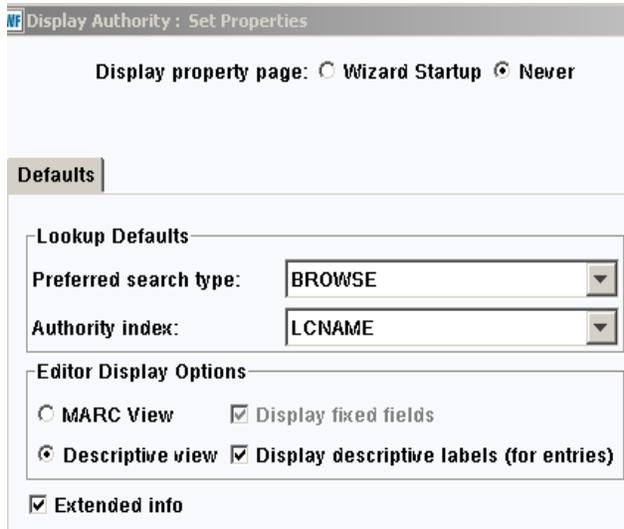


WYLD TECHNOTE: Viewing Authority Records using the Display Authority Wizard

Catalogers can view authority records for names, subjects, or floating subdivisions by using the Display Authority wizard normally found in the group of Title Maintenance wizards in the Cataloging Toolbar.

Only the WYLD Office has access to create or edit authority records so the Display Authority wizard is the only authority wizard available to other WYLD libraries.

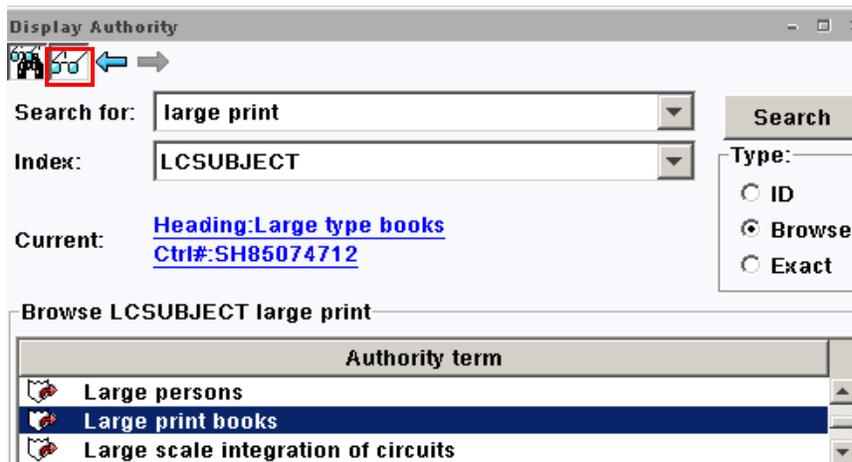
As shown here, there are limited property settings on the Display Authority wizard.



The screenshot shows the 'Display Authority: Set Properties' dialog box. At the top, it says 'Display property page: Wizard Startup Never'. Below this is a 'Defaults' tab. Under 'Lookup Defaults', 'Preferred search type' is set to 'BROWSE' and 'Authority index' is set to 'LCNAME'. Under 'Editor Display Options', 'MARC View' is unselected, 'Descriptive view' is selected, and 'Extended info' is checked. There are also checkboxes for 'Display fixed fields' and 'Display descriptive labels (for entries)', both of which are checked.

A browse search is the best option. Select the authority index you wish to search, LCNAME for personal and corporate names, LCSUBJECT for all types of subject headings, FLOATSUB for floating subdivisions.

Your search will retrieve either a hitlist of headings or a single authority record. If you retrieve a single record and it is not the one you want, use the eyeglass helper to toggle to a hitlist display.



