OCLC Connexion Browser Guides

Find Authority Records

Last updated: June 2021

Revision History

Date	Selection title	Description of changes
June 2021	All	Replaced references to "master records" with "WorldCat records."
June 2015	3. Indexes and indexed fields	Removed this section.
	1. Search Authority File	Added URLs for Searching Authorities Quick Reference and Authorities: Formats and Indexes, both of which have a complete list of search indexes with fields and subfields indexed.
March 2013	1. Search Authority File; 8. Search the Authority History Database	Removed references to the # wildcard.
November 2012	3. Indexes and Index fields	Addition of new indexes as part of infrastructure changes to indexing.
	6. Use authority browse results (root and expanded)	Removed "Authority File browse results: misleading subfield codes."
May 2012	3. Indexes and indexed fields	Updated fields/subfields indexed by the entity attributes index for the OCLC-MARC Format Update 2012.
May 2010	3. Indexes and indexed fields	Revised to document indexing changes due to MARC update 2010. Added new Entity Attribute index and Relationship index.
September 2009	1. Search Authority File; 3. Indexes and indexed fields	Revised to document indexing changes due to MARC update 2009. Added new ISSN-L (ISSN Link) index.
June 2008	1. Search Authority File; 3. Indexes and indexed fields	Revised to document change in indexing due to MARC update 2008. Added notes indicating that the LCCN index now includes LCCNs in field 667. Added new search/browse index, Cartographic Data (cm:).

Table of Contents

1 Search the Authority File

Why search for Authority records	• When creating or modifying a bibliographic record, determine the correct forms for names of persons, organizations, conferences, and/or titles associated with the resource you are describing.
	• When adding subject headings to a bibliographic record, authority records help you to determine established headings.
About the Authority File	• The Library of Congress and NACO libraries create and maintain the authority records.
	• Records are stored and displayed in the MARC21 authorities format.
Search methods available	• **Command line search**. Enter any keyword, numeric, or derived search. For numeric and keyword searches, include index labels; index labels are optional for derived searches. From the command line, you can also enter a phrase search (browse query), including the **scan** command and index label (**sca pn:**).
	• **Keyword search**. You can enter a keyword search in the Keyword/Numeric Search area. Use text boxes, lists of indexes, and lists of Booleans operators to construct a search. Omit index labels.
	• **Numeric search**. Enter a numeric search for an LCCN, ISBN, ISSN, or OCLC ARN using either the Keyword/Numeric Search area or the command line.
	• **Derived search**. Enter a derived search for a personal name, corporate/conference name, title, or topical subject using the command line.
	• **Phrase search**. Enter a phrase (scan) search on the Search Authorities screen (as a command line search) or on the Browse Authorities screen (if Browse button and Browse Options appear on the Authorities tab).
Authority file indexes	**About LC authority file indexing**
	• Browsing and keyword searching use the same indexes (same fields and subfields are indexed for both), except for numeric indexes, which are unavailable for browsing.
	• Indexing differs for derived searching.
	• How you specify an index varies with the search of browse method you use:
	o When you search or browse using the **Command Line Search** box in the Search LC Names and Subjects dialog, you must type the index label.
	o When you use the **Keyword/Numeric Search** boxes of the Search window or when you use the Browse LC Names and Subjects window, do not type the index label. Instead, select the index from the list provided.
	• Numeric and derived indexes are unavailable for browsing.
	List of LC authority file indexes
	See the list of LC authority file indexes with fields and subfields indexed in the OCLC Connexion: Searching Authorities Quick Reference. See comprehensive information about the format of OCLC authority records and the search indexes in Authorities: Formats and Indexes.

