

Policy Approved by
DALNET Board
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revised by
DALNET Database Standards
Committee, 12/97

DALNET Online Subject Authority File

This document represents the specific policies for topical subjects from 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*.
2. Records must be transferred from LCSH resource file to the active DALNET authority file.
3. Subject headings composed of topical subject heading and a free-floating subdivision may not be always required authority records.
4. Each DALNET library is responsible for performing authority work for new subject headings encountered in the process of cataloging items for its collections.
5. One record may represent a name or series used both as a name and as 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 contain both a name authority record and a subject authority record, the cataloger usually prefers LC name authority record.
6. DALNET library may add additional references.
7. When records are transferred into the system, nothing further needs to be done to the record unless it is modified. If modified, an 040 field with the institution's NUC symbol as the modifying agency and a 690 field with the cataloger's institutional NUC symbol, his/her initials, and dates will be added.
8. Original authority records input contain an 040 field giving the institution's NUC symbol and a 690 field giving the cataloger's initials, institution symbol, and dates. Subject authority records created on the basis of a "pattern" heading shall contain a 670 note: "Based on <heading>."

9. If a Library of Congress authority record has been revised, the DALNET library finding the record will institute update procedures as specified in *DALNET Database Changes and Corrections Procedures*.

10. The reports generated as a result of loading updated Library of Congress authority records are the basis for subject maintenance.

11. 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.

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

13. 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."

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

15. This policy is supplemented by procedural documents for the transfer of data between libraries.

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