

AFO 113 – Authority management

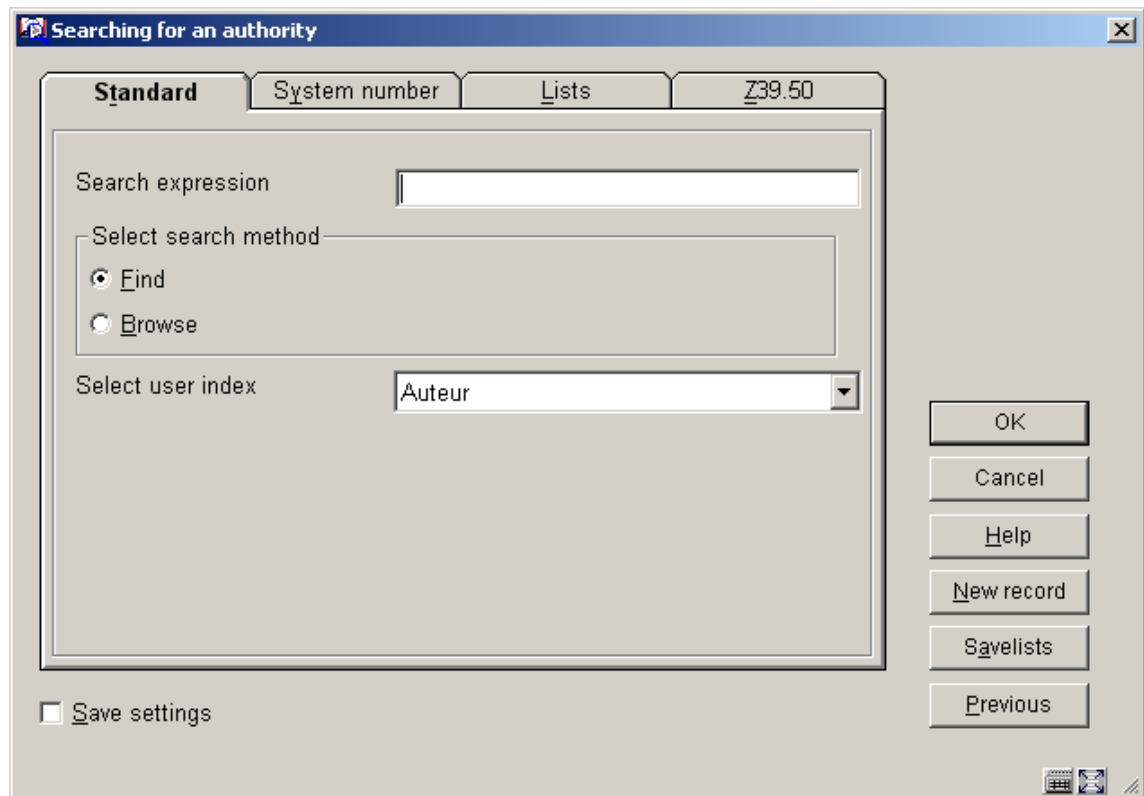
113.1 Introduction

Authority records that are used in the cataloguing module can be maintained via this AFO. Use this AFO to find, create, modify, and delete authority records.

New records can be created by adding new headings in bibliographic records when cataloguing in AFO 111. It is however also possible to create new headings via AFO 113. At the moment of creation they are not linked to any bibliographic records. But they can be used in AFO 111 during cataloguing.

113.2 Search for authority records

When you start this AFO the standard search screen is offered:



Just like for bibliographic records you can perform both a **Find** and a **Browse** search. There are four options:

Tab: Standard

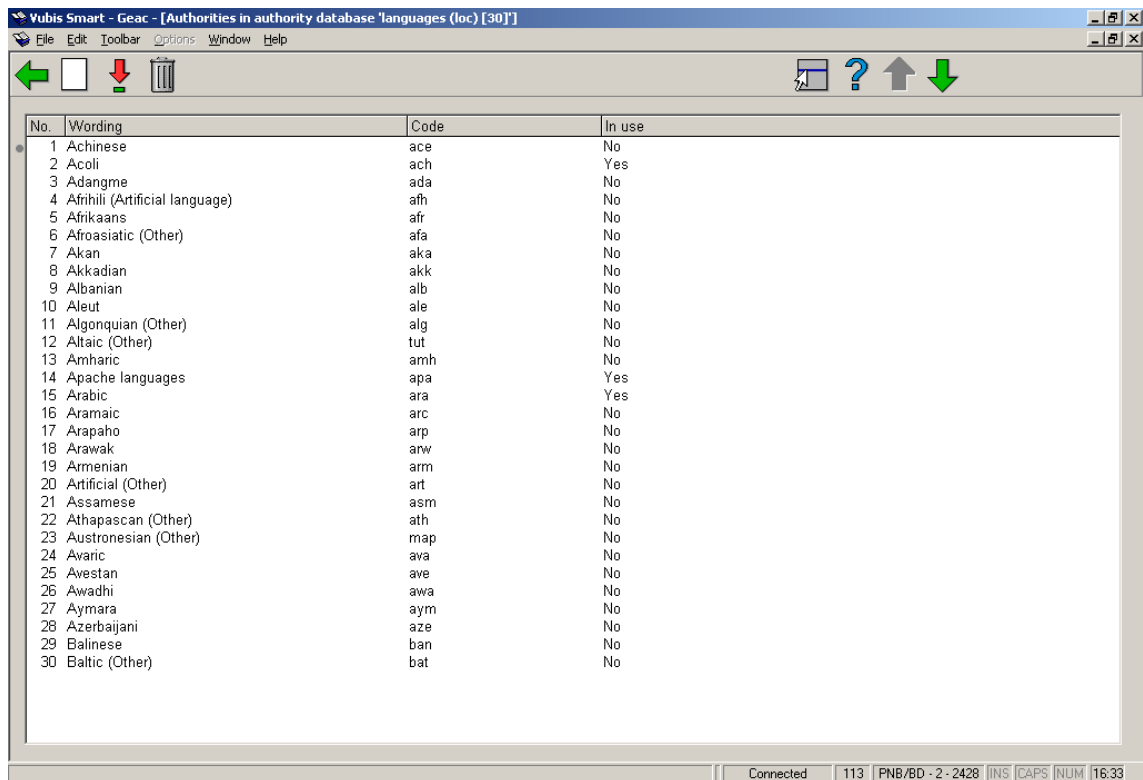
Search for an authority record in standard indexes, such as personal name, keyword etc.

