



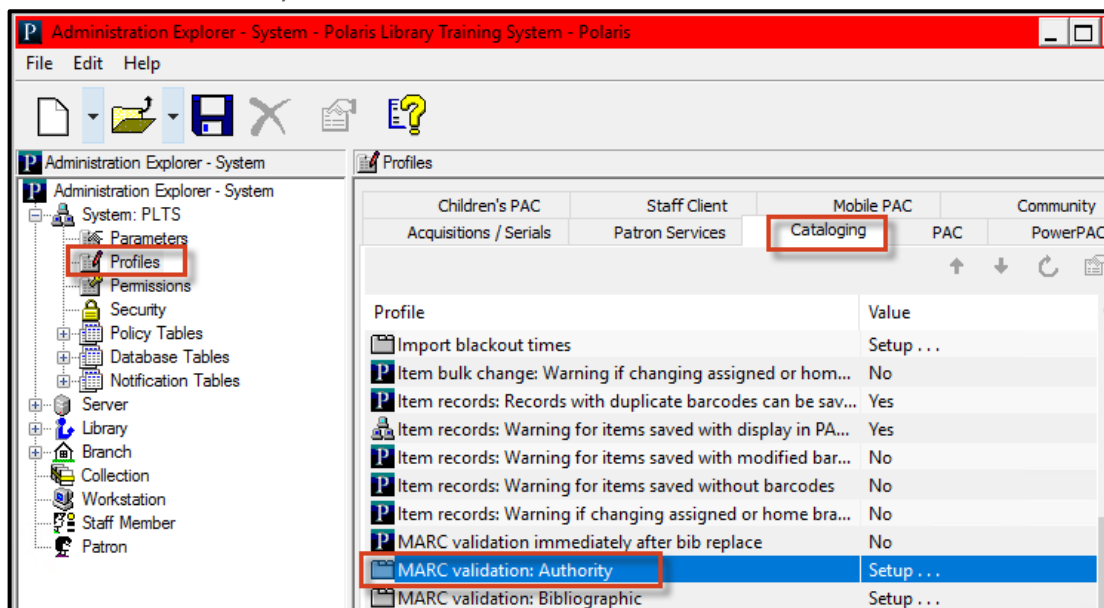
## POLARIS CATALOGING

### 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



# Training

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

[illegible]

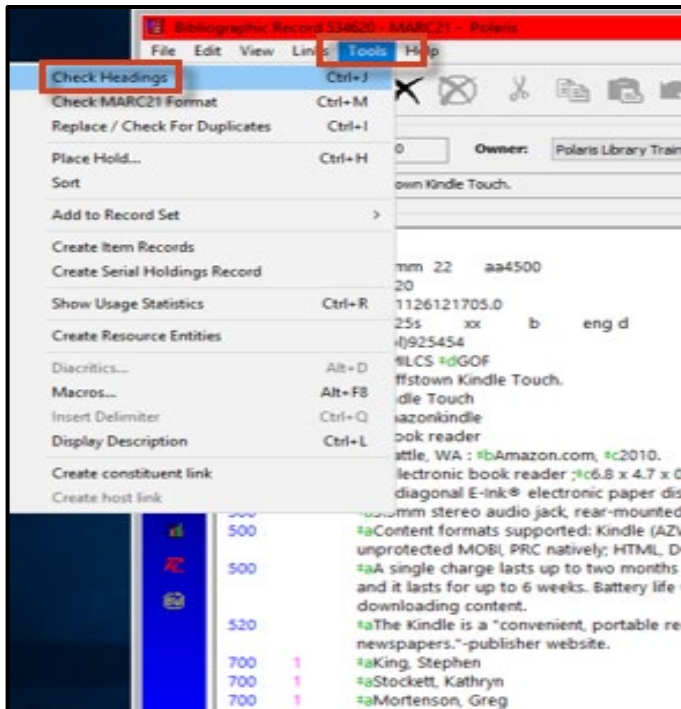
## Checking Headings in bibliographic records

- 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:

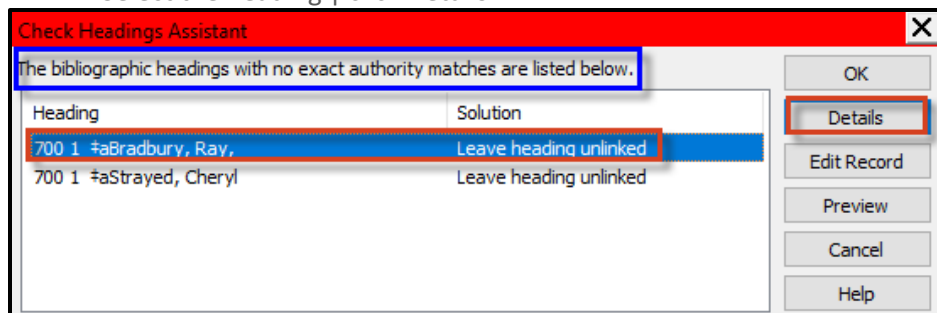
Edit Bibliographic record | Tools | Check Headings

# Training



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

# Training

**Check Heading(s) Details**

Bibliographic Heading: 700 1 #aBradbury, Ray,

Possible Authority Records

Heading  
No matches found

Open

Find

Conditions

Solution

☐ Create new authority record

☐ Adjust...

