

ALEPH AND LOCAL AUTHORITY RECORD MAINTENANCE

[University of North Florida]

Names

Create a local name authority record when no LC NAR is available for names that are used on fully cataloged items, when:

Cross references are needed to aid in retrieval

There is information about the name that needs to be kept, especially for local authors

The cataloger is creating a local literary number for the author and no LC NAR is available

Authority records involving author's literary number

- 1) Do not derive an LCA10 record to NFU10 local file just to add an LC established literary number.
- 2) When an NFU10 authority record exists solely because we added a literary number to an LC NAR, delete the NFU10 record and let the LCA10 (without the literary number) be the governing authority record.
- 3) When an NFU10 authority record exists solely because we added a LOCALLY ESTABLISHED literary number, keep the NFU10 record as the governing authority record. The 690 should clearly say that it is an original literary number.
- 4) When a cataloger establishes an original literary number, copy the LC NAR into NFU10. Add an 053 with the literary number and a 690 with cataloger's initials and an indication that the literary number is original.
- 5) If no LC NAR exists for the name, create a local NAR to preserve a locally created author's literary number.

Names - Other situations:

- 1) When the cataloger believes that an LC established name is not the same person as the heading being added to a current record, but no information can be found to provide a local record with a distinguishing addition (i.e., no birth date, middle initial, title, etc. is known), copy the LCA10 record to NFU10 and add a 670 for the title in hand. Do not change the uniqueness code. Add a 690 with catalogers initials and a note about the additional 670.

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- 2) Name has no LC NAR
 - a) Copy catalogers doing copy cataloging. Do nothing. Name will not link to an authority record.
 - b) Catalogers doing older cataloging or AV cataloging and original catalogers, create a local authority record using the template following the general guidelines in the first paragraph of this memo.
- 3) When an LCA10 record has been derived to the local file on NOTIS solely to add a 4xx with a \$w OR we have added a \$w to an existing 4xx to control display elements in NOTIS, delete the NFU10 record. Cease creating local authority records solely to add a \$w to control display.
- 4) When an LC NAR exists for the name and a UNF cataloger has a significant fact or clarification or a 4XX to add, copy the record to NFU10 and make the addition. Add a 690 with initials and a summary of the change.
- 5) When an authority record is changing from a subject authority record to a name authority record, there is useful subject usage information that will be lost. IF we CAN know this information in ALEPH, continue the practice of adding information that the cataloger finds useful to the name LC NAR. Add a 690 with initials and explanation

Subjects

Generally, do not create local topical (650) authority records. If there appears to be a need for one, check with the subject authorities librarian.

Series

Create a local series authority record when no LC authority is available and the series is not a recent one (last few years). Exception: do not create a local authority for a closed, classed together set unless there is a need to record information that cannot be included in the cover record for the set.

Copy and modify an LC series authority in order to: record a local call number, a tracing practice different from LC's (645); or add cross references or local notes.

DO NOT copy and modify an LC authority to confirm LC practice (e.g., add 690 with just DO NOT TRACE when LC 645=n) or to add a \$w to control display of a cross reference. If found during database maintenance, delete earlier local authorities no longer needed.