Tab: System number

Search for an authority record using record number. Of course you can only use this if you know the record number. You must choose the right database from the dropdown list.

Tab: Lists

The dropdown list contains the authority lists in use. This can be lists for: material types, author functions, languages, etc. These list authorities do not have a record as such, but just consist of code and optionally description. This tab only offers you the option to access the list and modify entries in the list.



The screenshot shows a window titled "Vubis Smart - Geac - [Authorities in authority database 'languages (loc) [30]"]". The window contains a table with the following columns: No., Wording, Code, and In use. The table lists 30 entries, each with a number, a language name, a three-letter code, and a "Yes" or "No" status.

No.	Wording	Code	In use
1	Achinese	ace	No
2	Acoli	ach	Yes
3	Adangme	ada	No
4	Afrihili (Artificial language)	afh	No
5	Afrikaans	afz	No
6	Afroasiatic (Other)	afa	No
7	Akan	aka	No
8	Akkadian	akk	No
9	Albanian	alb	No
10	Aleut	ale	No
11	Algonquian (Other)	alg	No
12	Altaic (Other)	tut	No
13	Amharic	amh	No
14	Apache languages	apa	Yes
15	Arabic	ara	Yes
16	Aramaic	arc	No
17	Arapaho	arp	No
18	Arawak	arw	No
19	Armenian	arm	No
20	Artificial (Other)	art	No
21	Assamese	asm	No
22	Athapascan (Other)	ath	No
23	Austronesian (Other)	map	No
24	Avaric	ava	No
25	Avestan	ave	No
26	Awadhi	awa	No
27	Aymara	aym	No
28	Azerbaijani	aze	No
29	Balinese	ban	No
30	Baltic (Other)	bat	No

Tab: Z39.50

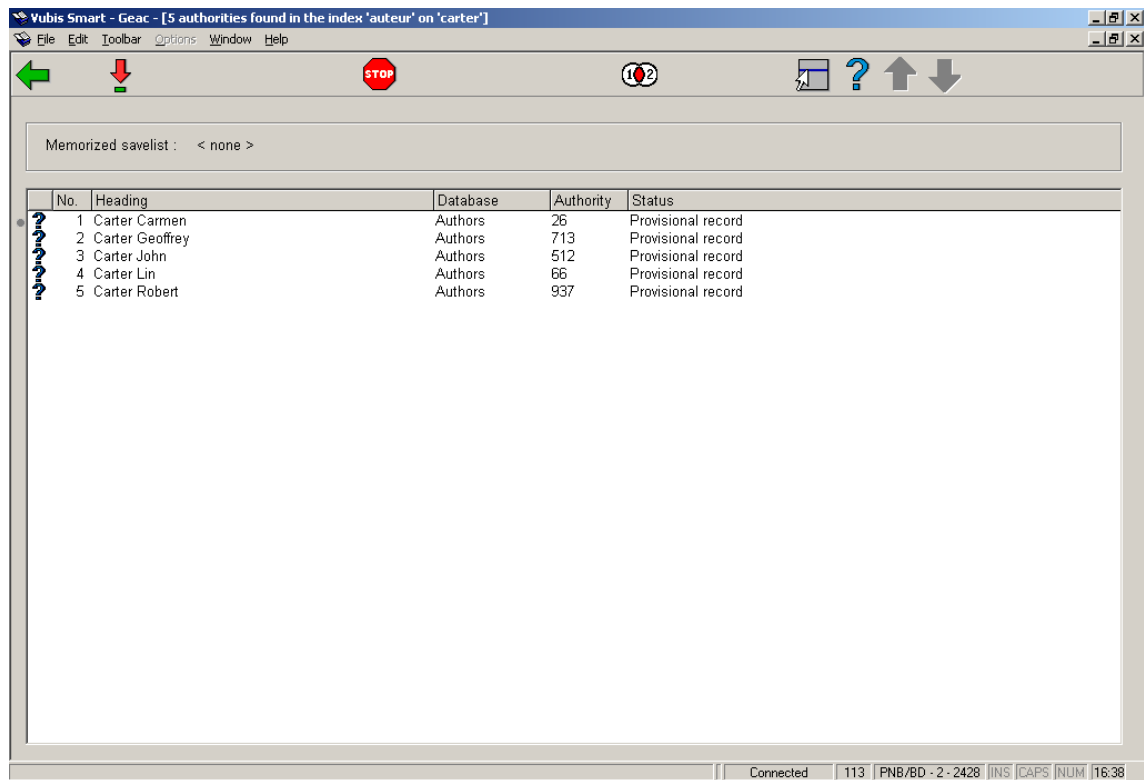
1. In the **Search Expression** field on the [authority Z39.50 tab](#), enter Z39.50 information related to the authority record that you want to find. For example, the author name of the record.
2. Complete the other fields, using the information provided at the topic Authority Z39.50 Search Tab.

