Sierra cataloging

How to Create Files for Authority Records

This procedure is for creating review files of Library of Congress authority records by type (e.g., separate files of name authority records, subject authority records, and title authority records) for outputting to a vendor. Normally, subject authority records should have a "subject authority" field (field tag "d"). Name authority records should have a "name authority" field (field tag "a"). Uniform title authority records should have a "uniform title authority" field (field tag "t"). Searching for the presence of each of these three fields separately will allow the user to create files of each type of authority record.

**Note**: Other authority field tags may exist if your library has other authority indexes, e.g. MeSH, genre, etc. You may view the tags for all types of authority records present on your system in management information. Adapt the following procedures to find other types of authority records.

# Determining the Number of Authority Records on Your System

First, look at the File Information screen in Management Information in Admin Corner, to see the number of authority records you have in your database:

### File Information in the Admin Corner

| RECORD TYPE | LAST RECORD # | CURRENT # | MAX ALLOWED | # DELETED |
| --- | --- | --- | --- | --- |
| Bibliographic | 10863667 | 80575 | 150000 | 5790 |
| Item | 11030811 | 92950 | 150000 | 10131 |
| Authority | 1419511 | 40827 | 50000 | 1124 |

### The number under the CURRENT# column is the number of authority records (total) you have in your database currently. Note this number for later use.

### You will create three review files, one each for names, subjects, and titles. The number of records in these three files should add up to the total number of authority records you have.

### **NOTE**: If your library has other authority indexes, the number of records in the files created for each index should total the number of records in the CURRENT# column.

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# Creating the Review Files

### Access "Create Lists".

### Choose an empty file (large enough to hold the number of records you think will be located for your search) and specify that you wish to create a review file of authority records.

### Use the following Boolean logic to create a review file of Name Authority records:

### Field tag ‘a’ (NAME AUTHR) is “not equal to” <blank>

This indicates to the system that variable field "a" is "not equal to" "blank" and therefore exists. ('No data' is expressed by pressing RETURN or ENTER in the character-based system and by pressing TAB or ENTER in Sierra Create Lists.) Every name authority record should have the "NAME AUTHR" field.

1. Use the following Boolean logic to create a review file of Subject Authority records:

### Field tag ‘d’ (SUBJ AUTH) is “not equal to” <blank>

### Every subject authority record should have the "subj auth" field.

1. Use the following Boolean logic to create a review file of Title (or Uniform title) Authority records:

### Field tag ‘t’ (UT AUTHR) is “not equal to” <blank>

### Every title authority should have the “UT AUTHR” field.

1. When you have compiled all three review files, add together the number of records from each file. The total should equal the number under the CURRENT# column from your File Information screen.

# If the total of your three files is less than the total number of records you have, create another file to find the ones that aren't included in any of the three files. Use the following Boolean logic:

### Field tag ‘a’ (NAME AUTHR) is “equal to” <blank>

### AND

### Field tag ‘d’ (SUBJ AUTH) is “equal to” <blank>

### AND

### Field tag ‘t’ (UT AUTHR) is “equal to” <blank>

### This search will find any authority records that do not have any of the necessary fields specified in your first three lists. All authority records should have a name authority field (field tag 'a'), or a subject authority field (field tag 'd'), or a uniform title authority field (field tag 't'). Records with none of these fields must be located and corrected. Usually, any records found will be records keyed by staff, not records downloaded from a bib utility or supplied by a vendor.

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