



Library Resource Management Systems, Inc.

Maintain Authority Tables

This clean-up process when run on a regular basis will provide Patrons and Library staff the opportunity to find materials of interest by Author and Subjects more easily within the program and the Library Catalog OPAC.

How often should this be done?

This process should be executed After adding any MARC record Subject or Author modifications or when book materials are removed(weeded) and after importing new records into a collection.

Add or remove Authority Tags to improve Author and Subject Search capabilities within the program and OPAC Library Catalog. Each Authority has its own Authority

Refresh from Catalog:
Maintaining Authority Codes is an essential process and necessary to be done on a periodic basis or when collections are weeded.
The reasoning for this; these Tables (Author's and Subjects) require updating to reflect only what are Active records within the collections.
Run this Action for both Author and Subject.

Check Collection:
This runs a process to locate Authors that are within the MARC Records but not listed within the Author Authority Table. This is a very lengthy time consuming process as it looks at all records in a Collection. When completed this process presents an Authority Check result: simply add the New Author findings if they do not already exist within the presented Suggestions list.

Subject Consolidation Tool:
This tool is very effective to remove duplicated Subjects where word duplication and punctuation is the difference. This is a very fast process.

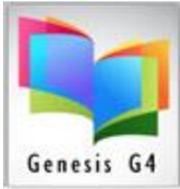
Authority Check

Dwings, Lisa

Suggestions:

- Dwings, Gal
- Dwings, Gal
- Dwings, Gal
- Dwings, Mary Beth
- Dwings, Paul
- Dwings, Robin D.
- Dwings, Thomas
- Dwings, Thomas S.
- Dwings, Thomas

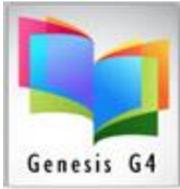
Buttons: Replace, Ignore, Suggest, Add, Cancel



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Select the Subject Authority this option displays the Subject Tables and allows Subjects only to have an associated SEE or SEE ALSO subject reference added. Pick the Collection for this and simply highlight a Subject of choice and open the Action Tab and select the See/See Also. When adding be sure the See or See Also "New Reference" is listed within the Subject Authority Listings.

The screenshot shows the LRMMS Subject Authority interface. The main window displays a list of subjects under the authority 'Subject'. The subject 'Abraham Lincoln' is selected and highlighted. A callout box titled 'To Add a See or See Also Subject Reference:' provides instructions: 'Select the collection', 'Begin by accessing the Subject Authority Table of that Collection:', 'Select the Subject that will have a See or See Also Reference added (it will become Highlighted.)', 'Use the Action Tab and select the See/See Also option', 'Choose See or See Also', and 'Add the New Subject Reference'. A smaller window titled 'See/See Also References - Abraham Lincoln' is open, showing a table with columns 'Type' and 'Reference'. The table contains one entry: 'See Also United States - History - 1861-1865, Civil War'. A callout box points to the 'Add' button in this window, stating: 'Add the New See or See Also Reference; this will tie the two subjects together within the Library Catalog (OPAC). Click Add to Save'. The interface also shows a menu bar with 'File', 'Action', 'Previous Menu', and 'Main Menu'. The status bar at the bottom indicates the user is logged in as 'A. 53154' and has 30 days overdue.



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What if an Author or Subject is Misspelled, can the description be changed?

Modify Global Options:
 Auto Tag Changed Items
 Collection to modify: MAIN COLLECTION

Buttons: Add, Delete, Modify Global

Alphabet: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Callout 1: **This Name spelling is incorrect;** Highlight the incorrect listing and the program adds it to the Edit Field.

Callout 2: **This is the Correct Name spelling.**

Misspellings can always be individually corrected within the affected MARC record but what if the misspelling is within an unknown or large number of MARC records?

- As shown above the program has a Modify Global option this option allows for the incorrect description to be added in the blank field. Once the Modify Global button is clicked upon the program displays this process.

Confirm Collection Selection

You have selected to modify MARC records associated to the MAIN COLLECTION collection ONLY. Is this correct?

Buttons: Yes, No

Answering Yes, brings up the next step, choosing No Terminates the process. The following is the progressing of picking "Yes".

The author that was highlighted in the Authority Table is automatically listed. and is ready to be changed click the "OK" button. To proceed

Global Modify:

Enter the EXACT existing value you wish to replace: (If the default target is correct, Click OK.)

Buttons: OK, Cancel

Input field: Fabber, Adele

Incorrect name automatically appears at this step and is ready to be changed. Click the "OK" button to proceed to the next step.

- This dialog box will appear Type in the correct Author name, Click "OK" to proceed.

Global Modify:

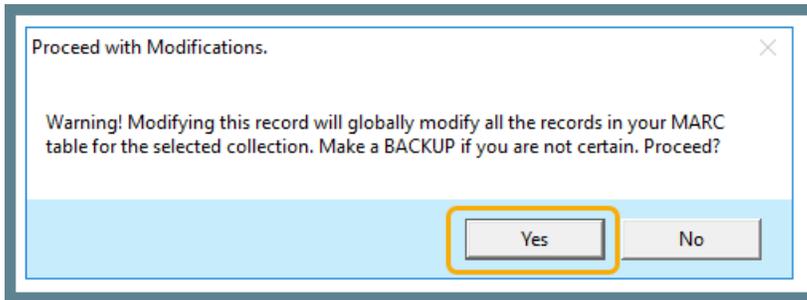
Replace OLD value with: (*Note: type the word BLANK in UPPERCASE if you wish to replace with a blank.)

Buttons: OK, Cancel

Input field: Faber, Adele

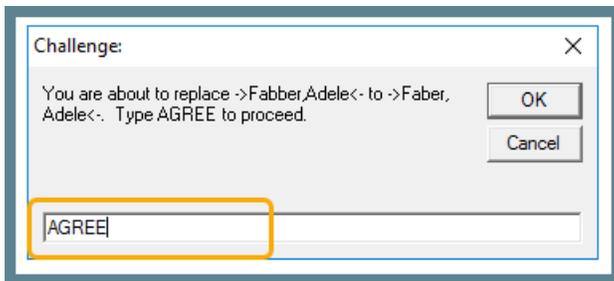


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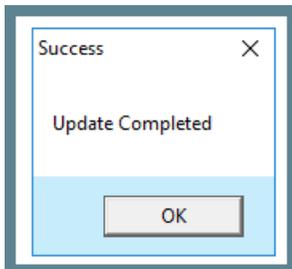
As a precaution, this dialog box will appear. To continue Click "Yes" to proceed, "No" to terminate this process.

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To finish making this Global change type into this description field the word "AGREE". Click "OK" to continue this process.

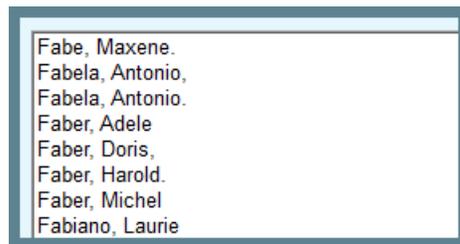
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Upon completion of the synchronizing of updating the Authority table the program presents an "Update Completed"

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End result, Fabber, Adele is no longer present within the Authority List, any collection item containing Fabber, Adele as an Author has been changed to Faber, Adele



This "Global Modify" process procedure is the same for managing the "Subject Authority" table items.

AS always LRMS support staff is always available to assist, simply call or send an email to support@lrms.com.