

# AFO 113 – Authority management

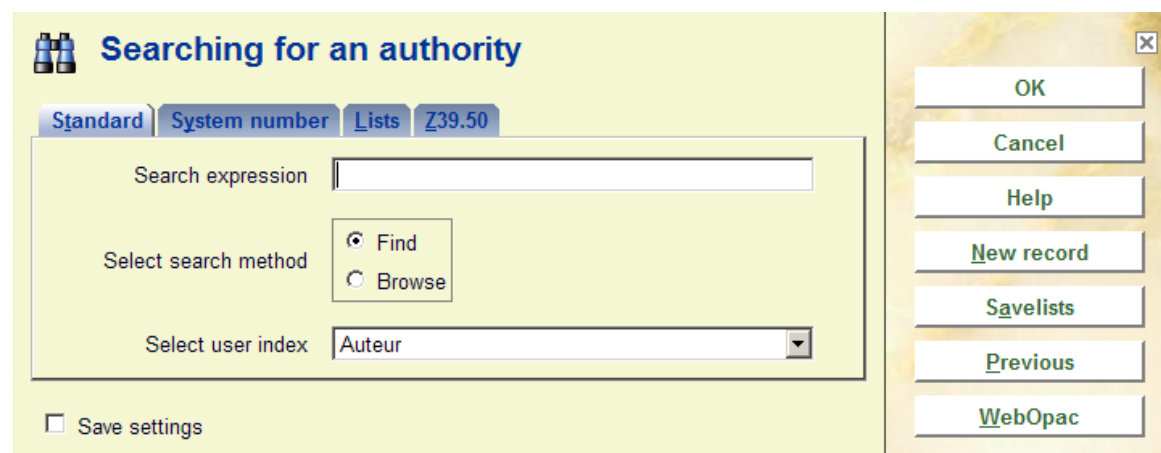
## 113.1 Introduction

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.

Session: 1.20103/5280 User: tineke Location: PNB/BD AFO: 113

Settings Exit

Authorities in authority database 'language (m21) [416]'

No.	Wording	Code	In use
<input type="checkbox"/>	1 Abkhaz	abk	Yes
<input type="checkbox"/>	2 Achinese	ace	Yes
<input type="checkbox"/>	3 Acoli	ach	Yes
<input type="checkbox"/>	4 Adangme	ada	Yes
<input type="checkbox"/>	5 Afar	aar	Yes
<input type="checkbox"/>	6 Afrihili (Artificial language)	afh	Yes
<input type="checkbox"/>	7 Afrikaans	afr	Yes
<input type="checkbox"/>	8 Afroasiatic (Other)	afa	Yes
<input type="checkbox"/>	9 Akan	aka	Yes
<input type="checkbox"/>	10 Akkadian	akk	Yes
<input type="checkbox"/>	11 Albanian	alb	Yes
<input type="checkbox"/>	12 Aleut	ale	Yes
<input type="checkbox"/>	13 Algonquian (Other)	alg	Yes
<input type="checkbox"/>	14 Aljamilia	ajm	No
<input type="checkbox"/>	15 Altaic (Other)	tut	Yes
<input type="checkbox"/>	16 Amharic	amh	Yes
<input type="checkbox"/>	17 Apache languages	apa	Yes
<input type="checkbox"/>	18 Arabic	ara	Yes
<input type="checkbox"/>	19 Aramaic	arc	Yes
<input type="checkbox"/>	20 Arapaho	arp	Yes
<input type="checkbox"/>	21 Arawak	arw	Yes
<input type="checkbox"/>	22 Armenian	arm	Yes
<input type="checkbox"/>	23 Artificial (Other)	art	Yes
<input type="checkbox"/>	24 Assamese	asm	Yes

