

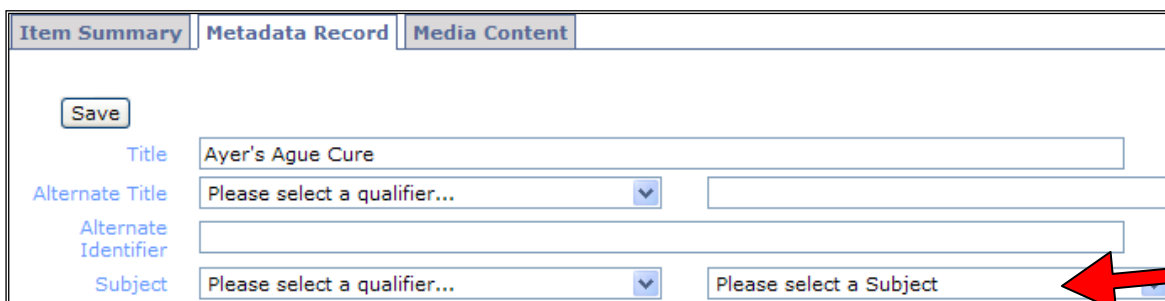
Working with Controlled Fields in DLCS

Overall summary of procedure:

1. For any data element that is controlled, first try to locate the term in a pull down list on the Data Entry screen.
2. If it is not there, use the navigation bar to go to the Control Values screen. Look to see if the heading has been used for another digital library project and if so, add it for use in this project.
3. If the term cannot be found in DLCS, consult outside sources to find the established heading or term. If not found, use rules and guidelines for formulating new headings and enter in DLCS via Control Values screen.
4. **Make screenprints of all new name or subject headings** added to DLCS, write your initials and the date on the printouts, and pass along to the Authority/Database Maintenance Section for their review.

Detailed procedures:

1. Look for the term in the pull-down list available on the pull-down for the applicable data element on the Data Entry screen. Example, for Subject:



The screenshot shows the 'Media Content' tab of the DLCS interface. It features a 'Save' button and several input fields. The 'Title' field contains 'Ayer's Ague Cure'. The 'Alternate Title' field has a dropdown menu with 'Please select a qualifier...' and an empty text box. The 'Subject' field also has a dropdown menu with 'Please select a qualifier...' and a text box containing 'Please select a Subject'. A red arrow points to the dropdown arrow of the Subject field.

For ease of entering the list at a particular point in the alphabet, enter the initial character of the term you are looking for. Enter that character multiple times to move down the alphabetical list.

If the term is found, click on it once to enter it in the Data Entry box, in place of "Please select a Subject."

Item Summary Metadata Record Media Content

Save

Title Ayer's Ague Cure

Alternate Title Please select a qualifier...

Alternate Identifier

Subject Please select a qualifier...

- Ointments : MESH
- Pain : MESH
- Pain--Treatment : LCSH
- Pain--prevention & control : MESH**
- Pain--therapy : MESH
- Pharmaceutical Solutions : MESH
- Phenol--therapeutic use : MESH
- Phytotherapy : MESH
- Sidewalks : TGM
- Skin--Diseases--Treatment : LCSH
- Swings : TGM
- Please select a Subject

2. If the needed term cannot be found, first hit the “Save” button at the bottom of the screen to preserve your work up to this point. Then look for the “Control Values” link on the navigation bar across the top of the Data Entry screen:

UCLA LIBRARY | Digital Library Collection System

Data Entry Switch Project Search My Account Control Values

Item Summary Metadata Record Media Content

Move to the Control Values screen, and select the appropriate Core Term (i.e. Name, Subject, etc.):

Map qualifiers to core descriptive terms

Core Term Subject (Subject) Source

Filter Results

- Type (Type)
- Rights (Rights)
- Subject (Subject)**
- Name (Name)
- Language (Language)

Click on the “Filter Results” button.

The pull down list under Source can be used to filter to a list of terms from only one particular vocabulary:

Map qualifiers to core descriptive terms

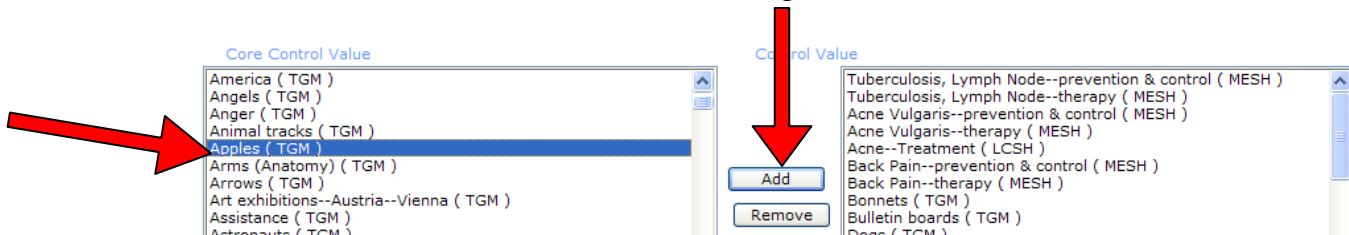
Core Term Subject (Subject) Source

Filter Results

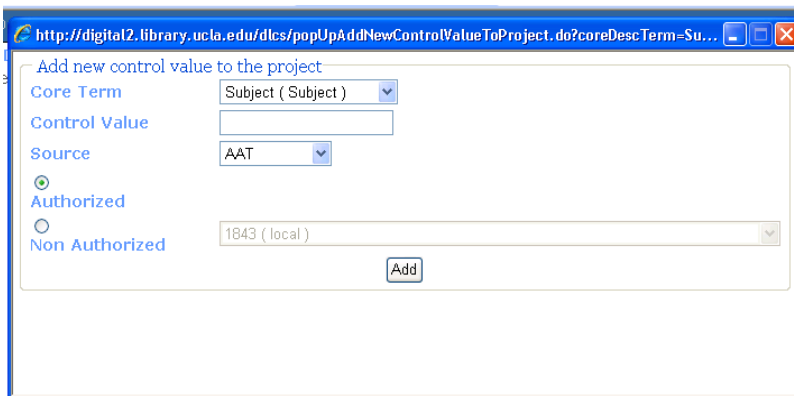
- AAT
- COHR
- OHBS
- Local - 650
- copyrightMD
- LCSH**

The list on the right side under “Control Value” represents every Subject already authorized for use in the project. Those terms are what DLCS makes available in the pull down list on the Data Entry screen cited earlier.

