

# AFO 154 - Template management for authorities

Use this AFO to maintain templates for authority records.

## 154.1 Template management for authorities (already defined)

Use this window to view a list of the currently defined authority record templates, and to select and display the details of a currently defined authority record template.

No.	Template name	Format	Template type	Active	Apply again at	Comments
6	Corporate name	MARC21/A	Public	Yes		
7	Default-AuthorityList	AuthorityList	Public	Yes		
8	Default-MARC21/A	MARC21/A	Public	Yes		
9	Default-SmartAuthoriti	SmartAuthorities	Public	Yes		
10	Default-SmartKeyword	SmartKeywords	Public	Yes		
11	Default-UniMarc/A	UniMarc/A	Public	Yes		
12	Genre	MARC21/A	Public	Yes		
13	Geographic name	MARC21/A	Public	Yes		
14	Meeting name	MARC21/A	Public	Yes		
15	Personal name	MARC21/A	Public	Yes		
16	Smart authors	SmartAuthorities	Private	Yes		Smart authors
17	Subject topical	MARC21/A	Public	Yes		
18	Sujet	UniMarc/A	Public	Yes		
19	Title Smart Db	SmartAuthorities	Private	Yes		Title template for Smart authorities.
20	Uneautre	UniMarc/A	Public	Yes		
21	Uniform title	MARC21/A	Public	Yes		
22	test	SmartAuthorities	Public	Yes		

**New template** - use this window to specify basic parameters for your new authority template.

The screenshot shows a dialog box titled "New template" with the following fields and options:

- Name template:** 21 MARC Authority Template
- Type of template:** Radio buttons for  Public and  Private.
- Comments:** Text area containing "MARC 21 authority template."
- Formats:** Dropdown menu showing "MARC 21 Authority Format".
- Show template in cataloguing module:** Checked checkbox.
- Apply template (auth.) again at record status:** Dropdown menu showing "Provisional record".
- Begin with:** Radio buttons for  No fields,  Mandatory fields, and  Selected fields.
- Save settings:** Unchecked checkbox at the bottom left.
- Buttons:** OK, Cancel, and Help buttons on the right side.

Clicking on **OK** returns you to the display screen which now includes the template you just created. If you wish to further specify the template continue by using the option "View/modify template".

### Notes

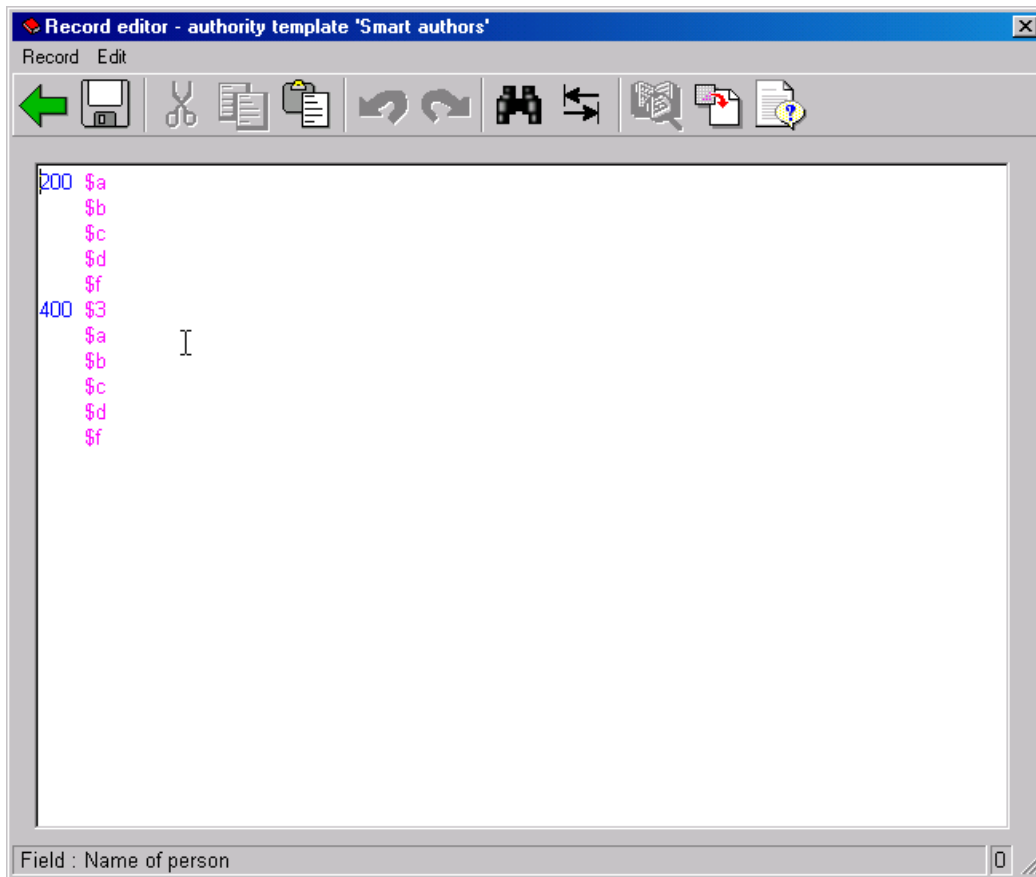
Authority template subfields usually do not contain information. However, you can enter information if needed.