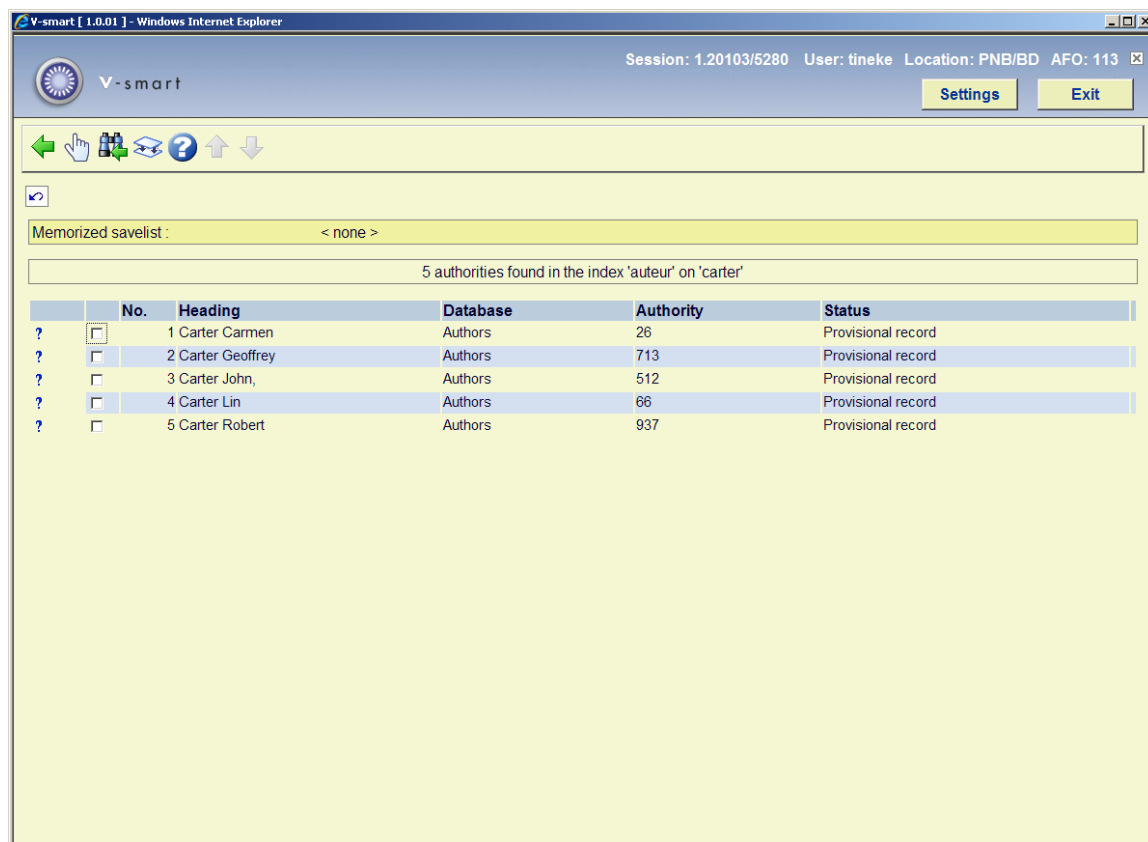
## Tab: Z39.50

1. In the **Search Expression** field on the Authority Z39.50 Search 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 web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The page header includes "v-smart" and session information: "Session: 1.20103/5280 User: tineke Location: PNB/BD AFO: 113". There are "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, forward, home, search, and refresh. A "Memorized savelist" field shows "< none >". A message states "5 authorities found in the index 'auteur' on 'carter'". Below this is a table with the following data:

	No.	Heading	Database	Authority	Status
?	<input type="checkbox"/>	1 Carter Carmen	Authors	26	Provisional record
?	<input type="checkbox"/>	2 Carter Geoffrey	Authors	713	Provisional record
?	<input type="checkbox"/>	3 Carter John,	Authors	512	Provisional record
?	<input type="checkbox"/>	4 Carter Lin	Authors	66	Provisional record
?	<input type="checkbox"/>	5 Carter Robert	Authors	937	Provisional record

## 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.

## Button WebOpac

Cataloguers using the advanced search possibilities of the WebOPac (multiple criteria for example) with a professional profile will be able to "push" a record to Cataloguing without having to perform a search in AFO113.