		Action
Command Line Search	1	On the Authorities tab, click **Search**. Or Press \<Ctrl\>\<Shift\>\<J\>. The Search Authorities screen appears
	2	In the Command Line Search area, type an Authority File keyword, numeric, derived, or phrase search in the **Search for** text box. • Omit the Find command (**fn**) from a keyword, numeric or derived search. • **Phrase search tips**. Include the Scan command (**sca**) in phrase searches. Omit initial articles. You can enter diacritics and/or subfield codes; the system removes them before processing the search. • Include an index label, followed by a colon, in a numeric, keyword, or phrase search (**sn:1234-5678** or **pn:vivaldi** or **sca pn:vivaldi**). • **Keyword search tips**. In a **keyword** search, omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes in a keyword search. • **Derived search tips**. Include or omit the index label for a derived personal name, title, or subject search. If included, the index label must be followed by a colon. For a derived corporate, conference, or geographic name search, you must include either the index label (**cd:**) or an equal sign (**=**). • Combine searches with Boolean operators **and**, **or**, or **not**. (**Note:** You cannot use Boolean oeprators in **scan** (phrase search/browse) queries.) For information on keyword, numeric, or derived searching, see the next section in this topic.
	3	**(Optional) Show or hide cross references in keyword search results** Two check boxes below the **Search for** box let you specify which cross reference tracings, if any, appear in search results. • To show **only** the main entry for each retrieved record, clear both check boxes. • To show See reference tracings in addition to the main entry for each record, select the check box labeled **Show See References in Results**. • To show See Also reference tracings for each main entry, select the check box labeled **Show See Also See References in Results**. • To include both See and See Also references for each main entry, select **both** check boxes. **Notes:** • Settings apply to keyword search results only; the system ignores these options for phrase searches (browsing). • Settings apply when you search for a term from browse results by clicking a term that matches multiple authority records. • While viewing search results, you can use the Action/Sort list to show or hide See references and/or See Also references. • Settings for these options are retained until you change them.
	4	Check your search statement for errors in format, index labels, or spelling. **Clear search** • To clear the **Search for** text box, click **Clear Search**. • Check boxes below the search form retain their settings (selected or cleared).
	5	When finished entering the search, click **Search** or press \<Enter\>. **Note**: Command line search statement retained • Your search statement remains in the **Search for** text box until you revise the search or click **Clear Search**. • Settings for the **Show References** options are retained until you change them.

		Action
Keyword/Numeric Search	1	On the Authorities tab, click **Authority File**. Or Press <Ctrl><Shift><J>.
	2	In the Keyword/Numeric Search area, construct a search to specify the authority records you want to retrieve. • Type search term(s) in 1 or more boxes in the form. For each term, select the index to search from the list to the right of the box in which you enter the term. Open the list and then click the index you want to use. • To search for 2 or more terms in the **same** index, type the terms in 1 text box and select an index. Type the significate words of the name in order as the name usually appears. Or type the significant words of a subject heading. Separate words with spaces. Spaces between words are treated as **and** operators; you can also combine terms with **or** and/or exclude terms with **not**. • Omit prepositions and articles. • You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes in a keyword search. • To search for 2 or more terms in **different** indexes, type each term in a separate text box and select the index to search for each term. Select the Boolean operator with which to combine the term(s). Use the list of operators at the left end of the box in which you enter the second term. Open the list and then click the operator you want to use. • Use truncation to expand a term to include variant endings. Or use truncation when you know only the first part of a term. Type the first characters of the term (include at least 3 characters); then type an asterisk (*). **Examples: librar*, comput*, catalog*** • Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (?) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. **Examples: col?r** retrieves *color* or *colour*; **int?net** retrieves *internet* or *intranet*.
	3	**(Optional) Show or hide cross references in results** Two check boxes below the search entry form let you specify which cross reference tracings, if any, appear in search results. • To show **only** the main entry for each retrieved record, clear both check boxes. • To show See reference tracings in addition to the main entry for each record, select the check box labeled **Show See References in Results**. • To show See Also reference tracings for each main entry, select the check box labeled **Show See Also See References in Results**. • To include both See and See Also references for each main entry, select **both** check boxes. **Notes:** • While viewing search results, you can use the Action/Sort list to show or hide See references and/or See Also references. • Settings for these options are retained until you change them.
	4	Check the search form for errors in terms, index selections, or operators. **Clear search** • To clear the text boxes, click **Clear Search**. • Index lists retain the last index you selected. • Operator lists retain the last operator you selected. • Check boxes below the search form retain their settings (selected or cleared).
	5	Click **Search** or press <Enter>. **Retain search** • To preserve keywords you typed in the text boxes, select the **Retain Search** check box.

Action
• If **Retain Search** is not selected (the **default setting**), the system clears the text boxes. Index lists always retain the last index you selected. Lists of Boolean operators always retain the last operator you selected.   • Settings for the **Show References** options are retained until you change them.