To obtain a specification for your selected record format, see your System Administrator.

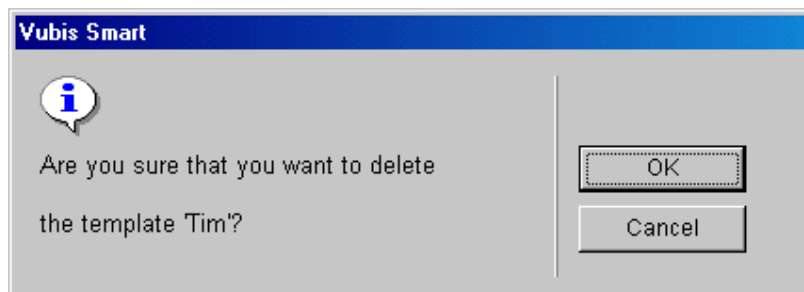
When you add information to subfields, include the punctuation specified by the record format used by your Vubis Smart library system. For example, include the MARC 21 punctuation.

When you add fields and subfields to a new authority template, apply the same methods that you use for adding fields and subfields to a new record.

**View/modify template (+)** - use this window to create and edit record templates.

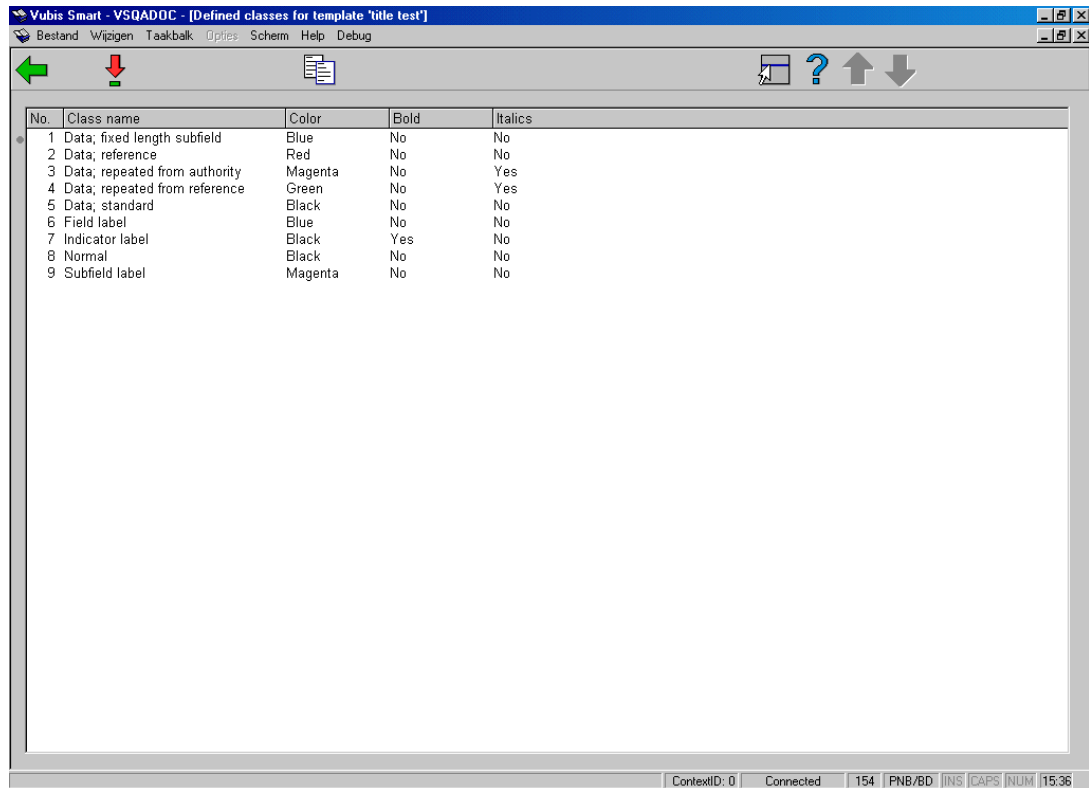


**Delete template (+)** - highlight the authority template that you want to delete and click on this option. You will be asked to confirm that you want to delete the selected authority template.



Click **OK**. The window will be closed, the authority template will be deleted and you will be returned to the display screen.

## View classes (+)

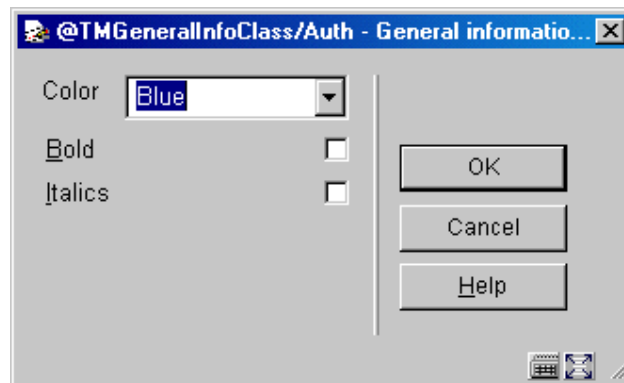


The screenshot shows a window titled "Vubis Smart - VSQADOC - [Defined classes for template 'title test']". The window contains a table with the following data:

No.	Class name	Color	Bold	Italics
1	Data; fixed length subfield	Blue	No	No
2	Data; reference	Red	No	No
3	Data; repeated from authority	Magenta	No	Yes
4	Data; repeated from reference	Green	No	Yes
5	Data; standard	Black	No	No
6	Field label	Blue	No	No
7	Indicator label	Black	Yes	No
8	Normal	Black	No	No
9	Subfield label	Magenta	No	No

The window also features a menu bar with "Bestand", "Wijzigen", "Taakbalk", "Opties", "Scherm", "Help", and "Debug". A toolbar with various icons is located below the menu bar. The status bar at the bottom indicates "ContextID: 0", "Connected", "154", "PNB/BD", "INS", "CAPS", "NUM", and "15:36".

**View/modify class (+)** - this allows you to modify the general information.



The screenshot shows a dialog box titled "@TMGeneralInfoClass/Auth - General informatio...". The dialog has the following controls:

- A "Color" dropdown menu with "Blue" selected.
- A "Bold" checkbox, which is currently unchecked.
- An "Italics" checkbox, which is currently unchecked.
- Three buttons: "OK", "Cancel", and "Help".

The dialog box also features a small icon in the top-left corner and a status bar at the bottom with a keyboard icon and a help icon.