3. Click **OK**. If you selected:

Find search, a list of records is displayed in the Authorities found window.

Browse search, a list of words is displayed in the Authorities browse words found window.

Once you have performed your search, a result list will be displayed:



The screenshot shows a software window titled "Vubis Smart - Geac - [5 authorities found in the index 'auteur' on 'carter']". The window has a menu bar (File, Edit, Toolbar, Options, Window, Help) and a toolbar with icons for back, forward, stop, search, and navigation. Below the toolbar is a "Memorized savelist" field containing "< none >". The main area displays a table with the following data:

No.	Heading	Database	Authority	Status
1	Carter Carmen	Authors	26	Provisional record
2	Carter Geoffrey	Authors	713	Provisional record
3	Carter John	Authors	512	Provisional record
4	Carter Lin	Authors	66	Provisional record
5	Carter Robert	Authors	937	Provisional record

At the bottom of the window, a status bar shows "Connected", "113", "PNB/BD - 2 - 2428", "INS", "CAPS", "NUM", and "16:38".

Options on the screen

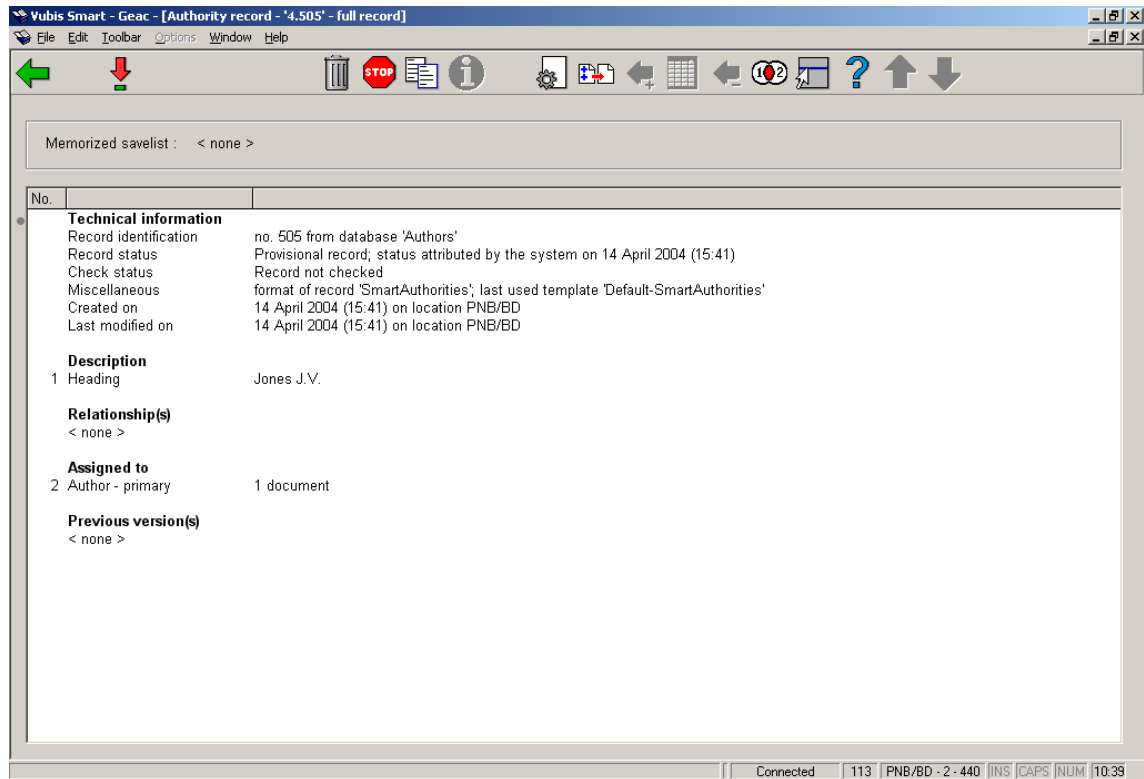
Select authority: Select a record and choose this option to select an authority record to edit or delete it. See section 113.3

Stop: Choose this option to return to the search screen.

Merge authority: Select a record and choose this option to merge the selected authority with another. See the help on AFO 115 ('Record merging') for more information.

113.3 Maintenance of authority records

Select authority: Select a record and choose this option to select an authority record to edit or delete it. An overview screen will be displayed:



Fields on the screen

Technical information: Here you can see record number, record status, check status, record format, record template, entry date and last modification date.

Description: A brief view of the contents of the record.

Relationship(s): Possible relationships with other authority records, like see and see-also references.

Assigned to: A counter of the number of records to which this authority has been assigned.

Previous version(s): It is possible to retain previous copies of the record after modifying it. See the Help for AFO 152, section Databases, for more information.

Options on the screen

View / modify field: Select field **Heading** and choose this option to modify the authority record. See section 113.3.1. Or select field **Assigned to** and choose this option to look at the associated bibliographic records. See section 113.3.2.

Delete authority: Choose this option to delete the record. The system asks for confirmation.

Note

You can do this even when the authority record is associated with bibliographic records.

Stop: Choose this option to return to the search screen.

Copy authority: Choose this option to create a new authority record based on data in the current record.

Show errors in authority: Choose this option to show a list of errors (like conflicts in the chosen formats). This option is only active when there are errors.

Modify technical information: Choose this option to assign a different status to the record. You have a choice of: No special status, Incomplete record, Complete record, Approved record. You can also use this option to apply a different template.