The screenshot shows the 'Display Authority' window. The 'Search for:' field contains 'large print' and the 'Index:' field contains 'LCSUBJECT'. The 'Search' button is visible. The 'Type:' dropdown is set to 'Browse'. The 'Current:' field shows 'Heading: Large type books' and 'Ctrl#: SH85074712'. Below this is a list titled 'Browse LCSUBJECT large print' with a table of authority terms:

Authority term
Large persons
Large print books
Large scale integration of circuits

To see just a single authority record, use the eyeglass helper to toggle from the hitlist of authority records to the single record that you have highlighted. Shown below is the single authority record for the entry above.

Cross-Reference	Control	Description	Extended info
Status	c	Rec_T... z	Enc_Lvl n
Dir/Ind	i	Roman	AuthTy... a
Sys/Thes	a	Ser_Ty... n	Ser_N... n
Subj_U...	a	Ser_Use b	Subdiv n
Ref_Eval	a	Upd_P... a	UniqN... n
Entrd	011003		Levl_Est a
Rules	n		
Name_...	b		
Govt_A...			
Control number	001	sh 85074712	
Control number ID	003	DLC	
Date	005	20011115154849.0	
LC Control number	010	sh 85074712	
Cataloging source	040	DLC cDLC dDLC	
Subject term	150	Large type books	
See from	450	Large print books	
See from	450	wnne aSight-saving books	
See also from	550	wg aBooks	
See also from	550	wg aPeople with visual disabilities xBooks and reading	
Public note	680	iHere are entered books set in a type size larger than normal for the benefit of persons with impaired vision, as well as works about such books.	
Old leading term	961	Large type books	

Understanding the Authority Record

Refer to the screen above. The **150 tag** in this authority record is the authorized term for the topical LC subject heading *Large type books*. The **450 tags** display invalid terms for this heading and generate ‘See from’ cross references. These are the headings that should not be used. The **550 tags** also display cross references but these are the ‘See also’ references. These terms can be broader than the heading in the 150 tag... for instance *Large type books* are a form of *Books*, therefore the term *Books* appears in a 550 tag as a broader heading for the term *Large type books*. The 680 tag contains information that is displayed to the public and to library staff when conducting a BROWSE SUBJECT search on one of the invalid terms.

In Workflows, when searching for bibliographic records, a browse search on the subject *Large print books* displays the window shown here:

Search for: Search

Index: Type: Keyword Browse Exact

Library:

Current: [Wyoming State Library. La... — L...](#)

BROWSE Subject large print books, ALL

Subject	Heading Occurrences
<input checked="" type="checkbox"/> Large persons	
<input checked="" type="checkbox"/> Large print books	
<input checked="" type="checkbox"/> Large Print Rotating Collection...	1
<input checked="" type="checkbox"/> Large prints, European—Exhibi...	1
<input checked="" type="checkbox"/> Large scale integration of c...	
<input checked="" type="checkbox"/> Large scale integration—Testin...	1
<input checked="" type="checkbox"/> Large scale structure (Astrono...	2
<input checked="" type="checkbox"/> Large scale structure (Astr...	
<input checked="" type="checkbox"/> Large space structures.	2

For the Subject: **Large print books**
 1 search under: [Large type books](#)

The term *Large print books* is the invalid form of heading shown in a 450 tag of the authority record. In the Workflows search above, that invalid term displays with a red check mark to the left of it. Valid headings display with a green check mark next to them.

Clicking on the valid search term *Large type books*, shown at the bottom of the window, results in the display shown below:

Search for: Search

Index: Type: Keyword Browse Exact

Library:

Current: [Wyoming State Library. La... — Large print books : a how-to manual for the W... — WYDOCS AD 12.4/8: 1995 — ID:39092046877868 ...](#)

BROWSE Subject LARGE TYPE BOOKS, ALL

Subject	Heading Occurrences
<input checked="" type="checkbox"/> Large type books	23586
<input checked="" type="checkbox"/> Large type books	
<input checked="" type="checkbox"/> Large type books—Bibliography—Catalogs.	3
<input checked="" type="checkbox"/> Large type books—Fiction.	8
<input checked="" type="checkbox"/> Large type books. Libraries—Special collections	1
<input checked="" type="checkbox"/> Large type books—Specimens.	6
<input checked="" type="checkbox"/> Large type books—Use studies.	1
<input checked="" type="checkbox"/> Large type books—Wyoming.	1
<input checked="" type="checkbox"/> Large type books.	1