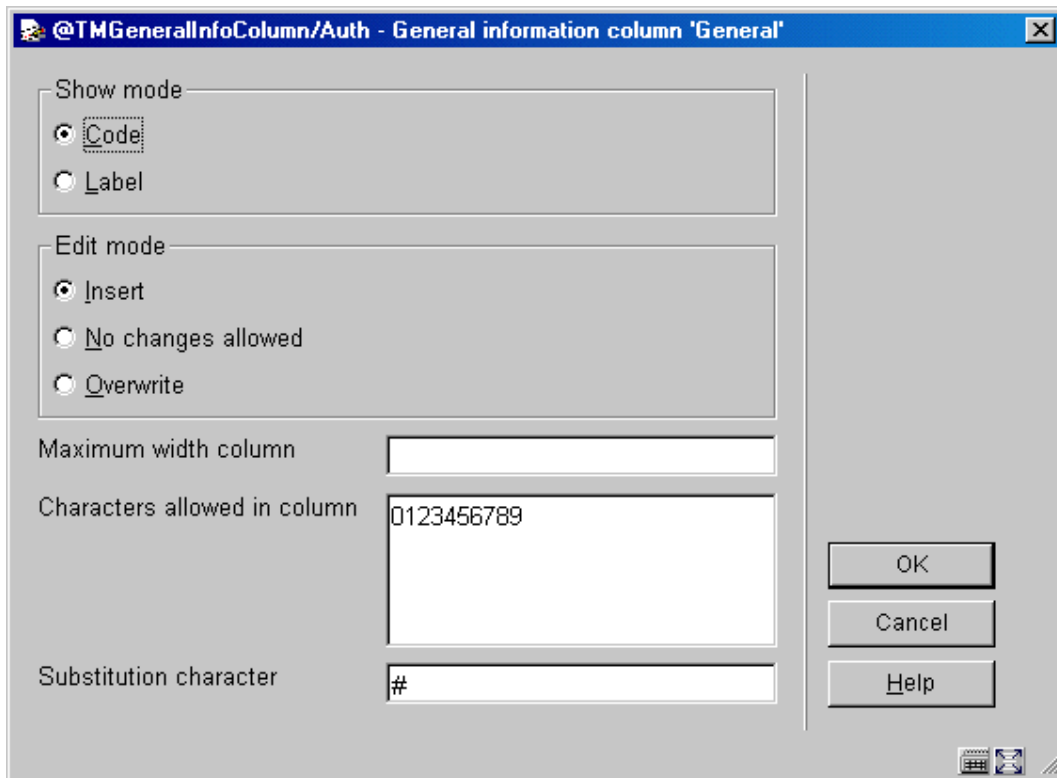
**Copy classes** - this allows you to copy classes from other templates.

## View columns (+)

Column	Data in column	Column class	Edit mode	View mode
1	General	Normal	Insert	<Not applicable>
2	Fields	Field label	Overwrite	Code
3	Indicators	Indicator label	Overwrite	Code
4	Subfields	Subfield label	Overwrite	Code
5	Data	Data, standard	Insert	Code

ContextID: 0 Connected 154 PNB/BD INS CAPS NUM 15:45

**View/modify column (+)** - this allows you to modify the general information.



### Show mode options

**Code** - to describe columns with numerical codes. For example, in MARC 21 the Title column would be described with the numerical code 245.

**Label** - to describe columns with text labels. For example, in MARC 21 the Title column would be described with the text label Title.

### Edit mode options

**Insert** - to insert new text at the cursor's current position in your selected column.

**No changes allowed** - to prevent changes to your selected column.

**Overwrite** - to overwrite existing text with new text at the cursor's current position in your selected column.

In addition you can specify the following:

- **Maximum width column field** - enter the number of character spaces that your Show mode selection requires. For example, the Code Show mode may only need 3 character spaces;
- **Characters allowed in column** - enter the characters that you want used in the column. Only enter characters if the column can only accept those specific characters. For example, enter the numbers 0 to 9, if you selected the Code Show mode and want the column to only accept numbers for a code. Otherwise, leave this field blank to accept all characters;

- **Substitution character** - enter a character to be used as a place holder to mark the column before the column is filled with information.

**Note**

You are not allowed to display the General information column window for the default authority templates; these are named Default - [authority record format name].