Copy all documents from authority to savelist: See section 113.3.3.

Assign to all documents in savelist: See section 113.3.3.

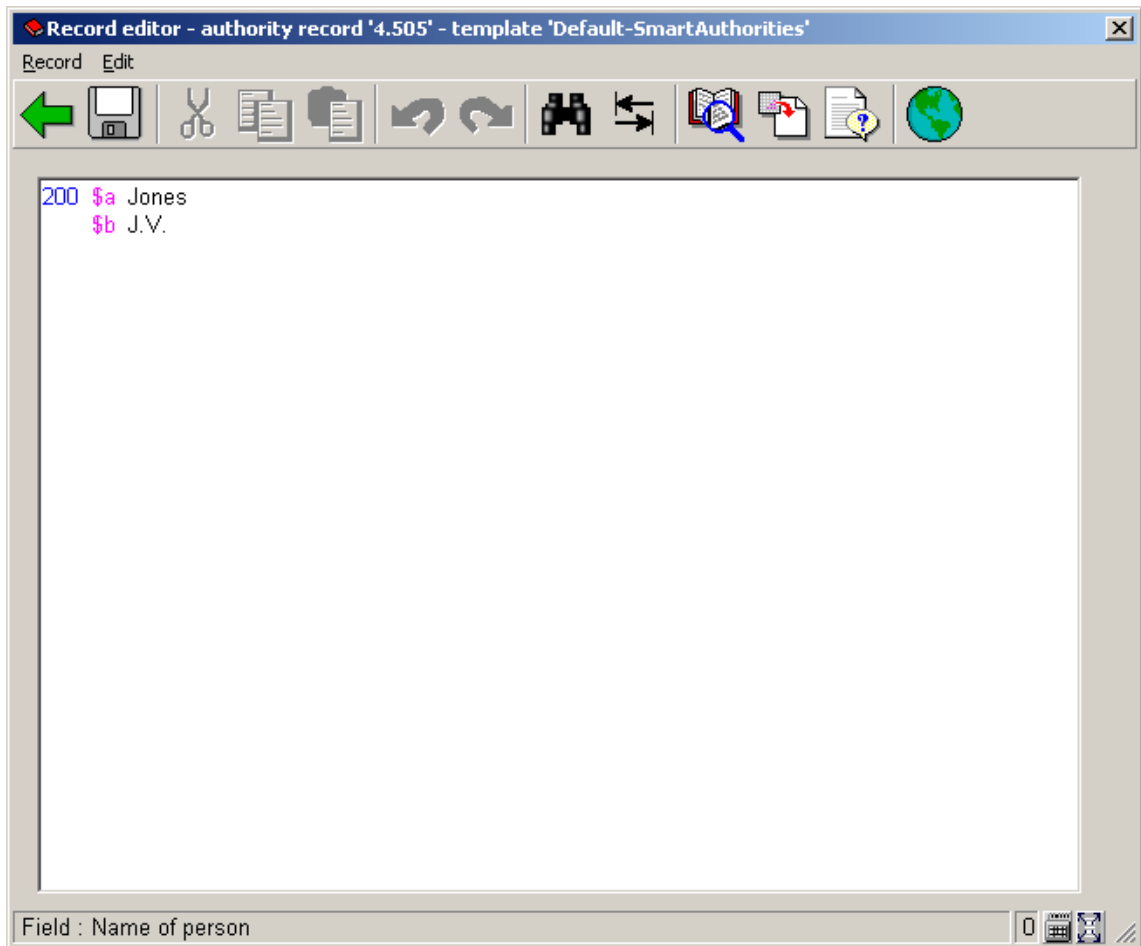
View documents in savelist: See section 113.3.3.

Remove from all documents in savelist: See section 113.3.3.

Merge authority: Select this option to merge the selected authority with another. See the help on AFO 115 ('Record merging') for more information.

133.3.1 Modify record

View / modify field: Select field **Heading** and choose this option to modify the authority record. The record editor will be displayed:



Options on the screen

Cut, Copy and Paste: these provide the standard Windows functionality for editing within the record.

Undo and Redo: Standard Windows functionality for undoing or redoing the last action.

Find: Search for a string within the record.

Replace: Replace selected text.

Search for: Search for another authority record. See also section 113.4.

Field form: Presents the subfields of the chosen field in a form. For some subfields you can choose from dropdown lists.

