

CONFLICT SEARCHING IN VOYAGER: Personal Name Authority Records (100)

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NOTES:

- Use the appropriate Search index
- In Voyager, only Non-Keyword Browse searching is available at this time
- For personal names, two types of searches need to be done:
 - Staff Name Headings Search (searches 100s, 700s in bibliographic records)
 - Staff Subject Headings Search (searches 600s in bibliographic records)
- All Staff searches in Voyager also provide access to Authority records

STEP 1: Check the 100 field on the authority record printout. Is there an authority record in Voyager for that heading?

YES:

- In Voyager, set the search index: **Non-keyword; Staff Name Headings Search; Browse**
- Type the heading, in order, left-to-right, into the “**Search for**” box
- Click on “**Do search**” OR [Enter] on the keyboard
- Confirm that the Voyager record and OCLC printout match exactly:
 - **010** (OCLC authority record number)
 - **053** (not always included; belles-lettres classification number for an author)
 - **100**
 - **400s** (see references; Voyager may include 400s not on the OCL printout; all 400x on the OCLC printout must be in the Voyager record; if there are duplicate 400s in the Voyager record, consult with Names/Series Specialist or Names Specialist (these may have resulted from MARS processing))
 - **500s** (see also references; not always included; separate authority record should exist for the form of name in the 500; consult with Names/Series Specialist or Names Specialist in the case of duplicate 500s)
- If everything matches, go to Step 2
- If everything does NOT match, edit the Voyager record to include all of the elements listed above.
- Don't worry about the possible lack of 670s in Voyager records.
- If the Voyager record requires extensive editing, consult with Names/Series Specialist or Names Specialist. It may be more appropriate to import the newer version, and delete the older one.
- **NOTE:** Sometimes a Voyager 100 will differ from an OCLC 100, and the record will contain a **667: UCLA differs from LC** (or similar wording): **DO NOT EDIT these records**. In this case, UCLA deliberately varies from the national standard. Consult Names/Series Specialist or Names Specialist for further instructions.
- **NOTE:** If the 100 in an authority record and all occurrences of that heading in bibliographic records are edited manually, **the heading must be deleted from the Global Change Queue**.

NO:

- OCLC authority record will probably need to be imported via the Connexion Client (see separate document).
- Consult with Names/Series Specialist or Names Specialist.

STEP 2:

- Search all 400 forms of headings in Voyager
- All 400 forms of headings in bibliographic record 100, 600, 700 fields must be edited to match the 100 form in the authority record
- Remember to do both of the following types of searches:
 - Staff Name Headings Search (Non-keyword, Browse)
 - Staff Subject Headings Search (Non-keyword, Browse)

STEP 3: Statistical count

- Count each conflict as one (1) Conflict Resolved
- Keep a separate count of the number of bibliographic records which have been edited

Some Things To Watch For:

- Diacritics and special characters (“accent marks”)
- Capitalization
- Punctuation
- Qualifiers (information enclosed in parentheses)
- Dates
- Indicators

ALSO:

- Always refer to the OCLC printout for the correct form of a heading
- **NEVER ASSUME:** if a heading in a bibliographic record is similar to a heading in a 100, 400, or 500 field in an authority record, **DO NOT ASSUME** it is the same person. Further investigation will be necessary; consult Names/Series Specialist or Names Specialist.
- Report anything that looks suspicious.
- Don’t be afraid to ask questions.
- Sometimes a Builder search is more efficient, especially if an authority record contains many see references with common terms in them.

WELCOME ABOARD!

HAVE FUN!

GOOD LUCK!