For the Subject: **Large type books**
 1 search also under the broader term: [Books](#)
 2 search also under the broader term: [People with visual disabilities—Books and reading](#)
 3 search also under the narrower term: [Big books](#)
 more information: Here are entered books set in a type size larger than normal for the benefit of persons with impaired vision, as well as works

Notice that the information displayed here, in the lower portion of the window, is the same information displayed in the authority record. Also notice that the system has changed the 'Search for:' option at the top of the window, to the valid heading.

In WYLCAT, if you know the valid subject heading, a keyword search on that heading retrieves a title hitlist.

The screenshot shows a search interface for WYLCAT. The search criteria are set to 'Subject' with the term 'large type books'. The search results show 26615 items found. The left sidebar contains filters for Library, Audience, Format, and Genre or Type. The main results area displays two items:

- Title:** The bridegroom's secret [text (large print)]
Author: James, Melissa, 1962- James, Melissa, 1962-
Call Number: LP FIC JAMES, M.
Publication Date: 2009 2008
Series: Thorndike Press large print core
Format: Books
Search terms found: Large type books.
Available: 0
- Title:** Reader's digest condensed books large-type reader [text (large print)].
Author: Reader's Digest Fund for the Blind. Reader's Digest Fund for the Blind.
Call Number: 93 VOL. 1
Publication Date: 2016 2015
Format: Continuing Resources
Search terms found: Reader's digest condensed books large-type reader [text (large print)]. Reader's Digest Fund for
Available: 0

In WYLCAT, if the user doesn't know the valid subject heading, an ALL FIELDS search will retrieve a hitlist of titles in which the search term appears within the record and is not limited to a subject heading.

The screenshot shows a search interface for WYLCAT. The search criteria are set to 'All Fields' with the term 'large print books'. The search results show 26608 items found. The left sidebar contains filters for Library, Audience, Format, and Genre or Type. The main results area displays two items:

- Title:** Large-print scores and books catalog.
Author: Library of Congress. National Library Service for the Blind and Physically Handicapped. Library of Congress. National Library Service for the Blind and Physically Handicapped.
Call Number: LC 19.19:2011
Publication Date: 2016 2015
Series: Music & musicians
Format: Continuing Resources
Search terms found: Large-print scores and books catalog. Library of Congress. National Library Service for the Blind
Available: 1
- Title:** Fudging the books [text (large print)]
Author: Gerber, Daryl Wood. Gerber, Daryl Wood.
Call Number: LP MYSTERY GERBE, D FUD
Publication Date: 2016 2015
Edition: Large print edition.
Series: Wheeler Publishing large print cozy mystery
Format: Books
Search terms found: Fudging the books [text (large print)] / Gerber, Daryl Wood.
Available: 0

LCNAME authority records work much the same way but have different tags within the authority record. The authority record for a personal name is displayed here:

Authority term							
Control	Description	Extended info					
Status	c	Rec_Type	z	Enc_Lvl	n	Entrd	790731
Dir/Ind	n	Roman		AuthType	a	Rules	c
Sys/Thes	a	Ser_Type	n	Ser_Num	n	Name_Use	a
Subj_Use	a	Ser_Use	b	Subdiv	n	Govt_Agn	
Ref_Eval	a	Upd_Proc	a	UniqName	a	Levl_Est	a
Mod_Rec		Source					
▼	Personal name	100	1	Plaidy, Jean, d1906-1993			
▼	See from	400	1	Pleidi, Dzhin, d1906-1993			
▼	See also from	500	1	wnnc aHibbert, Eleanor, d1906-1993			
▼	See also from	500	1	wnnc aFord, Elbur, d1906-1993			
▼	See also from	500	1	wnnc aKellow, Kathleen, d1906-1993			
▼	See also from	500	1	wnnc aTate, Ellalice, d1906-1993			
▼	See also from	500	1	wnnc aHolt, Victoria, d1906-1993			
▼	See also from	500	1	wnnc aCarr, Philippa, d1906-1993			
▼	Complex see also ref	663		For works of this author entered under other names, search also under bCarr, Philippa, 1906-1993, bFord, Elbur, 1906-1993, bHolt, Victoria, 1906-1993, bKellow, Kathleen, 1906-1993, bTate, Ellalice, 1906-1993			
▼	Source data found	670		Her Beyond the Blue Mountains, 1947.			
▼	Source data found	670		Holt, V. The silk vendetta, 1988, c1987: bCIP L.p. (Victoria Holt)			

