected click on the **Get From List** button to remove the **Unauthorized** flag;
- click on the **Next** button to move to the next unauthorized heading, if any;
- once all unauthorized headings have been proposed or skipped then a **Validation Complete** pop-up box, similar to the example below, will appear;

The screenshot shows the 'Validation Complete' pop-up box with the following statistics:

Entries checked:	11
Unauthorized headings found:	1
Unauthorized headings authorized:	1
Unauthorized headings skipped:	0

OK

- click on the **OK** button to complete this process and return to the bib record.

NOTES

1 Please note that even if a heading (either subject or name) is authorised according to Symphony, that is appears in either of the LC Names or LC Subjects indexes, does not mean that they are necessarily valid authority headings according to the Library of Congress. A lot of the **“authorised”** headings in Symphony are not valid Library of Congress headings because: (i) they were imported from Horizon where headings were added automatically without any prompting to check their validity and (ii) headings will have been added by cataloguers without checking their validity against Library of Congress authorities. So to improve the accuracy and consistency of the catalogue we should be checking **ALL** subject and name headings using Library of Congress Authorities, even those which already appear in Symphony, and modify authority headings in Symphony where necessary.

2 Full stops should be added at the end of author (personal names only) and subject headings except if the heading itself ends in a punctuation mark. See table below for some examples:

Correct	Incorrect
Morrison, Donald.	Morrison, Donald
Milne, A. A.	Milne, A. A..
Hayes, Paul, d1942-	Hayes, Paul, d1942-
Shakespeare, William, d1564-1616.	Shakespeare, William, d1564-1616
World War, 1939-1945.	World War, 1939-1945
Human physiology vPopular works.	Human physiology vPopular works

Also if you use subfields |2, |3, |4 or |5, they should be entered as the last subfield of the field but any final punctuation should be entered in the preceding subfield and not in subfields |2, |3, |4 or |5 themselves, for example:

Morrison, Donald. |4nrt **NOT** Morrison, Donald |4nrt.
Golf. |4dpc **NOT** Golf |4dpc.

3 When dealing with personal names which have more than one initial you should enter a space between initials in the personal name heading in the 100 field (e.g. **Milne, A. A.** not **Milne, A.A.**). However in the descriptive part of the bib record (e.g. in the statement of responsibility) you should **NOT** enter a space between initials (e.g. **A.A. Milne** not **A. A. Milne**). Also full stops should be used regardless of whether or not they appear on the source item itself.

4 There are a number of free floating subdivisions which can be added to authorized headings so that they describe the subject content of the resource more precisely. For example, the main subdivisions which can be used with subject headings are (R = repeatable sub-field; NR = non repeatable sub-field):

a	Topical term or geographic name as entry element (NR)
b	Topical term following geographic name as entry element (NR)
c	Location of an event (NR)
d	Active dates (NR)
e	Relator term (R)
v	Form subdivision (R)
x	General subdivision (R)
y	Chronological subdivision (R)
z	Geographical subdivision (R)

In most subject headings, the form subdivision appears as the last element, following the general pattern of subdivision order, **Topic—Topic—Place—Time—Form**. However, there are exceptions to this general rule. To get the correct order of subdivisions you should exercise judgment based on the context. One way to test this is to **“read it backwards”** or from right to left, to see if the string makes sense and accurately describes the content of the resource. So, for example:

History zScotland vPeriodicals vIndexes.	=	Index to periodical on Scottish history
History zScotland vIndexes vPeriodicals.	=	Serially published index on Scottish history

5 Geographic headings are normally inverted to give prominence to the specific location, geographic feature etc. rather than generic descriptive terms such as lake, mount, loch etc., so for example:

Correct	Incorrect
Garda, Lake (Italy)	Lake Garda (Italy)
Olympus, Mount (Greece)	Mount Olympus (Greece)
Ness, Loch (Scotland)	Loch Ness (Scotland)

Note, however, for geographic terms where the generic term does not appear first (this includes rivers as in American usage river will appear after the specific name of the river) then the heading will appear in direct order without a comma, so for example:

Correct	Incorrect
Pacific Ocean	Pacific, Ocean
Red Sea	Red, Sea
Clyde River (Scotland)	Clyde, River (Scotland)

6 Assigning and finding subject headings can be a tricky business requiring a degree of personal judgement. The following list of tips gives some guidance of how and when to assign subject headings and how to search for them:

- assign one or more subject headings that best summarize the overall contents of the work and provide access to its most important topics;
- only assign headings for topics that comprise at least 20% of the work;
- assign headings that are as specific as the material covered and only use more general headings if more specific headings do not exist;
- for resources which cover up to 3 distinct topics only use up to 3 specific headings rather than a single broader heading (e.g. **USE *cognitive psychology, developmental psychology* and *educational psychology* NOT *psychology*** if resource only covers those three topic headings);
- for resources which cover 4 or more distinct topics use a single broader heading rather than list all the individual topic headings (e.g. **USE *winter sports*** rather than ***curling, skating, skis and skiing, snowboarding, Winter Olympics*** etc.) except if the broad topic is very broad and you consider it would be better to assign 4 more specific topic headings instead (Library of Congress practice is that you should not exceed 4 subtopics);
- subject headings should be arranged in descending order of importance;
- **“free-floating”** subdivisions may be applied to many **“established”** headings but that does not mean that they can be added to any heading – you should firstly look for authorized subject heading strings (e.g. **English literature--18th century--History and criticism.**) and failing this then the **Library of Congress Subject Cataloging Manual** lists which subdivisions may be **“freely”** assigned to which headings;
- subject headings can be broadly grouped by the number of words they contain as follows:

Heading type	Examples
one word heading	Plants
two word heading	House plants
two word inverted heading (narrowed by inversion / subdivision / parenthesis)	Plants, Cultivated / Plants -- Adaptation / Shoots (Botany)
three or more word headings ...	Hydroelectric power plants
using AND to express relationship	Plants and history
using AND to combine similar headings	Plant cells and tissues
prepositional phrases in normal order	Education of princes in literature
prepositional phrases (inverted)	Plants -- Effect of pesticides on

- as of March 2010 there are approximately 265,000 subject authority records, 5.3 million name authority records (ca. 3.8 million personal, 900,000 corporate, 120,000 meeting, and 90,000 geographic names), 350,000 series & uniform title authority records and 340,000 name/title authority records but remember you need to match with the **first** part of the authority record (i.e. first word of a subject term, surname of a personal name or first part of an organisation’s name) to find it; if you can’t find a suitable heading with your first search term try searching using a synonym or another way of expressing the heading (e.g. different order of words or names);
- omit all punctuation (except hyphens) when searching the Library of Congress Subject Headings including double dashes between subdivisions, apostrophes, commas, periods and quotation marks (e.g. enter soccer anecdotes NOT soccer -- anecdotes; enter ohenry **NOT** o’henry);
- omit initial articles (a, an, the, das, el, la, etc.) in any language from your search;

- searches are automatically truncated and will retrieve records beginning with the word, word stem or phrase entered and so truncation operators such as * ? or \$ should not be used (**NB** if you are unsure of the spelling of a word or name enter as much as you are sure of or alternatively try variant spellings);
- remember that this is an American database and so you should use American conventions and spellings when searching it (e.g. Thames River **NOT** River Thames; color **NOT** colour) although you would probably be redirected via a **References** button in any case.