When you click the button **WebOpac** a new window will be opened to start a WebOpac session. Here you can perform a normal authority search.

## Note

You can only search in the thesaurus. The thesaurus module requires a special implementation. Please contact Infor for more information.

Once you have selected a record, there is a button **Retrieve record** on the full record display screen.



The screenshot shows a web interface with a dark blue header containing the text 'AUTHORITY RECORDS' and 'Page 2 / 2'. Below the header, there is a light blue area with the text 'Name J.V. Jones' and a green button labeled 'Retrieve record'. At the bottom of this area, it says 'BIB Records' and '2 Records found Click here to display Bibliographic records' with a blue link.

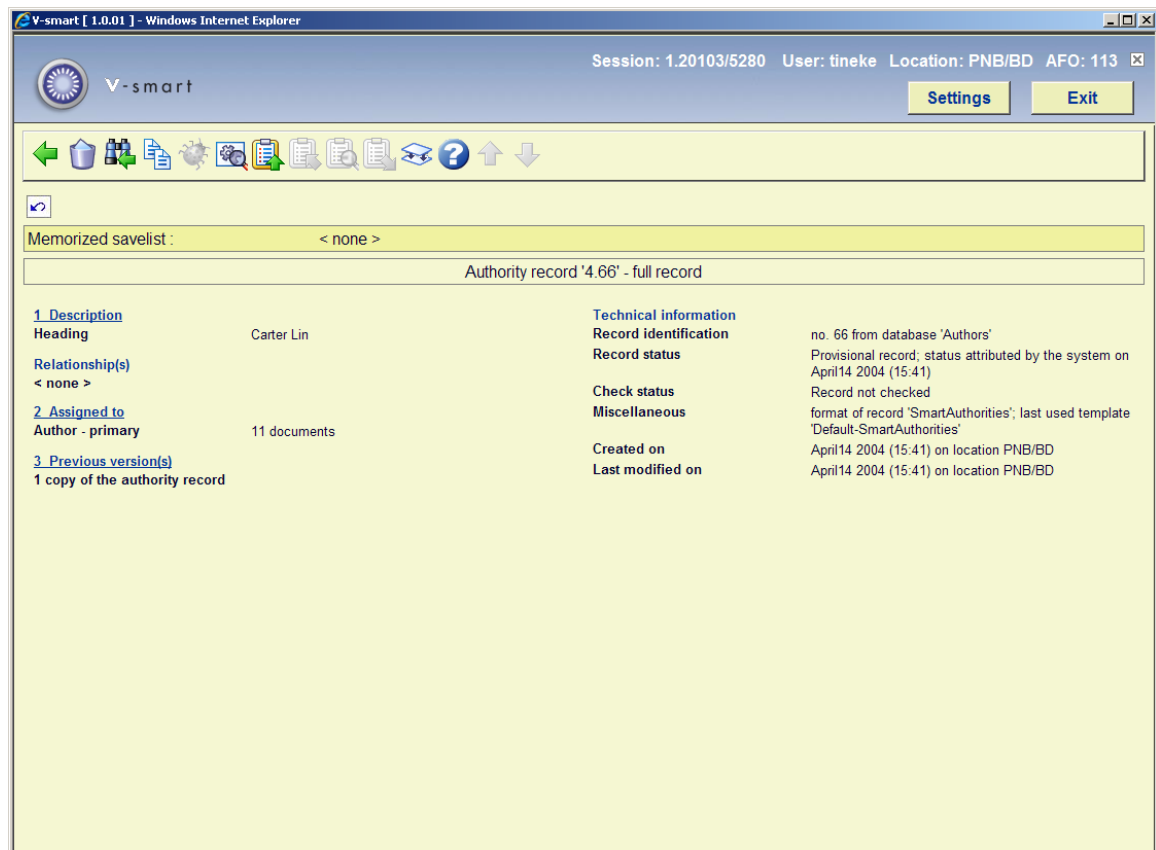
When you click on this, you will return to your V-smart session, with the technical overview of the selected record on your screen.