☐ bibliographic heading to match authority record

☐ usage in authority record

☐ both heading and usage (most likely to create link)

☒ Leave unlinked

☐ Edit bibliographic heading

OK Cancel Help

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

**Authority Records - Heading Find Tool**

File Edit Tools Options Help

General Settings Databases

Object: Authority Records Limit by: (None)

Search by: Heading Value:

Type: Exact match (implicitly truncated)

Sort by: (None)

For: Bradbury, ray

Search Mode

☒ Normal

☐ Power

☐ SQL

☐ Count Only

Search

Stop

New Search

Clear

Help

Heading	Control Nu...	Bib Count	See Also C...	Name	Subject	Series
Bradbury, Ray, 1920- Fahrenheit 451	3348	6	0	Y	Y	N
Bradbury, Ray, 1920-	57978	91	0	Y	Y	N
Bradbury, Ray, 1920- Plays. Selections	187534	0	0	Y	Y	N
Bradbury, Ray, 1920-2013	495366	3	0	Y	Y	N
Bradbury, Ray, 1920-	502726	0	0	Y	Y	N

# Training

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

**'Check Heading(s)' Details**

Bibliographic Heading: **700 1 #aBradbury, Ray,**

Possible Authority Records

Heading

No matches found

**100 1 #aBradbury, Ray, #d1920-**

Conditions

This heading was selected by the user

Solution

☐ Create new authority record

☒ **Adjust...**

700 1 #aBradbury, Ray, #d1920-

☒ **bibliographic heading to match authority record**

☐ usage in authority record

☐ both heading and usage (most likely to create link)

☐ Leave unlinked

☐ Edit bibliographic heading

OK Cancel Help

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

- Links | Authority records

**Bibliographic Record 134620 : Linked Authority Records**

Heading	Control Number	Record ...	Bib Count	See Also...	Name	Subject	Series
<b>Bradbury, Ray, 1920-</b>	57978	Final	92	0	Y	Y	N
Clark, Marcia	285930	Final	10	0	Y	Y	N
Collins, Suzanne	199323	Final	47	0	Y	Y	N
Evans, Richard Paul	213688	Final	86	0	Y	Y	N
Flynn, Vince	230628	Final	74	0	Y	Y	N
Grisham, John	169235	Final	246	0	Y	Y	N
Hauenstein, Ralph W.	469328	Final	3	0	Y	Y	N
Hosseini, Khaled	250772	Final	26	0	Y	Y	N
King, Stephen	201274	Final	8	0	Y	Y	N
Lee, Thomas F.	31781	Final	7	0	Y	Y	N
Martin, George R. R.	75432	Final	69	0	Y	Y	N
McCullough, David G.	9886	Final	82	0	Y	Y	N
Mortenson, Greg	262400	Final	21	0	Y	Y	N

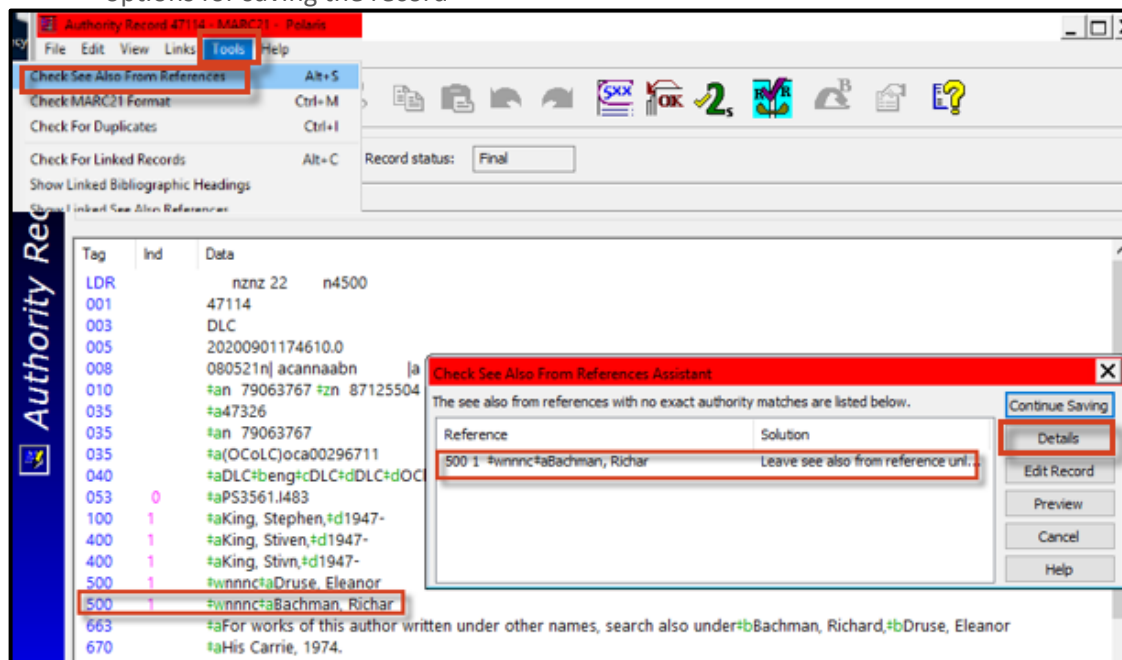
# Training

## 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

# Training

'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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