Because this is a personal name, the valid form of name is in a **100 tag**. There is one invalid form of name in the 'see from' cross reference in a **400 tag**. The **500 tags** show several 'see also from' cross references for names under which this person has also written. The **663 tag** is similar to the 680 tag shown in the subject authority record for *Large type books*. The final tags in the above authority record, the **670 tags**, list the sources in which these forms of the author's name appeared.

The result of a search on one of the names in a 500 tag of the personal name authority record for *Jean Plaidy* is shown below. The Browse author search for the pseudonym *Holt, Victoria* retrieves a display of cross references. This name is shown with a green check mark next to it indicating that it is a valid form of name. There are materials published with this name as the author and, because this name is a 500 tag in the authority record for Jean Plaidy, there is also a separate authority record under the name: *Holt, Victoria*. This name is also shown as a cross reference with a red check mark which is the entry highlighted here. Clicking on that name as a cross reference results in a display of the text found in the 663 tag of the authority record for *Jean Plaidy* shown above.

Search for: Search
 Index: Type:
 Library: Keyword
 Current: [Erickson, John R., 194...](#) Browse
 Exact

BROWSE Author holt victoria, ALL

Author	Heading Occurrences
Holt, Valmai.	1
Holt, Victoria, 1906-...	117
Holt, Victoria, 19...	
Holt, Virginia.	2

Author	Heading Occurrences
Holt, Valmai.	1
Holt, Victoria, 1906-1993	117
Holt, Victoria, 1906-1993	
Holt, Virginia.	2
Holt, Will.	1
Holt, Will. Lemon tree.	1
Holt, William, 1929-	
Holt, Zeb.	1
Holt-Atherton Center for Western Studies.	1

For the Author: [Holt, Victoria, 1906-1993](#)
 search also under: Works by this author are entered under the name used in the item. For a list of other names used by this author, search also under [Plaidy, Jean](#).

A search to find the authority record for a series heading is an LCNAMES browse search just as the search for a personal name.

Display Authority
 Search for: Search
 Index: Type:
 Current: [Heading:Erickson, John R., 1943- Hank the Cowdog](#)
[Ctrl#:N86740651](#) ID
 Browse
 Exact

The authority record for this series search is shown below:

Authority term							
Cross-Reference	Control	Description	Extended info				
Status	c	Rec_Type	z	Enc_Lvl	n	Entrd	880615
Dir/Ind	n	Roman	l	AuthType	a	Rules	c
Sys/Thes	a	Ser_Type	b	Ser_Num	a	Name_Use	a
Subj_Use	a	Ser_Use	a	Subdiv	n	Govt_Agn	l
Ref_Eval	a	Upd_Proc	a	UniqName	a	Levl_Est	a
Mod_Rec		Source					
LC class number	053	0	PS3555.R428				
Personal name	100	1	Erickson, John R., d1943- tHank the Cowdog				
See from	430	0	Hank the Cowdog				
Series numbering ex.	642		4 5DLC				
Series pub. info	643		New York bPuffin Books				
Series pub. info	643		Austin, Tex. bTexas Monthly Press				
Series pub. info	643		Houston, Tex. bMaverick Books dphoto-offset reprint				
Series analysis	644		f 5DLC 5DLC photo-offset reprint				
Series tracing	645		t 5DLC 5DLC photo-offset reprint				
Series classific.	646		s 5DLC 5DLC photo-offset reprint				
Nonpublic note	667		On photo-offset reprints, series appears in conjunction with title proper; per phone call to pub., 09-08-93, "Hank the Cowdog" confirmed as series statement, not to be considered as title proper.				
Source data found	670		Erickson, J.R. Lost in the dark enchanted forest, c1988; bCIP t.p.				