## Note

A parameter in the user settings of V-smart will determine which WebOpac profile will be activated from within AFO 113.

## 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

**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.

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

## Options on the screen

Click the line above field **Heading** to modify the authority record. See section 113.3.1. Or click the line above field **Assigned to** 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.

**Return to search screen:** 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. See section 133.3.3.

**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 113.3.4.

**Assign to all documents in savelist:** See section 113.3.4.

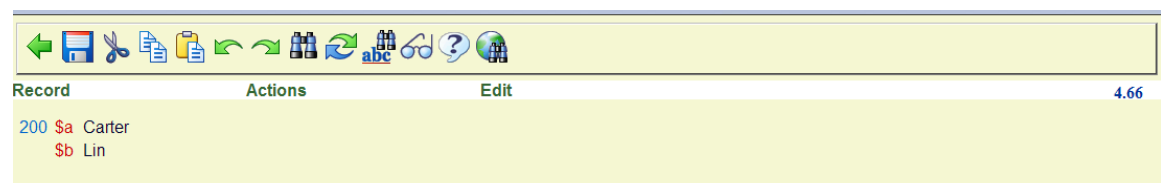
**View documents in savelist:** See section 113.3.4.

**Remove from all documents in savelist:** See section 113.3.4.

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

## 113.3.1 Modify record

Click the line above field **Heading** 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**.

**Actions:** contains the options for **Insert fields** and **subfields, Copy field** and **subfield** and **Delete field** and **subfield** as well as **Remove empty subfields**.

**Edit:** contains the additional options **Insert line break, Insert non-filing mark**.

## 133.3.2 Associated bibliographic records

Click the line above field **Assigned to** to look at the associated bibliographic records.

V-smart [ 1.0.01 ] - Windows Internet Explorer

Session: 1.20103/5280 User: tineke Location: PNB/BD AFO: 113

V-smart Settings Exit

Memorized savelist : < none >  
 Authority assigned to : 11 documents  
 Relationship type : Author - primary

Authority record '4.66' - list of assigned documents

No.	Title	Database	Record
<input type="checkbox"/>	1 Star Crusader : A Novel / Bruce Balfour	Vubis Smart database	102
<input type="checkbox"/>	2 Onder de Groene Ster / Lin Carter	Vubis Smart database	1175
<input type="checkbox"/>	3 Test Kaleidoscope Century / John Barnes	Vubis Smart database	1753
<input type="checkbox"/>	4 Star Crusader : A Novel / Bruce Balfour	Vubis Smart database	1823
<input type="checkbox"/>	5 Jandar, Slaaf op Callisto / Lin Carter	Vubis Smart database	190
<input type="checkbox"/>	6 Onder de Groene Sterred / Lin Carter	Vubis Smart database	214
<input type="checkbox"/>	7 Luchtpiraten van callisto : Een avontuur uit Epos van Jandar de Vreemdeling op de Maan der Duizend Verschrikkingen / Lin Carter	Vubis Smart database	215
<input type="checkbox"/>	8 Kadj, de jonge krijgsman / Lin Carter	Vubis Smart database	216
<input type="checkbox"/>	9 Het zwarte Legioen van Callisto / Lin Carter	Vubis Smart database	217
<input type="checkbox"/>	10 De Tvenaars van Callisto / Lin Carter	Vubis Smart database	218
<input type="checkbox"/>	11 Keizerin van Callisto / Lin Carter	Vubis Smart database	219

