**Proposal from Authorities Subcommittee Regarding Authority Control**

General Guideline on Authority Control

The State University Libraries encourage authority control of 1xx, 6xx, 7xx and 8xx headings at the point of cataloging.  For libraries using OCLC Connexion software, this entails using the “control headings” function to automatically correct any controllable headings before exporting the record to Aleph.   Authority control at the point of cataloging may not be possible for batch loaded records, records downloaded by acquisitions staff that are already in Aleph when reviewed by catalogers, and headings without LC authority records that cannot be controlled in Connexion Client.  In these cases, authority cleanup will need to be completed later using reports from Aleph.

At the present time, the State University Libraries utilize reports produced from Aleph and provided by FCLA for authority clean-up of name, series, and subject headings already in the catalog.  Each library is responsible for updating their own bibliographic records to match LC authorized headings.  For headings without authority records, NACO libraries are encouraged to create new records for the national LC authority file.  The Florida NACO Funnel encourages SULs to receive training as NACO libraries and join the Funnel to submit NACO headings to the LC Authority File. Whenever possible, SULs should refrain from creating local authority records.

Submitted by Metadata Subcommittee 11-10-11

Approved by TSPC 12-8-11