The authority record for a series also has some different tags.

The **100 tag** displays the valid author/title heading. It is the term that displays in the 800 tag of the bibliographic record. The **430 tag** of the authority record displays the invalid cross reference for this heading. This is the term that displays in the 490 tag of the bibliographic record. The **642 tag** displays the established form of numbering for this series. The title that was the 4th one in the series was the title which established this numbering for the entire series. Notice that it is the number only; no abbreviation of *no.*, no # sign, abbreviation for bk. This means that the 800 tag for titles in this series should be entered as:

800 1 Erickson, John R.,|d1943-|tHank the Cowdog ;|v4

Of course, the series numbering changes for each title.

▼ Personal Author	100	1	Erickson, John R., d1943-
▼ Uniform title	240	10	Hank the Cowdog and murder in the middle pasture
▼ Title	245	10	Murder in the middle pasture / cJohn R. Erickson ; i
▼ Publication info	260		New York : bPuffin Books, c1999.
▼ Physical descrip	300		120 p. : bill. ; c20 cm.
▼ Series	490	1	Hank the Cowdog ; v4
▼ General Note	500		Originally published: Hank the Cowdog and murder
▼ Summary	520		When a calf is murdered, Hank, a wily cowdog and coyotes to find the killer.
▼ Subject term	650	1	Dogs vFiction.
▼ Subject term	650	1	Mystery and detective stories.
▼ Geographic term	651	1	West (U.S.) vFiction.
▼ Subject term	650	1	Humorous stories.
▼ Added author	700	1	Holmes, Gerald L. eill.
▼ Series	800	1	Erickson, John R., d1943- tHank the Cowdog ; v4.

To see series numbering in Workflows, perform a Browse search on the series title as shown below.

Search for: Search

Index: Type: Keyword Browse Exact

Library:

Current: [Erickson, John R., 1943- — Murder in the middle ...](#)

BROWSE Series hank the cowdog, ALL

Series	Heading Occurrences
Han'gukhak hagwi nonmun ch'ongsō	
Hank the Cowdog	
(Hank the Cowdog ; 1)	9
(Hank the Cowdog ; 1-2)	3
(Hank the Cowdog ; 2)	10
(Hank the Cowdog ; 3)	12
(Hank the Cowdog ; 3-4)	2
(Hank the Cowdog ; 4)	10
(Hank the Cowdog ; 5)	8
(Hank the Cowdog ; 5-6)	2
(Hank the Cowdog ; 6)	9
(Hank the Cowdog ; 7)	6
(Hank the Cowdog ; 7-8)	1
(Hank the Cowdog ; 8)	9
(Hank the Cowdog ; 9)	8
(Hank the Cowdog ; 9-10)	1

For the Series: **Hank the Cowdog**
 1 search under: [Erickson, John R., 1943- Hank the Cowdog](#)

This displays the series titles as it was entered in the 490 tag of the bibliographic record. At the bottom is the cross reference to the author/title series statement that appears in the 800 tag of the bibliographic record. Clicking on the highlighted author/title entry at the bottom of the window, results in the author/title series hitlist display with series numbering as shown here.

Series	Heading Occurrences
(Erica Donato mystery ; 3)	1
Erickson, Alex. Bookstore café mystery ; 2.	1
Erickson, Gina Clegg. Get ready— get set— read!	
Erickson, John R., 1943- Hank the Cowdog	1
Erickson, John R., 1943- Hank the Cowdog ; 1	8
Erickson, John R., 1943- Hank the Cowdog ; 1-2	3
Erickson, John R., 1943- Hank the Cowdog ; 2	11