## Options on the screen

**Add document to savelist:** See section 113.3.4.

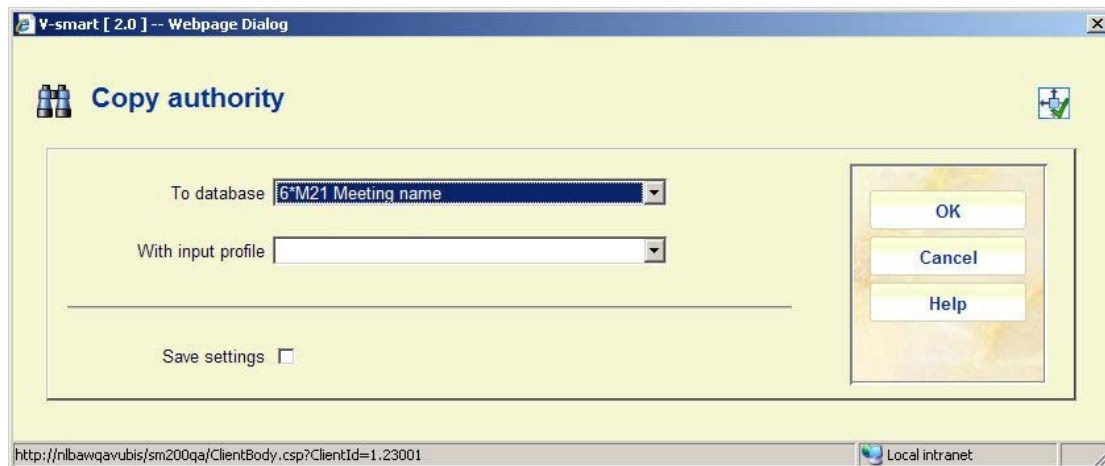
**Add all documents to savelist:** See section 113.3.4.

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

## 113.3.3 Copy record

**Copy authority:** Choose this option to create a new authority record based on data in the current record. After selecting this option, an input form will be displayed:





Select the **Database** to which the record must be copied and an **Import profile**. Note that the profile must match with the target database. If they do not match, the system will display a warning. If they do match, the system will prompt for confirmation of the copy action.

### 133.3.4 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.

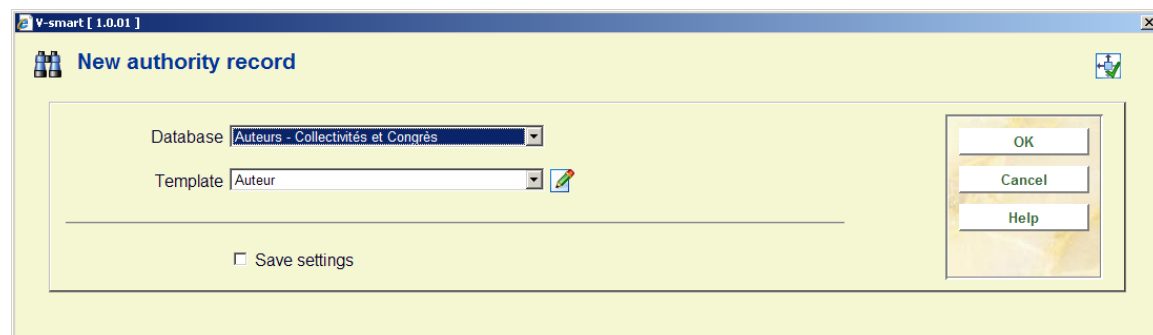
## 133.3.5 Create new authority record

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



The screenshot shows a dialog box titled "Searching for an authority". It has a tabbed interface with "Standard", "System number", "Lists", and "Z39.50" tabs. The "Standard" tab is active. The dialog contains a "Search expression" text field, a "Select search method" section with radio buttons for "Find" (selected) and "Browse", and a "Select user index" dropdown menu set to "Auteur". There is a "Save settings" checkbox at the bottom left. On the right side, there is a vertical stack of buttons: "OK", "Cancel", "Help", "New record", "Savelists", "Previous", and "WebOpac".