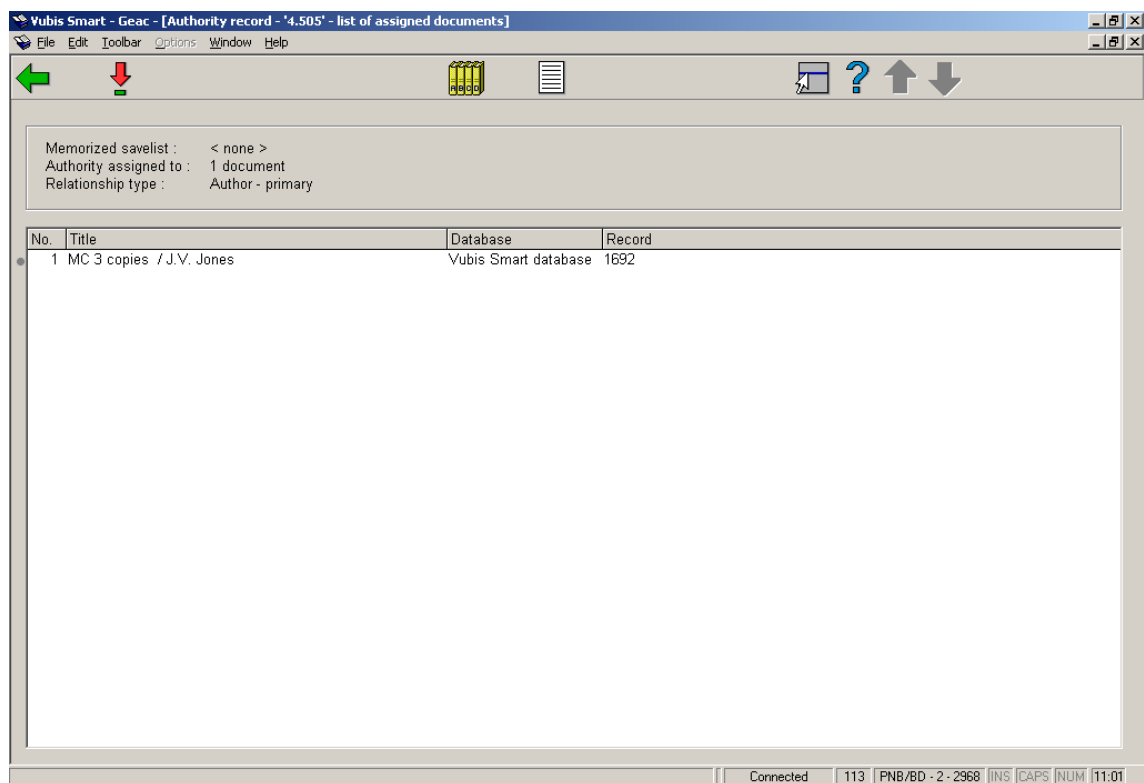
Help for (sub)field: Provides additional help for the subfield where the cursor is positioned.

Record: contains the additional options **Save**, **Save as template**, **Sort** and **Check**.

Edit: contains the additional options **Copy**, **Insert field**, **Insert subfield**, **Delete field**, **Delete subfield** and **Delete blank fields**.

133.3.2 Associated bibliographic records

View / modify field: Select field **Assigned to** and choose this option to look at the associated bibliographic records.



Options on the screen

Add document to savelist: See section 113.3.3.

Add all documents to savelist: See section 113.3.3.

View record in record editor: Select a bibliographic record and then this option to look at the details of the bibliographic record.

133.3.3 Use of savelists

Authority management has the ability to move bibliographic records from one authority record to the other. This is done by using savelists as temporary data containers. Bibliographic records attached to authority record A are copied into a savelist, which can then be used to attach the record to authority record B, etc.

Copy all documents from authority to savelist: Use this option to copy all the bibliographic records attached to the authority record to a savelist.

Assign to all documents in savelist: Use this option to assign the current authority record to all bibliographic records in the current savelist.

View documents in savelist: Use this option to view all the bibliographic records in the current savelist.

Remove from all documents in savelist: Use this option to sever the link between the current authority record and all bibliographic records in the savelist.

Add document to savelist: Select one of the associated bibliographic records and use this option to copy the selected record to a savelist.

Add all documents to savelist: Use this option to add all the bibliographic records attached to the authority record to a savelist.

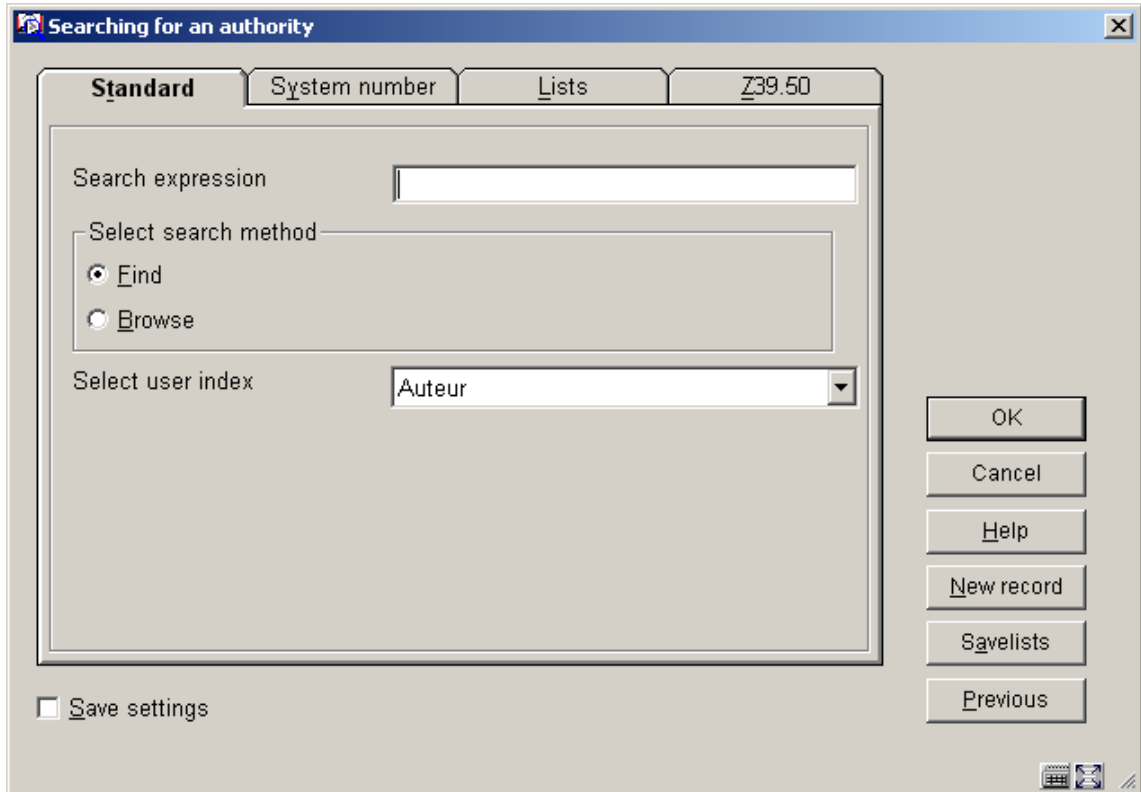
Note however that this ability still has limitations. You should be aware that the function as described here only works while you remain within authority management. In other words: the savelists only serve as temporary data containers within authority management. Once you leave AFO 113, vital, session related information is lost and you cannot proceed with the created savelists and still expect correct results.