The list to the left under “Core Control Value” represents all the terms authorized for use in at least one other digital library project. To add a term to the current project, highlight the term on the left and click the “Add” button in the middle of the screen to move it from the left list to right list.



3. If the desired term is not available yet in the “Core Control Value” list, find it in the appropriate thesaurus or authority file. Then click the “Add New” button to receive a pop-up window for adding new terms to the list:



Fill in the term in “Control Value.” Select the applicable vocabulary under the pull down list for “Source.” Choose the Authorized radio button. **Make a screen print of every new value added**, write your name and initials on it, and pass to the Authority/Database Maintenance Section for their review. Click on the Add button.

http://digital2.library.ucla.edu/dlcs/popUpAddNewControlValueToProject.do?core

Add new control value to the project

Core Term: Subject (Subject)

Control Value: Frogs

Source: TGM

Authorized
 Non Authorized

Tuberculosis, Lymph Node--prevention & control (MESH)

Add

Pressing the Add button will send the new term directly to the Control Value list on the right side of the screen:

Core Control Value

Film stills (TGM)

Fingers (TGM)

Firearms (TGM)

Control Value

Flowers (TGM)

Frogs (TGM)

Girls (TGM)

4. You may also add a “See From” cross-reference to the DLCS Control Values list (i.e. for a 4XX heading from the LC Authority File). Currently, DLCS does not have the functionality to re-direct users from an unused term to the authoritative term, but it is expected to include that in the future.

After you have added the correct (i.e. 1XX) form of the term, click again on the “Add New” button to receive the pop-up window again. Follow the same procedures as in step 3 above to add the unused form to the list. Before you click Add, be sure to click the “Non Authorized” button.

The drop down menu to the right of the “Non Authorized” button will become available. Scroll down to find the authorized form of the term, and select it. Then click Add.

Map qualifiers to core descriptive terms

Core Term Name (Name)

Filter Results

Core Control Value

Abel, Elizabeth, 1945- (LCNAF)
Abert, James William, 1820-1897 (LCNAF)
Abraham, Julie (LCNAF)
Achtenberg, Roberta (LCNAF)
Aguilar, Laura (LCNAF)
Aguilar, Laura, 1959- (LCNAF)
Ain, Gregory, 1908- (LCNAF)
Aitchison, R. T. (Robert T.), 1887-19...
Alderson, Christopher (LCNAF)
Alexander, Robert Evans, 1907- (LCNAF)
Allen, Margaret (LCNAF)
Allison, Dorothy (LCNAF)
Allred, Gloria (LCNAF)
American Public Health Association (LCNAF)

http://dlcs.library.ucla.edu/popUpAddNewControlValueToProject.do?coreDescTerm=Name - Wi...

Add new control value to the project

Core Term Name (Name)

Control Value Pepper, Arthur Edward, 1925-1982 (LCNAF)

Type PN

Source LCNAF

Authorized

Non Authorized

Pepper, Art, 1925-1982 (LCNAF)

Add

If the control does not exist in the list [Add New](#) control value to the project for selected term

Both terms (the authorized and unauthorized forms) will now appear in the list associated with this collection.

Collins, Albert, 1932-1993. (LCNAF)
Hollywood Bowl (Los Angeles, Calif.) (LCNAF)
Pan Afrikan Peoples Arkestra (LCNAF)
Pepper, Art, 1925-1982 (LCNAF)
Pepper, Arthur Edward, 1925-1982 (LCNAF)
San Francisco Blues Festival (5th : 1977) (LCNAF)
Tapscott, Horace (LCNAF)
University of California, Los Angeles. Library. Performing Arts Special Collections (LCNAF)
Vinson, Eddie (LCNAF)
Weber, Mark, 1953- (LCNAF)

To reduce the chances of accidentally selecting the wrong form from the list on a resource record, as a last step you should disassociate the incorrect form of the term from this collection. Highlight the unauthorized term, and click the Remove button.

Collins, Albert, 1932-1993. (LCNAF)
Hollywood Bowl (Los Angeles, Calif.) (LCNAF)
Pan Afrikan Peoples Arkestra (LCNAF)
Pepper, Art, 1925-1982 (LCNAF)
Pepper, Arthur Edward, 1925-1982 (LCNAF)
San Francisco Blues Festival (5th : 1977) (LCNAF)
Tapscott, Horace (LCNAF)
University of California, Los Angeles. Library. Performing Arts Special Collections (LCNAF)
Vinson, Eddie (LCNAF)
Weber, Mark, 1953- (LCNAF)

Add

Remove

5. Return to the Data Entry screen via that link in the navigation bar at the top of the screen. The record you were last editing will appear highlighted on left-side navigation pane.

On the Data Entry screen look for the newly-established term in the pull down list and assign it to the image.

Repeat these procedures as often as necessary to cover all the controlled terms needed.

Note: The indexing of new terms should be immediate.