

TECHNICAL SERVICES BUREAU
Guideline No. 18-2016



Title: Authority Control

Impact/benefit:

- Patrons & Reference
 - catalog access points (authorized access points, or AAPs) are uniform and precisely collocated

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger Bureau Chief
 TSB Fed Docs Technician TSB State Docs Technician TSB Serials Technician
 PSB Librarians PSB Docs Librarian PSB Docs Technician

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm other:

Policy involves these records:

bib auth item serial holdings/pub pattern check-in/issues Cdm other:

History:

In March of 2014 we contracted with Backstage Library Works to check and correct the AAPs in our bibliographic records, and to supply any missing authority records.

- Duplicate and system generated records were removed
- Authority records and AAPs in bibliographic records were updated
- New authority records were added

Statistics

- Authority records pre-processing: 775,822
- Authority records post-processing: 283,772

Match Rates (AAPs in our bibs to authority records):

- 1xx – 89.2%
- 6xx – 98.9%
- 7xx – 93.6%
- 8xx – 83.1%

Corrections made:

- Updated AAPs by 4XX: 19,684
- Updated AAPs by 1XX: 7,763
- Updated AAPs: 33,863
- Split AAPs : 55,523
- Tags Flipped (changed tags): 3,576
- Subdivisions Flipped (changed delimiters, etc): 32,575
- Minor AAP Changes: 528,265

Policy addresses these problems, needs:

We need to keep our access points in the authorized form.

Policy/Procedure:

On a regular basis we don't run any authority control jobs. The most important task to do is to **use OCLC Connexion to control headings while editing your bib records**, so that the heading will be in good form when you export the record.

Authority control jobs and functions available with Polaris:

- link AAPs to authority records
- update AAPs
- list bibs with unlinked AAPs
- perform control when importing bibs
- searching a remote authorities database
- etc.

Related projects/clean-up work:

In the future we could contract again to have our database checked. And/or we could start running regular ILS jobs. Also in the future we aim to participate in NACO. That editing is based in WorldCat, so the emphasis persists on making the WorldCat record as good as possible.