

Add New Authority Record

- [When to bring in an Authority Record](#)
- [Create an Authority Record file for Export](#)
- [Load the Authority Records](#)

When to bring in an Authority Record

Any Name Heading, Series Title, or Subject Heading (or any controlled headings, for music-related items) that appear as unauthorized in Sirsi should be added to our database.

Create an Authority Record file for Export

In OCLC Connexion, to search for an authority you can either use SHIFT-F2 or can click on




Where you search for an authority record, you will see an image similar to this:

Here are the equivalent MARC codes and the corresponding equivalent Authority Types:

MARC Codes	Authority Type
130, 240, 440, 830	Titles
110, 610, 651, 710	Corporate Names
100, 700	Personal Names
650	Subjects

An ARN number can also be called an OCoLC number on the Library of Congress Authority website (usually listed by the 035 code).


1. Export the selected record

- a. Click on F5 or the  icon.
2. Print the selected record
 - a. You will need to look at the information on the record one day after you export the record to Sirsi.

Load the Authority Records

1. Open and Log on to Sirsi
2. Click on the Utilities wizard
3. Under the Common Tasks list, choose MARC Import
 - a. File type: Marc
 - b. Source: your .dat file (type in the filename or use the diamond icon to browse to your file (many people use *prism.dat* as their filename))
 - c. Destination: your personal report filename(example: 00jdm)

File type: ☒ **Marc** ☐ Sirsi flat

Source: 

Destination:

4. Click the import button
5. You will be asked if the diskette is ready. Click Yes. <-- This annoyance is gone in the next version of Sirsi!
6. You will then be asked if there are any more files to upload. Click No.
 - a. The report log will then display
7. Click on the Reports wizard
8. Under the Common Tasks list, click on Schedule New Reports
9. Under the Authority tab, select **Load Authority Records** and double-click it or click on the Setup & Schedule button
10. Choose the Authority Data File tab
 - a. Authority file: this is your personal report filename (example: 00jdm)
 - b. Mode: Create (or Create and Update)
 - c. Date cataloged: today's date
 - d. Check for subfield 5 on overlay?: unchecked
11. Click the Run Now button.
12. Click on the Display Finished Reports button or navigate to the Finished Reports window (Reports > Finished Reports)
 - a. If you do not see your Load Authority Records report, click on the Refresh Report List button (located at the top of the page) until it appears on the list



- #Verify the results of the Load Authority Records report
- b. Double-click on the Load Authority Records report or click on the View button
- c. The Finished Reports: View Finished Reports dialog window will pop up
 - i. View log: checked
 - ii. View result: checked
 - iii. Format report: checked

to view the current Load Authority Reports. This will show you if you any of the authority records that you exported did not load correctly. If one did not load correctly, you will see something similar to this in the view report

```

**Entry ID not found in formatEntry number: 46; format CORPORATE
** DOCUMENT BOUNDARY **
FORM=CORPORATE
  
```

with the authority record printed right after it. The error records will also be listed before this information

```

178 line(s) read.
1 authority record(s) read.
0 authority record(s) in error.
0 authority record(s) loaded.
1 authority record(s) replaced.
  
```

Concerning the authority record that would not load, get the title of the authority record and the ARN number and send that information to Mang Sun. He will update Sirsi to accept the record, and you can export that record again the day after you receive the email from Mang stating such.