Note

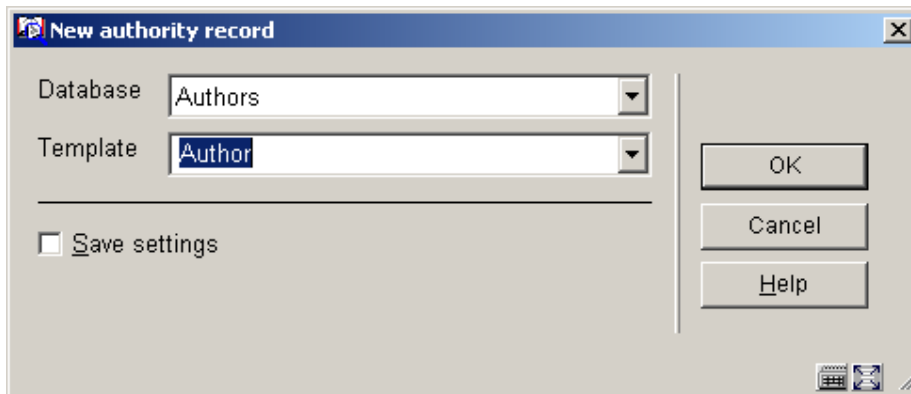
As described in this paragraph you should never leave the authority management function (AFO 113) during the process of moving bibliographic records from one authority record to another, using savelists as temporary containers. If you do this, the move will not be processed correctly.

133.3.4 Create new authority record

When you start this AFO the standard search screen is offered:



On the **Standard** tab, click on **New record**. You will be presented with an input form:



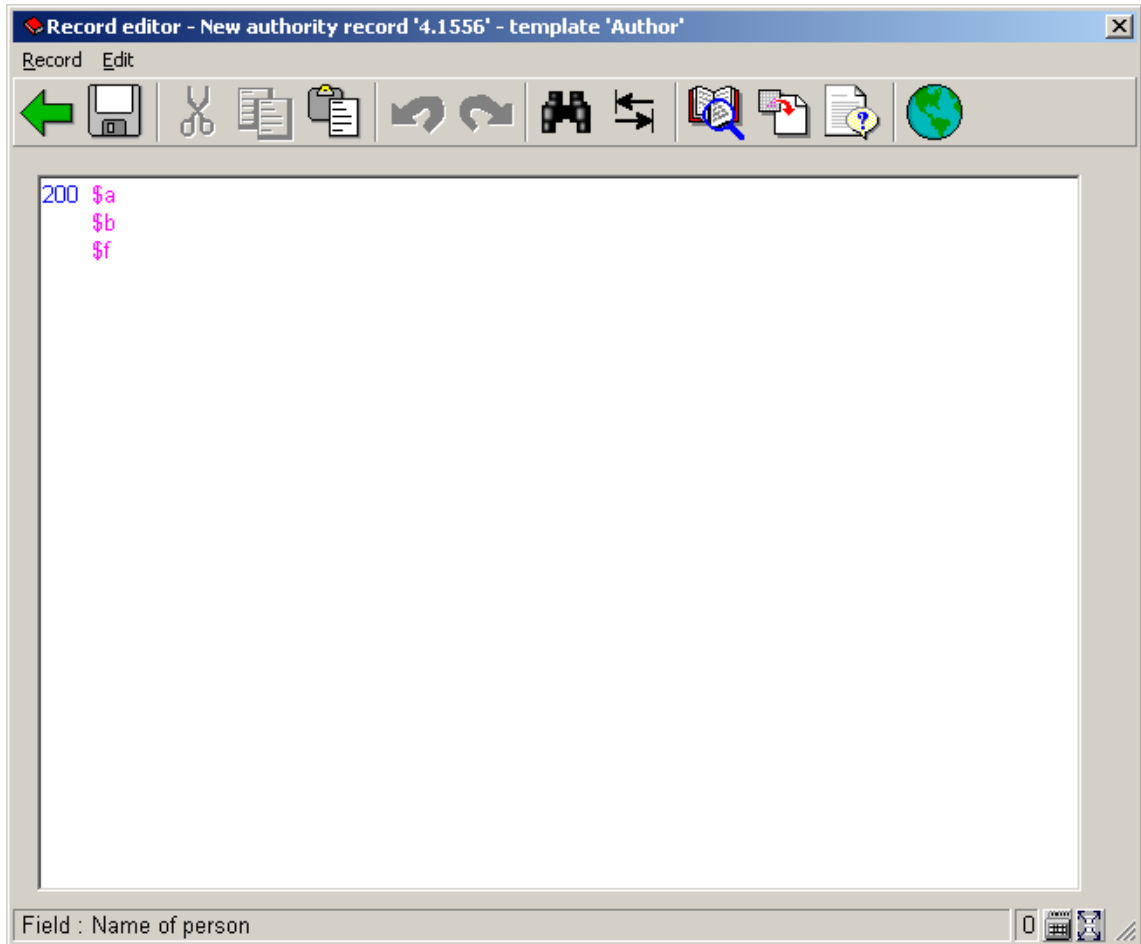
Fields on the screen

Database: Choose the correct database from the dropdown list. Each type of authority heading (personal name, topical keyword, etc.) has its own database. See the Help for AFO 152, section Databases, for more information.