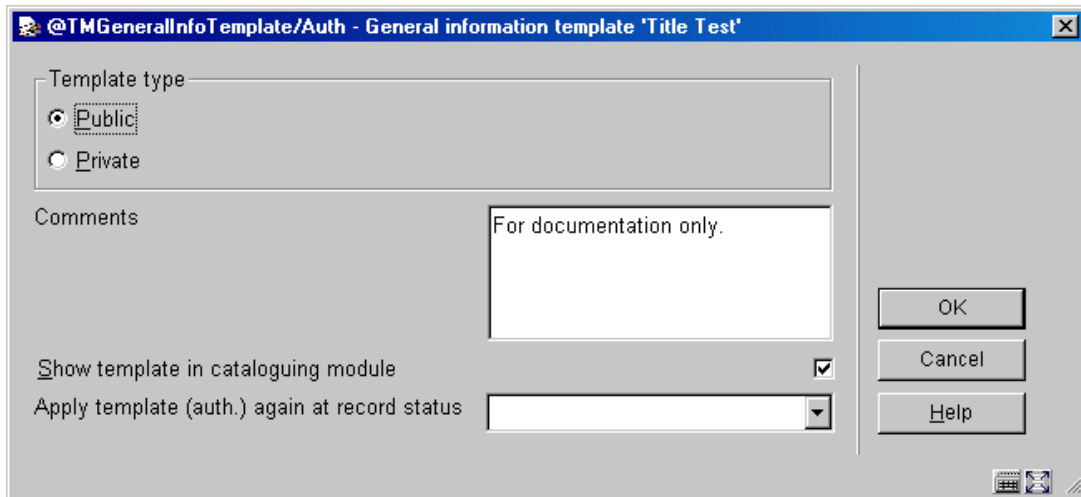
## View fields/subfields (+)

No.	Code (sub)field	Label [Dutch]	Label [English]	Label [French]
1	***	***	Leader	***
2	***/*01	***	Record length	***
3	***/*06	***	Record status	***
4	***/*07	***	Type of record	***
5	***/*08	***	Undefined	***
6	***/*10	***	Character coding sche	***
7	***/*11	***	Indicator count	***
8	***/*12	***	Subfield code length	***
9	***/*13	***	Base address of data	***
10	***/*18	***	Encoding level	***
11	***/*19	***	Undefined	***
12	***/*21	***	Length-of-field	***
13	***/*22	***	Starting-character-posit	***
14	***/*23	***	Implementation-defined	***
15	***/*24	***	Undefined	***
16	***/*25	***	Tag	***
17	***/*28	***	Field length	***
18	***/*32	***	Starting character posit	***
19	001	Control no.	Control no.	Control no.
20	003	Control number identifie	Control number identifie	Control number identifier
21	005	Date and time of latest	Date and time of latest	Date and time of latest transaction
22	008	Fixed-length data elem	Fixed-length data elem	Fixed-length data elements
23	008/*01	008	Date entered on file	008
24	008/*07	008	Geographic subdivision	008
25	008/*08	008	Romanization scheme	008
26	008/*09	008	Language	008
27	008/*10	008	Kind of record	008
28	008/*11	008	Descriptive cataloging r	008
29	008/*12	008	Thesaurus	008
30	008/*13	008	Series	008

- **New label**
- **View/modify (sub)field (+)**
- **Delete label (+)**
- **Copy labels**
- **Jump to**
- **This option** - this option allows you to go directly to a “code (sub)field” which is not on the current screen.
- **Restore labels from format definition**



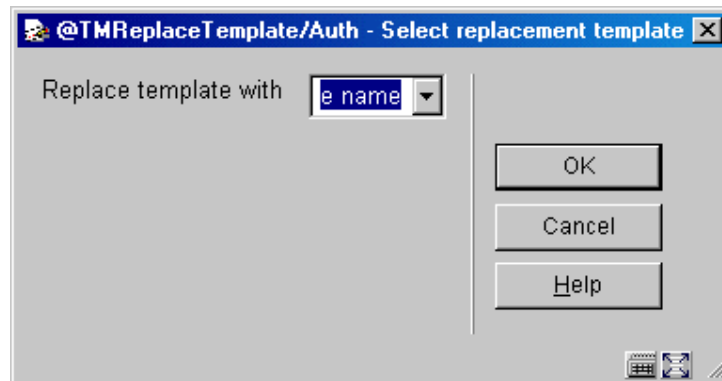
### General information template (+)



