Training
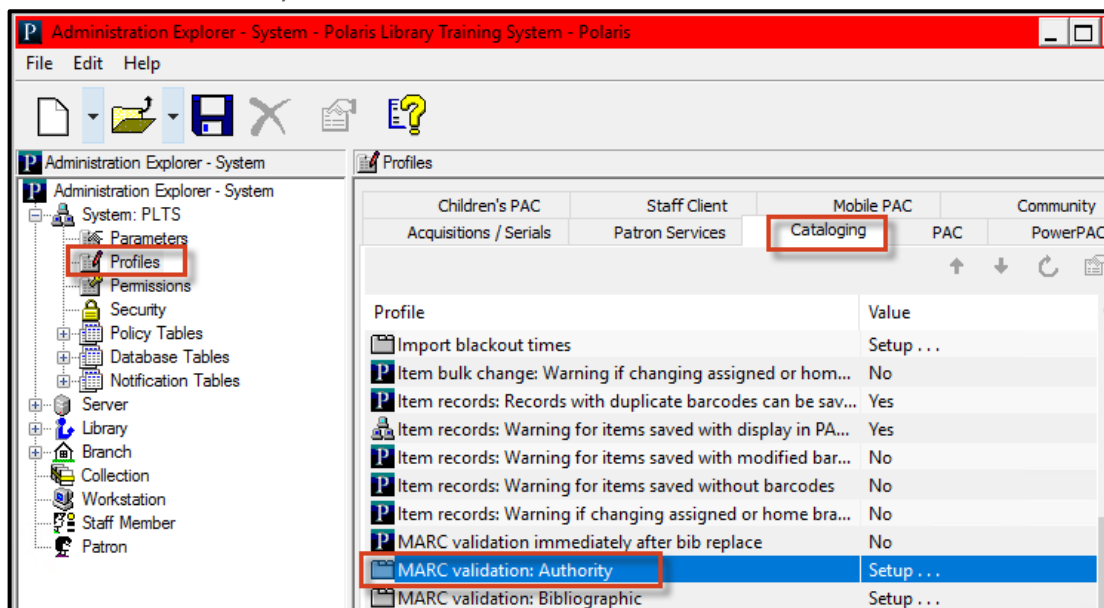
POLARIS CATALOGING

How to Validate Headings

MARC21 Validation

Administration | Profile | Cataloging |MARC Validation: Authority

- Authority records are subject to MARC validation.
- Validation takes place when a record is saved or the Check MARC21 Format icon at the top of the authority record is clicked

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- Double click MARC Validation: Authority
- Local fields may be added to this

Checking Headings in bibliographic records

- Each time a bib record is saved as final, authority validation is the first check that is done by Polaris
- Polaris will search for an existing authority record in the database and link to it if possible
- The Check Headings Assistant dialog box appears if there are headings that remain unlinked
- Depending on the library's practice, these may or may not be authorized
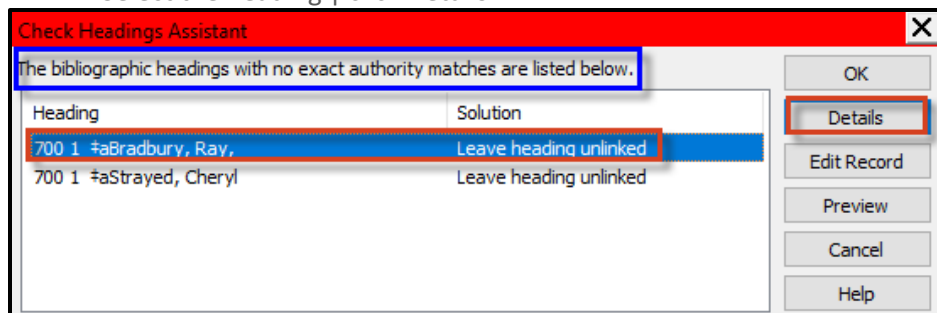-

To verify headings of a bibliographic record:

    Edit Bibliographic record | Tools |Check Headings
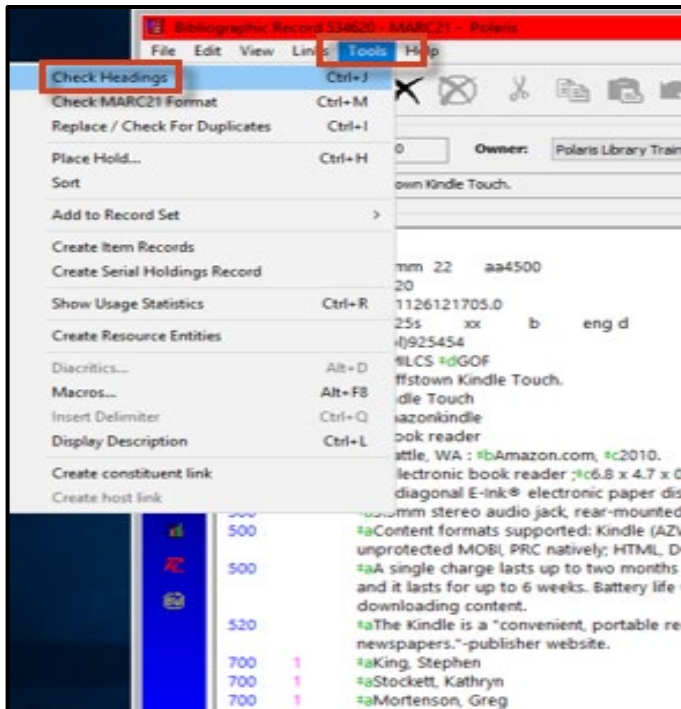
The Conditions box states why a link did not occur
- Select the heading | click Details

