DALNET

LC SUBJECT AUTHORITIES IN NOTIS

This document represents the specific policies for topical
subjects from the LC Subject Headings, as such it is a
supplement to the DALNET Bibliographic and Authority
Database Standards.

1.   DALNET bases its LC topical subject authority records
upon the machine-readable form of the LC Subject Headings.
Names, series and uniform titles may also be used as
subjects and follow the policies outlined in the DALNET
Name/Series Authority Policy. Other forms of the LC Subject
Headings may be used, but these headings are more likely to
require revision than those from LCSH-mr.

2.   Records must be added to the DALNET authority file if
they require references or notes.

3.   Each DALNET library is responsible for performing
authority work for new subject headings encountered in the
process of cataloging items for its collections.

4.   One record may represent a name or series used both as a
name and as a subject. Names or uniform titles used as
subjects will have properly encoded fixed field values to
indicate their use as a subject and may contain topical
subject references if appropriately tagged.   If the LC file
contains both a name authority record and a subject
authority record, the cataloger chooses the most current and
complete record and adds information from the other record
as needed.   DALNET libraries can use one record where LC
sometimes needs two.

5.   Additional references may be added.

6.   When records are transferred into the system, nothing
further needs to be done to the record unless it is
modified. If modified, an Ø4Ø field with the institution's
NUC symbol as the modifying agency and a 69Ø field
with the cataloger's institutional NUC symbol and his/her
initials will be added.

7.   If a record is keyed into the authority file from a
printed source, the library cites the source of the data in
the Ø4Ø $a and gives its NUC symbol in the Ø4Ø $c (inputting
agency subfield).   Libraries keying records into NOTIS
should develop an internal system for the detection of
keying errors.

8.   Original authority records input contain an Ø4Ø field giving the institution's NUC symbol and a 69Ø field giving the cataloger's initials and institution symbol.

9.   Subject authority records created on the basis of a "pattern" heading shall contain a 67Ø note: "Based on <heading>."

1Ø.   If a Library of Congress authority record has been revised, the DALNET library finding the record will institute update procedures.

11.   The reports generated from the NOTIS programs for loading updated Library of Congress authority records are the basis for subject maintenance.

12.   No authority record may have the heading changed or deleted without the modifying library notifying Wayne State University Libraries Database Management Section. WSU Database Management is responsible for alerting other DALNET libraries to the need for revision. WSU Database Management will be responsible for consolidating information from duplicate records and deleting duplicates when duplicates occur between processing units. DALNET libraries are responsible for deleting any duplicate records inadvertantly created or loaded or other records created in error.

13.   Upon review, WSU Database Management makes modifications requested by DALNET libraries.

14.   Headings found on LC-MARC bibliographic records but not found in the LCSH authority file will be considered valid LC headings if the heading is on very current cataloging or if it follows an established pattern heading.

15.   Each DALNET library is responsible for reporting conflicts between the authority file and the bibliographic files.

16.   In the event of a conflict, an Authorities Librarian at Wayne State University will resolve the conflict and indicate to the various DALNET libraries which of their headings require change.

17.   In the event that there is no longer a bibliographic entry that matches an authority record, the record will be retained in the authority file, but the fixed field coding will be changed to "appropriate but not yet used."

18.   Responsibility for the accuracy for the authority file rests with each DALNET library.

19.   This policy will be supplemented by procedural documents for the transfer of data between libraries.