The dialog box has a title bar with the text '@TMGeneralInfoTemplate/Auth - General information template 'Title Test'' and a close button (X). The main area is divided into two sections. The top section, labeled 'Template type', contains two radio buttons: 'Public' (selected) and 'Private'. Below this is a text area labeled 'Comments' containing the text 'For documentation only.'. The bottom section contains a checkbox labeled 'Show template in cataloguing module' which is checked, and a dropdown menu labeled 'Apply template (auth.) again at record status' with a downward arrow. On the right side, there are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner, there are small icons for a keyboard and a mouse.

This allows you to modify general information for the template.

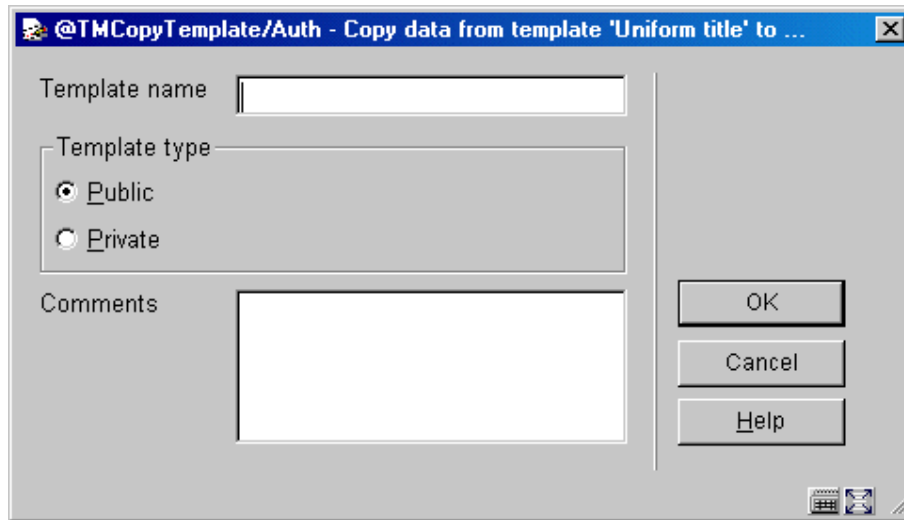
### Replace selected template (+)



The dialog box has a title bar with the text '@TMReplaceTemplate/Auth - Select replacement template' and a close button (X). The main area contains a label 'Replace template with' followed by a dropdown menu showing 'e name'. On the right side, there are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner, there are small icons for a keyboard and a mouse.

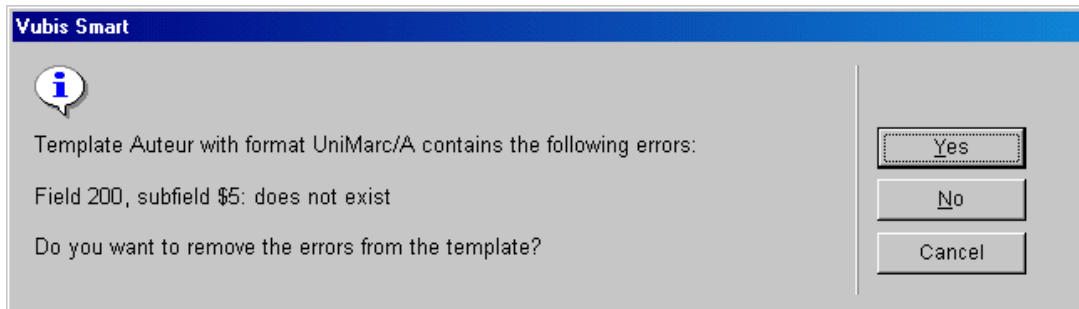
Choose the replacement template.