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



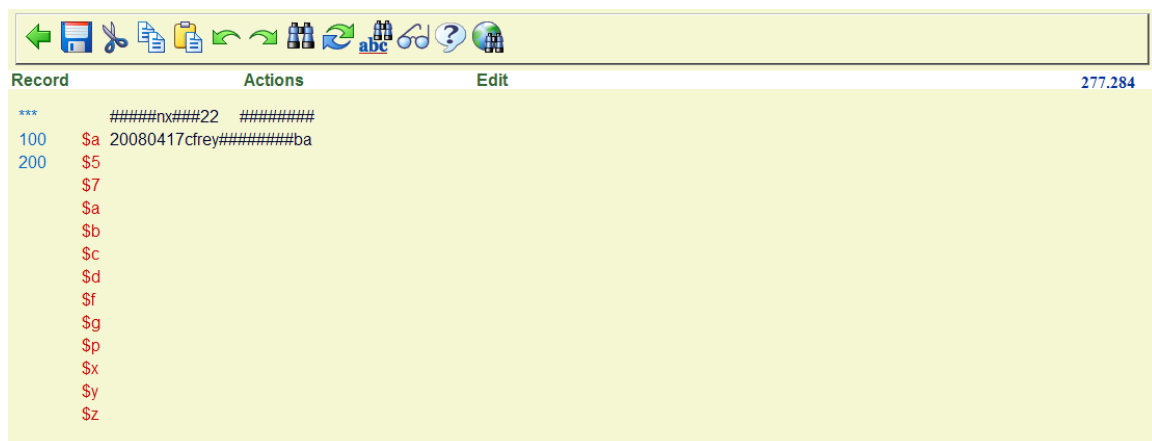
The screenshot shows a dialog box titled "New authority record". It has a "Database" dropdown menu set to "Auteurs - Collectivités et Congrès" and a "Template" dropdown menu set to "Auteur". There is a "Save settings" checkbox at the bottom left. On the right side, there is a vertical stack of buttons: "OK", "Cancel", and "Help".

## 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.
- 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:

V-smart [ 1.0.01 ]

**Searching for an authority to link to the current record**

Search expression

Select search method  Find  Browse

In user index

Search on authority number

In authority database

OK  
Cancel  
Help  
Previous

- 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:

V-smart [ 1.0.01 ]

2 authorities found in the index 'auteur' on 'jones'

No.	Heading	Database	Authority	Status
? <input type="checkbox"/> 1	Jones David Rhys	Authors	646	Provisional record
? <input type="checkbox"/> 2	Jones J.V.	Authors	505	Provisional record

Ok  
Cancel  
Details

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:

The screenshot shows a software window titled "V-smart [ 1.0.01 ]". Inside, there is a form titled "Details for authority". The form contains a table with the following data:

No.	Authority	
<input type="checkbox"/> 1	700/\$3	Record identification : no. 646 from database 'Authors' Record status : Provisional record; status attributed by the system on July06 2004 (20:14) Check status : Record not checked
Heading : Jones David Rhys		
<b>Document(s) attributed to this authority</b>		
<input type="checkbox"/> 2	Welsh merge july6	
<input type="checkbox"/> 3	More Welsh records	
<input type="checkbox"/> 4	Another new bib july6	
<input type="checkbox"/> 5	Merge fodder july6	
<input type="checkbox"/> 6	Tineke's second test title (type 2) for Bridget	

To the right of the table is a vertical panel with three buttons: "Ok", "Cancel", and "Record".

