Library Resource Management Systems, Inc.

Genesis G4

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.

Library Resource Management Systems, Inc.

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.

Support: 877-700-5767 or e-mail: support@lrms.com
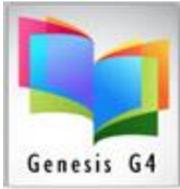
What if an Author or Subject is Misspelled, can the description be changed?

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.

-

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

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

-

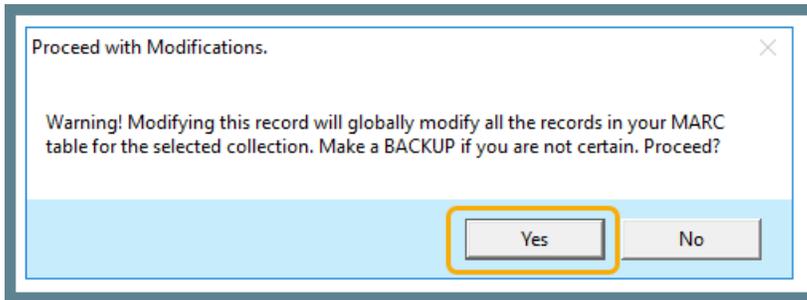- This dialog box will appear Type in the correct Author name, Click "OK" to proceed.

-

Proceed with Modifications.

Warning! Modifying this record will globally modify all the records in your MARC table for the selected collection. Make a BACKUP if you are not certain. Proceed?

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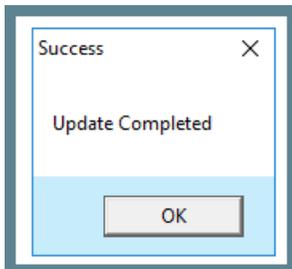
As a precaution, this dialog box will appear. To continue Click "Yes" to proceed, "No" to terminate this process.

-

Challenge:

You are about to replace ->Fabber,Adele<- to ->Faber, Adele<-. Type AGREE to proceed.

OK   Cancel
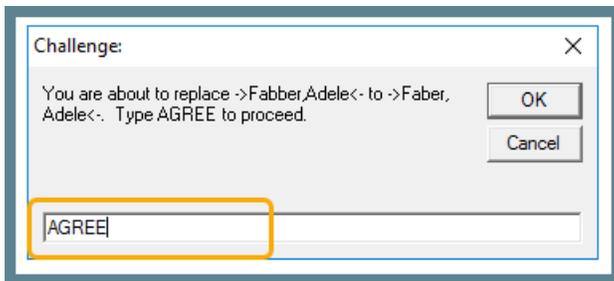
AGREE

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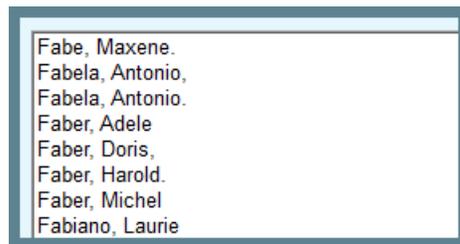
-

Success

Update Completed

OK

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

-

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

Fabe, Maxene.
Fabela, Antonio,
Fabela, Antonio.
Faber, Adele
Faber, Doris,
Faber, Harold.
Faber, Michel
Fabiano, Laurie

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.