Authority records: duplicates and conflicts

Duplicate subject authority records

All problems related to subject authority records should be referred to Bruce Trumble, Principal Cataloger at HCL Technical Services, who is responsible for maintaining subject authority records in Aleph. Catalogers should not delete or change subject authority records.

To report a duplicate subject authority record, or any other problem with subjects such as split files, send a request through campus mail to Bruce Trumble, HCL Technical Services, 625 Mass. Ave.

Request must include:

1. Printouts of all authority records involved
2. Identification of preferred authority record
3. Your printed name, library, phone number, and date

Duplicate name, conference and series authority records

Catalogers have the responsibility to maintain authority records for headings other than subjects. Designated catalogers in each library have the Aleph privileges necessary to delete duplicate or conflicting authorities (name, conference, and series headings), following these guidelines:

- Search headings and evaluate carefully to ascertain that the authorities are truly duplicates or conflicts. The authority record in the LC National Authority File (NAF) is preferred over locally created records.
- Before deleting a duplicate record, transfer all locally protected fields to the preferred record.
- Edit affected headings in bibliographic records to reflect the correct form of the heading. Catalogers are responsible for cleaning up headings if 20 or fewer. For larger numbers of headings, report the problem to Database Management by creating a trigger (See Using Triggers to Report Database Problems). Report complicated problems to the Aleph Support Center.
- Please refer possible duplicates or conflicts in authority records to the owning library for headings that are not represented in bibliographic records owned by your library.

Procedure for deleting an authority record

Unlike deletion of bibliographic records where an STA DELETED field is added, this process physically deletes duplicate authority records. Authority records that are physically deleted cannot be recovered.

1. Once the preferred authority record has been identified and edited to contain all locally protected fields, retrieve the authority record to be deleted.
2. Select **Edit>Delete>Delete Record from Server** from the drop-down menu OR use the keyboard command **Ctrl+R**

3. Click on **Yes** at the prompt, “Delete record from server?”

4. If the authority heading is linked to headings in bibliographic records, a window labeled “Record Check Errors/Warnings” will appear. Messages in the window provide information on the HVD01 indexes in which the heading appears, and also give bibliographic system numbers of some records containing the heading. The contents of the window can be printed by pressing **F11**. Not all bibliographic records containing the heading will be listed in the window.

5. If the authority record is linked to bibliographic headings, the authority record will be deleted when **Override** is selected on the “Record Check Warnings/Errors” window.

6. When resolving duplicate authorities where the 1XX headings are identical, an extra step must be taken if the nonpreferred authority has linked bibliographic records. After the nonpreferred authority is deleted, select the preferred authority and save it to the server. Saving the preferred authority will initiate the reindexing process necessary to re-link the matching bibliographic headings.

7. If the authority record is not linked to any bibliographic headings, the “Record Check Warnings/Errors” window will not appear, and the authority record will be deleted when **Yes** is selected at the “Delete record from server?” prompt (Step 3).

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