	Numeric search	Label	Format	Example
Numeric search indexes	ARN	an:	Type all digits. Leading zeros are optional.	**01450635** **1450635** **an: 01450635** **an: 1450635**
	LCCN (Indexed in 010 and 667)	ln:	Type year portion (2 or 4 digits) and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision **Hyphen is optiona**l when you specify the LCCN index. Include the index label (ln:) or select LCCN from an index list. **Note**: Indexing field 667 helps catalogers identify the history of personal names previously in undifferentiated authority records and subsequently established as a separate authority record, using unique control numbers. The index only retrieves records with 667 fields that contain the word "undifferentiated" (in upper and lower case). No textual data in the 667 field is indexed. The system does not compare or verify LCCNs in field 667 with LCCNs in field 010.	**78-5201** **ln: 78-5201** **2001-12345** **82-000012** **82-12** **B85-204041** **ln:85-204041** **ln:sh85-061704** **sh85-61704**
	ISBN	bn:	10 digits, no hyphen. May omit leading zero. Type **x** (final character) in upper- or lowercase.	**1556156790** **bn:1556156790**
	ISSN	sn:	4 digits, hyphen, 4 digits. Type **x** (final character) in upper- or lowercase.	**0098-3527** **sn:0098-3527**
	ISSN-L (ISSN Link)	ik:	4 digits, hyphen, 4 digits. Type **x** (final character) in upper- or lowercase.	**1748-7188** **ik:1748-7188**

Derived search

- **Command line only**. You must enter a derived search from the command line.

- Index labels are optional for derived searches. For a derived corporate/conference/geographic name search, either the index label (**cd**) or the equal sign (**=**) is required.

- **Equal sign (=)**. For a derived corporate, conference, or geographic name, you can begin the search key with an equal sign (**=**) in place of the index label **cd**.

  You can use either the equal sign or the index label, but one or the other is **required** to distinguish a corporate/conference/geographic name search from a personal name search.

- **Circumflex (^) for precision**. In a derived personal name, corporate/conference name, or topical subject search, you can enter a circumflex in the second or subsequent portions of the search key. This improves precision by indicating that the segment contains no additional characters. For example, to search for the corporate name Library of Congress, use a circumflex in the second segment: **cd:libr,of^,c**.

- **Segment with fewer than maximum characters (no circumflex)**. In a derived **personal name**, **corporate/conference name**, or **topical subject** search, you can enter fewer characters than the maximum allowed, without using the circumflex**.** This expand the search; the system assumes that the segment may contain any additional characters or no additional characters. For example, the personal name search **smit,b,** retrieves records for the surname Smith with any forename beginning with **B.**

  In a **derived title** search, the system treats an incomplete segment as if it contained a circumflex; as a result, the system retrieves **only** records matching the characters you enter.

- **No wildcards for derived searches**. You cannot use truncation (using the asterisk) or character masking (using the question mark) in a derived search.

Derived search	Label	Format	Example
Personal Name	pd	4,3,1	Mozart, Wolfgang Amadeus **pd:moza,wol,a**
Corporate or Conference or Geographic Name	cd	=4,3,1 or cd: 4,3,1	American Chemical Society **cd:chem,soc, =chem,soc**
Title	td	3,2,2,1	Journal of Chemical Education **jou,of,ch,e**
Subject	sd	5,3	civil rights **civil,rig**

Stopwords (derived corporate or conference name)

- Omit stopwords in corporate or conference names if they appear in the first position. Include stopwords that follow a significant term. For example, to search for Royal Ontario Museum, include all words in the search **cd:roya,ont,m**. To search for Conference on Urban Planning Information Systems, both **conference** and **on** are stopwords. The derived search would be: **cd:urba,pla,i**.

- If all words in a corporate or conference name are stopwords, ignore the stopword list and include all words in the search key.

&	Division	Missouri	Subcommittee
a	East	Montana	Symposium
A.	Federal	National	Tennessee
Alabama	Florida	Nebraska	Texas
Alaska	for	Nevada	the
American	France	New Hampshire	U.N.
an	Georgia	New Jersey	U. N.
and	Great Britain	New Mexico	United Nations
Arizona	Hawaii	New York	United States
Arkansas	House	North	University
Association	Idaho	North Carolina	U.S.
at	Illinois	North Dakota	U. S.
Australia	in	of	Utah
Board	India	Office	Vermont
Bureau	Indiana	Ohio	Virginia
California	Institute	Oklahoma	Washington
Canada	Institution	on	West
College	International	Oregon	West Virginia
Colloquium	Iowa	Organization	Wisconsin
Colorado	Joint	Parliament	Workshop
Commission	Kansas	Pennsylvania	Wyoming
Committee	Kentucky	Rhode Island	
Commonwealth	Louisiana	School	
Conference	Maine	Seminar	
Congress	Maryland	Senate	
Connecticut	Massachusetts	Society	
Council	Meeting	South	
Delaware	Michigan	South Carolina	
Department	Minnesota	South Dakota	
Dept.	Mississippi	State	

Indexes and indexed fields for searching

- For a list of indexes, index labels, and fields/subfields included in each index, see "Indexes and indexed fields (Authority File)."

