Definition of Authority Control

Authority control establishes a recognized form for an entity name and uses that form whenever that particular entity name is required as an access point in a bibliographic record.

Authority records are tools used by librarians to achieve consistency among bibliographic records and provide a linking framework for related names and subjects in a catalog; this organizes the catalog to assist users in locating resources more effectively.

Validate Headings Helper

The Validate Headings helper checks bibliographic headings under authority control and validates indicators and subfields. This helper displays only in wizards that allow modification of the bibliographic record.
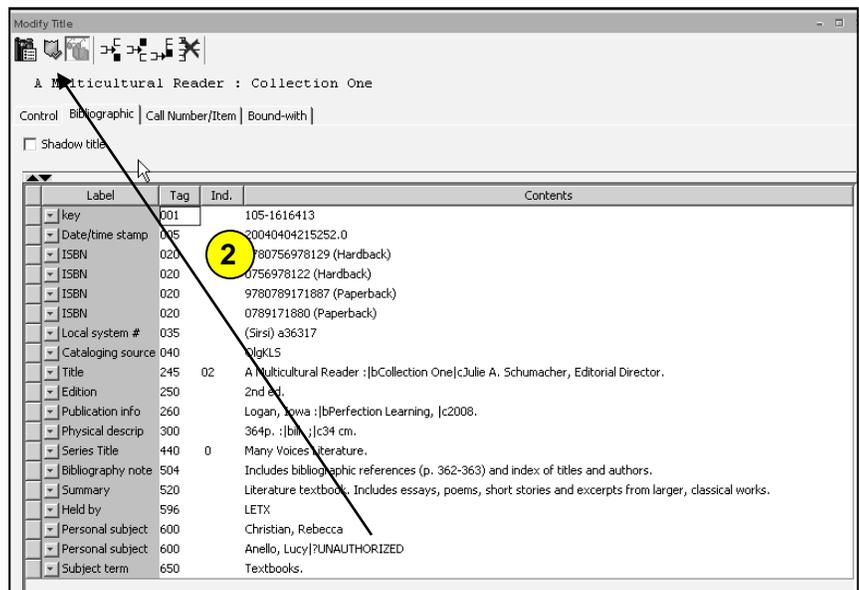
NOTE: *Only LIB1 users have access to the Authority Control.*
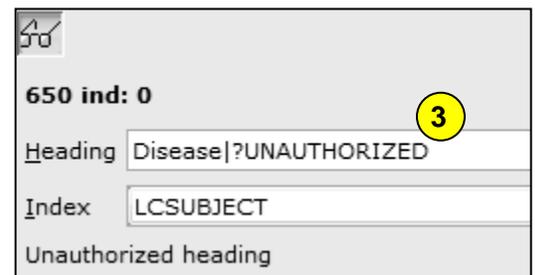
To validate headings

1. When working with marc records and a field includes|?UNAUTHORIZED in the display, use the **Validate Headings Helper** to validate headings.

2. With the record open, *click* the Validate Heading helper.

NOTE: *The helper reviews all tags within the record, controlled through the authority file.*

3. When an UNAUTHORIZED heading is encountered, it will appear in the heading dialog box.

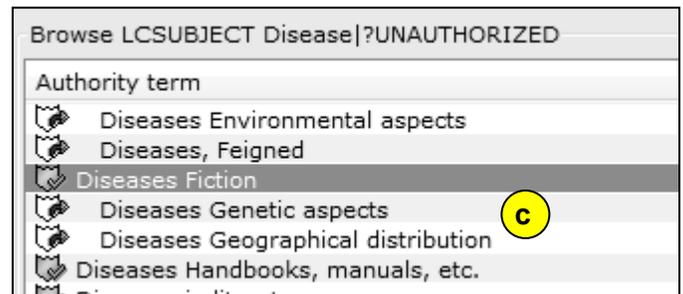4. Review the displayed tag number, indicators, or heading problem, and *click* one of the following options.

   a. Next – Validates the heading; then advances to the next UNAUTHORIZED heading.

   If the heading cannot be validated it will continue to display as the current heading until it is either corrected or skipped. Invalid or skipped headings continue to display as unauthorized in your catalog.
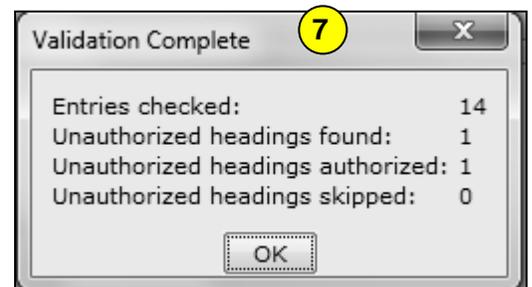
   NOTE: *The Next button is unavailable until a heading is retrieved from the authority term list. When available, the helper displays the message "Heading selected." If the text in the Heading box is edited, the Next button becomes unavailable again, and the message changes back to "Unauthorized heading."*

   b. Browse – Returns user to the Authority Term Browse list.

   c. Get From List – Retrieves the currently selected authority heading from the Browse list. A scroll bar is available for moving up or down in the browse list.

   d. Skip – Skips the authorized heading displayed without making changes or validating the heading.

   e. Skip Rest – Skips the remaining headings without making additional changes.
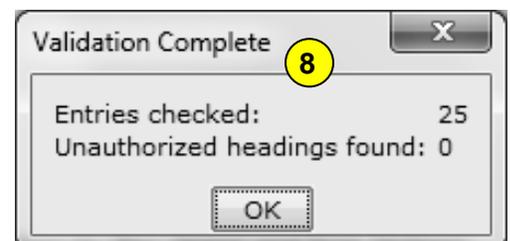
   f. Propose – Unavailable.

5. After validating a heading, a dialog box displays with information about the number of entries checked and the number of unauthorized headings found, authorized, and skipped. *Click* **OK**.

6. *Click* the **Save** button to retain the new headings.

7. Upon completion of validation, updated subject headings appear in the MARC record display. Those headings marked as UNATHORIZED will appear in the MARC record but will not be visible to patrons in the Web OPAC.

8. If a record has no UNAUTHORIZED headings, upon the completion of validation, a dialog box will display with the number of entries checked and the unauthorized headings found as zero.

Note: For more detailed information or specific questions, use HELP wizard.