**Copy template (+)** - choose a template to be copied as the basis of a new template.



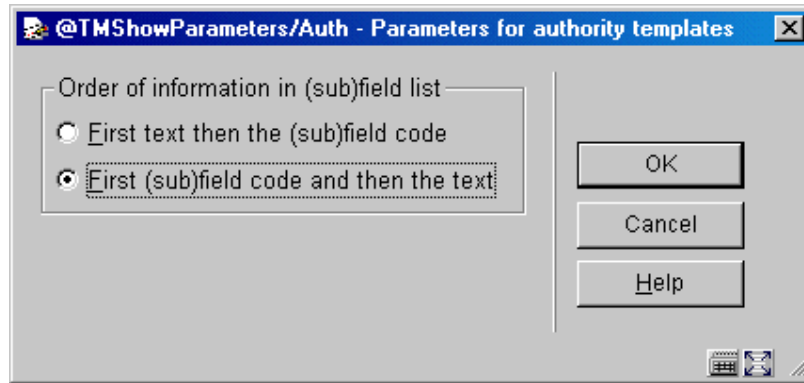
Specify the new name and if required add a comment.

#### **Check the templates**



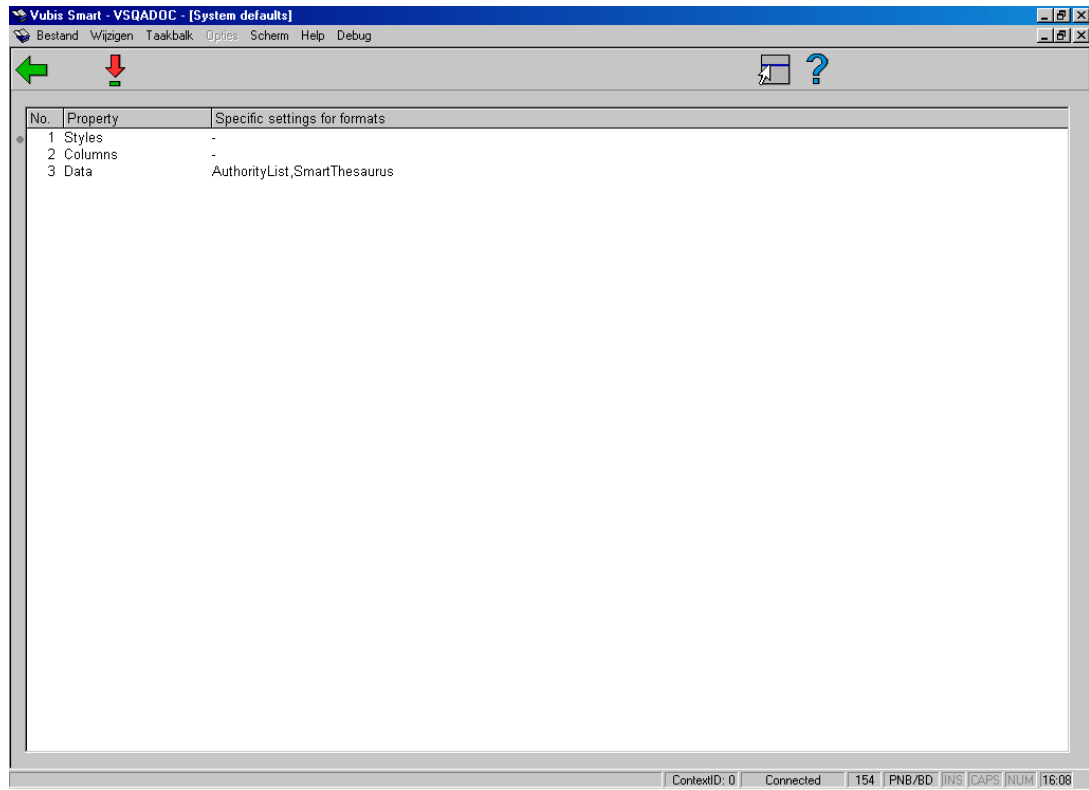
This enables you to fix any possible inconsistencies found in the templates.

## Parameters



How the display list is to be sorted.

## System defaults



**Specific settings (+)** - enables you to modify certain settings.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>creation</b> <b>(re-delivered as part of build 17 updates)</b>	