Template: Choose the correct template from the dropdown list. Each type of authority heading (personal name, topical keyword, etc.) can have its own template, with different fields

defined. See the Help for AFO 154 – Template management for authority records, for more information.

After clicking **OK**, you will be presented with the record editor:



See section 133.3.1 for more information about the fields and options on this screen.

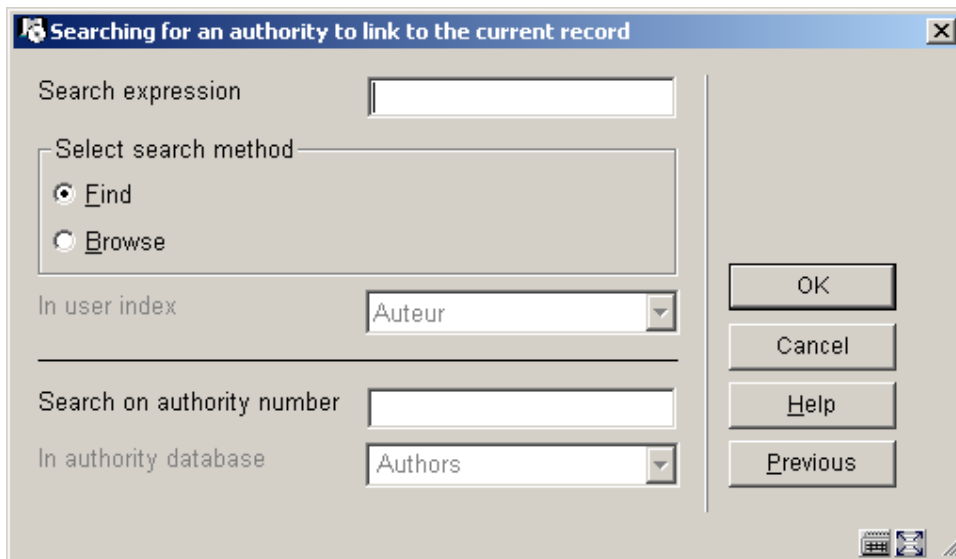
113.4 Selecting an authority record during bibliographic cataloguing

The bibliographic record can have several fields that are controlled by authority records. An example is the Personal name Tag 100 \$a.

You can search for an authority record in the **Record editor**, and either insert it in the field, or replace the existing data with another authority.

- Place the cursor in the tag 100 field.
- Click the **Search for** icon on the toolbar, or
- Use function key F11, or
- Select **Record - Search for...**

The **Searching for an authority to link to the current record** window is displayed:



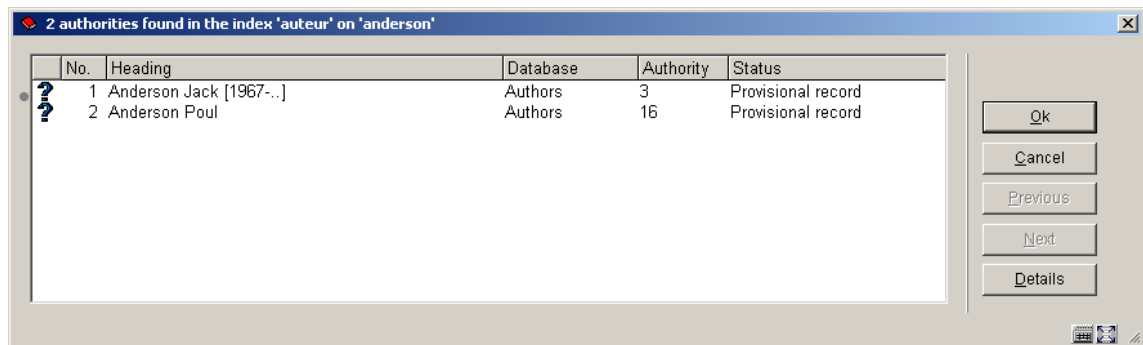
The screenshot shows a dialog box titled "Searching for an authority to link to the current record". It contains the following fields and controls:

- Search expression:** An empty text input field.
- Select search method:** A group box containing two radio buttons: **Find** and **Browse**.
- In user index:** A dropdown menu currently displaying "Auteur".
- Search on authority number:** An empty text input field.
- In authority database:** A dropdown menu currently displaying "Authors".
- Buttons:** A vertical stack of four buttons: **OK**, **Cancel**, **Help**, and **Previous**.
- Footer:** A small icon of a keyboard and a small square icon in the bottom right corner.

- Enter a term, such as author's last name, in the **Search expression** box
- Select a search method

- Select a user index (not always an active option)
- Select the authority database (not always an active option)
- Click **OK**.