If no entry is found:
- Create a new authority record
- Leave it unlinked
- Edit Bibliographic record
- To find an authority record in Polaris or another database, click Find

- Search your server or click Databases tab to search another database
- Double click the correct entry

- The entry will be listed on the Check Heading's Detail page
- Click Adjust and update the bibliographic record

Once the bib record has been saved as final, to see all linked authority records:
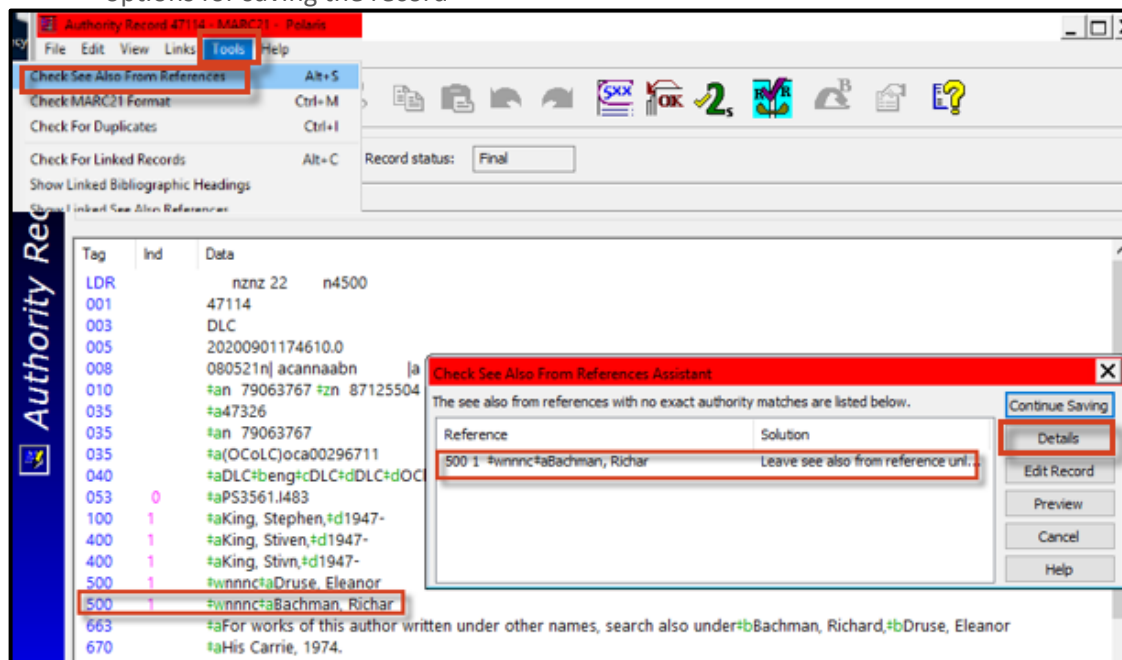- Links | Authority records

Check See Also Headings in Authority Control

SEE ALSO: a 1XX is in a 5XX field in another authority record

SEE ALSO FROM: a 5XX is in a 1XX field in another authority record

- To verify current links, Links | Links/Authority Records/See Also References or See Also From References
- Authority checking is done on authority records when the record is saved as final
- If there are problems, the "Check See Also from References Assistant" dialog presents options for saving the record

- To work with a specific heading, highlight the heading and click the Details button
- Remember: the system's search for possible matching authority records is a very narrow search
- Use the Find button to manually perform a search for a known heading to select and create a link to

'Check See Also From Reference(s)' Details

See Also From Reference: 500 1 ‡wnnnc‡aBachman, Richar

Possible Authority Records

Heading
No matches found
100 1 ‡aBachman, Richard

Open
Find

Conditions

This heading was selected by the user

Solution
- ○ Create new authority record
- ● Adjust...
  - 500 1 ‡wnnnc‡aBachman, Richard
    - ● authority see also from reference to match heading
    - ○ usage in authority record
    - ○ both heading and usage (most likely to create link)
- ○ Leave unlinked
- ○ Edit authority heading

OK   Cancel   Help

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