

General Authority Information and How to search for Authorities

The MSU Libraries work closely with the vendor SirsiDynix to add, change, and delete authority information in bibliographic records in WorkFlows. This includes the following MARC fields:

- Names (100, 110, 111, 700, 711)
- Subject-Names (600, 610, 611, 630)
- Series (490, 800, 811, 830) 440 is obsolete
- Uniform titles (130, 240, 243, 730)
- Subject-Topics (650, 651)

Authority reports are sent on a quarterly basis and reviewed by the MSU Libraries. Controlled fields in MLP bibliographic records are also reviewed periodically by SirsiDynix to ensure they are authorized, and headings will automatically be changed if the authority record for the heading changes.

While SirsiDynix generally finds and corrects headings for controlled MARC fields, there are times when a needed change is not corrected. This generally happens if an authority record does not exist for the heading. To see if there is an authorized form for the heading, you can check the OCLC Connexion Authority File or the Library of Congress Authorities website (<http://authorities.loc.gov/>). Both contain the same authority information, although the Connexion Authority File is generally faster in adding newly created authority records. Remember that you can check the Authorities wizard in WorkFlows to view authorized names as well as “see also,” and “see from” names. If you are working on a bib record that is part of a series, the series authority record in WorkFlows can be viewed to check place of publication, whether the series is numbered or not, and if numbered, what form of numbering should be used, such as “v.” for “volume” or “no.” for “number.” Using the right form of enumeration should help group items in a series together by number.

If the desired authority record cannot be found, please contact Bob Wolverton, Jr. at the MSU Libraries. Authority Control Request Forms can be used to help establish or change names and series and provides a way for us to create authority records for Mississippi authors and organizations. Additional information can be found by accessing the following link:

<http://library.msstate.edu/mlp>

This will take you to the Mississippi Library Partnership Web page. Once there, click on the “Member Resources” link on the left-hand side of the screen under “Mississippi Library Partnership.” That will take you to the Member Resources Web page where you will see links to the Authority Control Request Forms – one for names and one for series. The requested information about new names/series can be typed directly onto the forms and emailed or faxed to us. In addition, please email or fax a copy of the main source of the information (such as title page, series title page, or cover of the piece being cataloged) with the name/series on it. Please send the information to:

Bob Wolverton, Jr.
Professor and Coordinator of Monographic Cataloging
Mississippi State University Libraries
Phone: 662-325-0548
Fax: 662-325-2895
bwolverton@library.msstate.edu