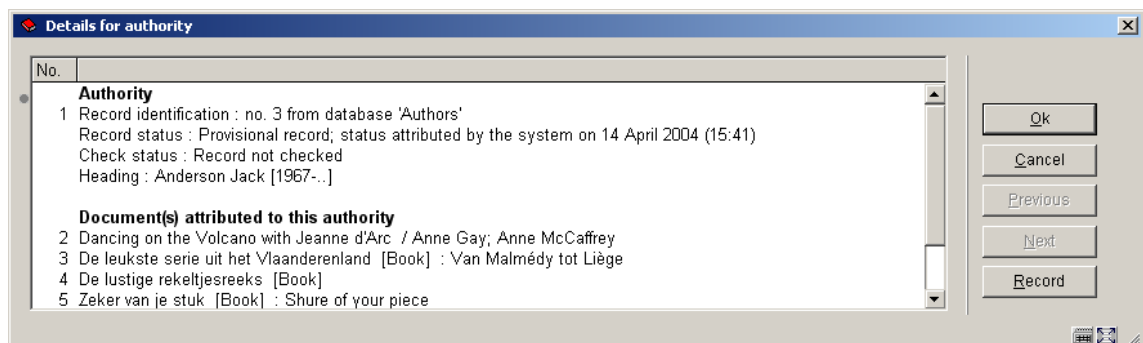
The **authorities found in the index** form is displayed:



This displays all the authority records that match your search term.

- Highlight the authority that most closely matches the one you want.
- Click the **Details** button.

The **Details for authority** form is displayed:



This shows the details for the authority and also a list records that link to this heading. The system displays up to 20 of the most recent records. From this list you can see whether the bibliographic record you are creating or editing is similar to those already catalogued.

To see the full details of an individual record:

- Highlight one of the titles and click the **Record** button

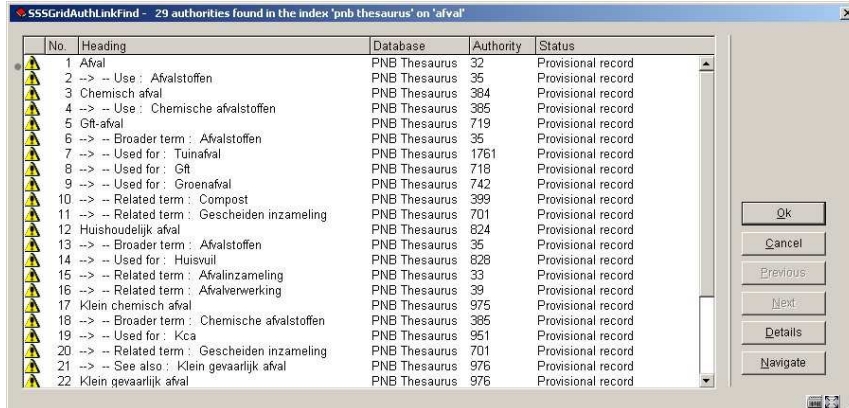
The system displays the full MARC21 record for that title, in read-only mode.

- Return to the authorities found for form
- Highlight the correct authority you want to select for your bibliographic record
- Click **OK**

The system inserts or replaces this authority in your record editor screen.

113.5 Ability to navigate during authority record selection process [//]

When displaying authority records during an authority record search (when editing bibliographic records) the system should have the ability to navigate to related records. This implies that the popup select list also has a “Navigate” button, so that the user can navigate through the authority file. This is especially relevant for thesauri.



113.6 “Near match” authority matching during record save and storage

The system supports a facility for matching of authorities.

The logic is as follows:

- a text string entered in an authority slave data field (in the bibliographic record) is matched with the existing authorities;
- if an exact match is found, the existing authority is selected;
- if no exact match is found, the system will look for a near match in the associated authority file. This implies that the system will refer to the authority records that “best matches” the normalised form of the text string that has been entered.

Note

This is only implemented for “author” type authorities.

Near match algorithm

The next table displays the algorithms that is implemented.

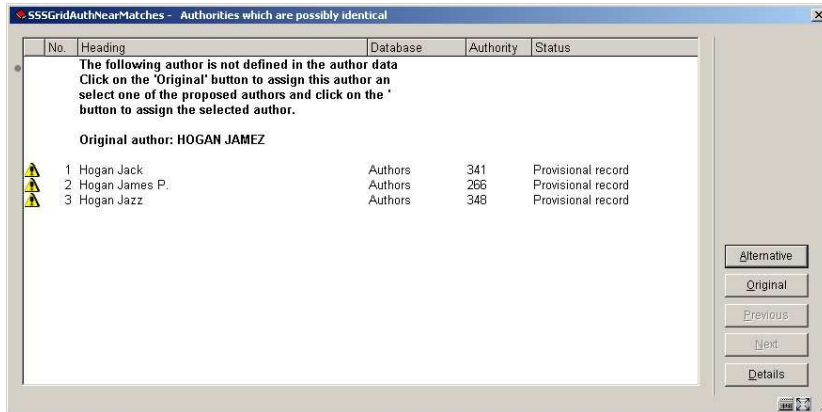
Input string	Near match display	Not included in near match display
Van Geel, David	Van Geel, D. Van Geel, D.J. Van Geel, D. Dwight Van Geel, David G.	Van Geel, Dirk

	<p>Van Geel, David H.</p> <p>Van Geel, Davide</p>	
<p>Van Geel, D.</p>	<p>Van Geel, D.</p> <p>Van Geel, D.J.</p> <p>Van Geel, D. Dwight</p> <p>Van Geel, David G.</p> <p>Van Geel, David H.</p> <p>Van Geel, Davide</p> <p>Van Geel, Dirk</p>	

If the system detects that there is at least one authority that complies to the “near match algorithm” it will display a popup select list containing the following information:

- a warning message
- information about the authority wording as entered in the current bibliographic record
- one or more matching authorities

The system will allow the user to choose a matching authority, which will then lead to the display of authority information and related bibliographic records (as described in the previous section).



Note that this popup select list appears at either a close or a save of the bibliographic record, and that it will appear once for every authority record for which the "near match" algorithm is activated.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation Delivered as part of build 17 set	