Sierra cataloginG

Plan an Authority Control Project

When planning an Authority Control Project, library staff must consider several issues. Innovative may need to adjust some settings or tables, depending on the scope of the project you will be undertaking. More complex projects may require extensive system configuration. The library may need one or more new load tables or export tables. Will your staff need to consult with Innovative staff on the project parameters? In some cases, a purchase of Profiling Services may be necessary.

NOTE: In this discussion, 'export' and 'output' are used interchangeably. In the user guide discussion of the Data Exchange function, both terms are used in the context of creating and sending a file of unblocked MARC records. The 'Select Process' command used is 'Output MARC Records'; however, the process itself uses the MARC Export Tables viewable in "Management Information". Do not confuse 'export' in Data Exchange with Create Lists and OPAC export functions.

Considerations:

Will you be outputting your entire database of bib records? If yes, then:

* Does the bibliographic record export table include the necessary fields for the project and for the vendor's specifications? In most cases, the library will be best served by having a separate export table for an authority control project. For instance, the default export table outputs both bib and item data. Your library may not need to output item data for the project.
* If the library will need to reload and overlay bibliographic records, the export table must include an instruction to output the bib record number in the proper format to allow overlay on this number when reloading.
* Will the library also be outputting authority records? If so, does the authority record export table include the necessary fields for the project and for the vendor's specifications?
* If the library will need to reload and overlay authority records, the export table must include an instruction to output the overlay match point field (usually ARN in the 010 field) in the proper format to allow overlay on this number when reloading.
* Does the vendor require that diacritics and non-Roman characters in the output records be coded as MARC8 or Unicode (UTF8)? Unicode (UTF8) is currently Innovative's default encoding for output data, but the export table can be customized to output MARC8.
* Will corrected bib records be reloaded into your system? If yes, then:
* Do you currently have a load table profiled to load these records back into the database correctly?
* What fields need to be loaded back into the system, e.g., corrected fields with newly authorized headings, call numbers, locations?
* What variable and/or fixed fields will need to be protected from overlay, e.g., call numbers, local notes, etc.?
* Did the profiling of the export table create a need to update the load table that will reload the output records? In other words, will the load table recognize all incoming fields? Does it contain an instruction to overlay on record number, if this is desirable?
* Will any new types of subject headings or subject heading elements be added to the system, such as a MARC 655 genre field or a new subfield for a MARC tag that exists on the system already such as $0 for URI’s? If so, do current index rules accommodate these new fields and subfields? For subject headings which can potentially conflict or create circular references, are there indexes defined to keep the thesauri separate?

Will authority records be loaded into the system? If yes, then:

* Do you see options available to load separate files of name and subject headings in Data Exchange? Do you see options available to load separate files of name and subject headings for each thesaurus in use on your system (e.g., LC, MeSH, etc.)?
* Is there an adequate number of authority records available in the system, or will additional records need to be made available?
* Did the profiling of the export table create a need to update the load table that will reload the output records? In other words, will the load table recognize all incoming fields? Does it contain an instruction to overlay on ARN (or another appropriate field) if this is necessary?
* Will any new MARC tags or subfields be loaded into the system? If so, are load tables and index rules set up to handle them?
* Will any new types of authority records be loaded into the system? If so, are load tables and index rules set up to handle them? Adding a new thesaurus will require changes to variable fields, index rules, and system settings, some of which must be maintained by Innovative. Check Index Rules in "Management Information".
* If you are loading new authorities, use Automatic Authority Control, and have not already loaded updated bib records with the new authorized headings, how much overnight processing time will be required to complete an update of the database? Will you need to load the authorities in stages to allow enough processing time?
* If you use Automatic Authority Control, Innovative recommends that you open a ticket to have it turned off during the period when you are loading in the new authority records. Ask that it be turned back on when finished loading authority records into Sierra.

NOTE: If you are loading both updated bibs and authorities, load the bibliographic records first to avoid unnecessary processing time when the authorities are loaded.

# General Considerations for Loading:

# You may have other considerations not discussed above.

# A good place to start with questions about a project is with your library's account manager. Your account manager can assist you with getting the information you need and can help you determine whether you will need Profiling Services or not. If you are not sure who your account manager is, send email to 'sales@iii.com' or call Innovative and ask to be referred to Customer Sales.

# Additional References

# [Exporting Records in Data Exchange](https://documentation.iii.com/sierrahelp/Default.htm#sgil/sgil_data_exchange_output_records.html)

# [Loading Records in Data Exchange](https://documentation.iii.com/sierrahelp/Default.htm#sgil/sgil_data_exchange_load_files.html)

# [MARC Export Tables](https://documentation.iii.com/sierrahelp/Default.htm#sadmin/sadmin_admin_corner_codes_used.html)

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