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

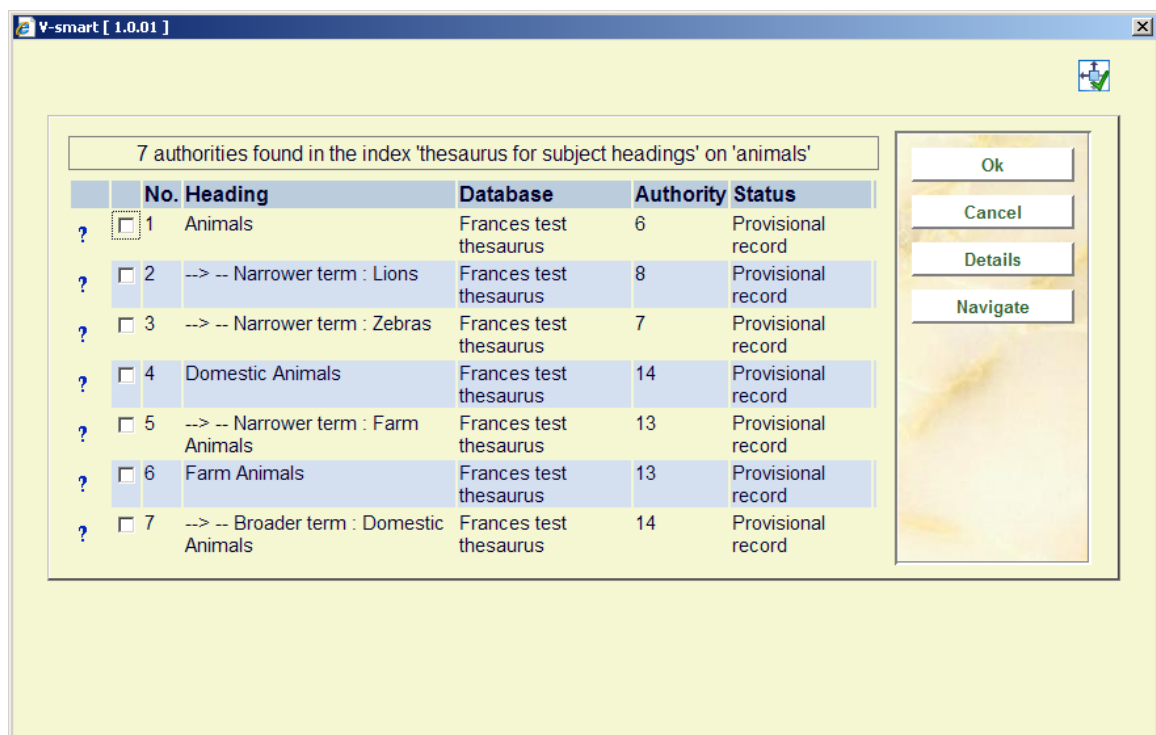
The system displays the full MARC21 record for that title, in read-only mode.

- 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.

You must set the parameter “Check on ‘near matches’ [only authors] to Yes for each of the relevant authority databases in AFO 152.

*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, David H.  Van Geel, Davide	Van Geel, Dirk
Van Geel, D.	Van Geel, D.  Van Geel, D.J.	

	Van Geel, D. Dwight	
	Van Geel, David G.	
	Van Geel, David H.	
	Van Geel, Davide	
	Van Geel, Dirk	

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).



V-smart [ 1.0.01 ]

Authorities which are possibly identical

The following author is not defined in the author database!  
 Click on the 'Original' button to assign this author anyway;  
 select one of the proposed authors and click on the  
 'Alternative'  
 button to assign the selected author.  
 Original author: REVELL FRIDA

No.	Heading	Database	Authority	Status
<input checked="" type="checkbox"/> 1	Revell F.	Authors	403	Provisional record
<input type="checkbox"/> 2	Revell F.M.	Authors	594	Provisional record
<input type="checkbox"/> 3	Revell Frances	Authors	516	Provisional record
<input type="checkbox"/> 4	Revell Frances M.	Authors	517	Provisional record
<input type="checkbox"/> 5	Revell Frances Mary Anne	Authors	1498	Provisional record
<input type="checkbox"/> 6	Revell Francoise	Authors	401	Provisional record
<input type="checkbox"/> 7	Revell Frank	Authors	595	Provisional record
<input type="checkbox"/> 8	Revell Franny	Authors	593	Provisional record
<input type="checkbox"/> 9	Revell Frederick	Authors	618	Provisional record
<input type="checkbox"/> 10	Revell Freekddddddddd	Authors	55	Provisional record
<input type="checkbox"/> 11	Revell Frieda	Authors	54	Provisional record

Alternative  
Original  
Details

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**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>April 2008</b>	<b>Creation</b>	
<b>2.0</b>	<b>May 2010</b>	<b>New option to specify import profile; general overhaul part of 2.0.06 updates</b>	