Search history: view and use previous searches

- Use the Search History window to

  o View your previous 10 Authority File searches, including any command line or keyword search.

  o Repeat a previous search.

  o Revise a previous search.

- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Search Authorities screen, • Click **Search History** or press <Alt><=>.
List of previous searches	For each listed search, the window shows • Search type: Authorities command line or keyword. • Timestamp: date and time the search was performed. • Search criteria: all search elements, including command line queries, keywords, indexes, and operators.
Repeat a previous search	• Click **Repeat.** Connexion immediately performs the selected search.
Revise a previous search	• Click **Revise.** Results • Connexion displays the Search Authorities screen. The selected search is ready for revision.
Clear search history	• Click **Clear History** (at the top of the Search History window).
Close the Search History window	• Click **Close** (at the top of the Search History window).

Find specific record when search results exceed 1500 records (cannot sort by main entry)

Problem

- Your search in the Authority File retrieves more than 1500 records.

- Because the Sort by Main Entry action is not available for result sets that exceed 1500 records, you have difficulty finding the specific record you need.

- You cannot limit the search effectively. For example, you need a record for a broader heading found in many records for specific headings.

Solutions

1. Browse the Authority File using the term and index you searched.

- In the Browse Results list, click the term to view a list of the records retrieved. This may produce a smaller result set that you can sort by main entry.

2. Enter the heading in a bibliographic record and then control the heading

- In the bibliographic record you are editing, switch to a template edit view (MARC or Dublin Core). Add the appropriate type of heading field. Then type the desired heading in the text box for the added field In the Functions list for the new field, click **Control Heading**.

- The authority control function either links the heading to the appropriate authority record or returns a list of records that completely or partially match the heading you entered.

- To view the authority record(s), click the hyperlinked heading(s).

Example

- Search or browse to find a record for the corporate name heading **Catholic Church**. You retrieve over 4000 records (search) or over 1200 records (browse).

- Add a 110 or 710 field (Dublin Core: Creator.nameCorporate or Contributor.nameCorporate) to a record, enter the text **Catholic Church** in the text box, and select **Control** in the Functions list. The system retrieves 2 records that exactly match the heading you entered.

Pattern headings for LC subjects

The Library of Congress has identified headings that are representative of particular categories. Such headings are called pattern headings. These representative headings in each category are established in the Subject Authority File with a set of subdivisions appropriate for use with other headings belonging to the category. The following table lists those pattern headings identified by LC. Pattern headings can help you

- Verify subject headings in an existing bibliographic record.

- Select appropriate subject headings to include in an original record.

Subject Field	Category	Pattern Heading(s)
Religion	Religious and monastic orders	Jesuits
	Religions	Buddhism
	Christian denominations	Catholic Church
	Sacred works (including parts)	Bible
History of Geography	Colonies of individual countries	Great Britain $x Colonies
	Legislative bodies (including individual chambers)	United States. $b Congress
	Military services (including armies, navies, marines, etc.)	United States $x Armed Forces United States. $b Air Force United States. $b Army United States. $b Marine Corps United States. $b Navy
	Wars	World War, 1939-1945 United States $x History $y Civil War, 1861-1865
Social Science	Industries	Construction industry Retail trade
	Types of educational industries	Universities and colleges
	Individual educational institutions	Harvard University
	Legal topics	Labor laws and legislation
The Arts	Art	Art, Italian Art, Chinese Art, Japanese Art, Korean
	Groups of literary authors (including authors, poets, dramatists, etc.)	Authors, English

Subject Field	Category	Pattern Heading(s)
	Literary works entered under authors	Shakespeare, William, $d 1564-1616. $t Hamlet
	Literary works entered under title	Beowulf
	Languages and groups of languages	English language French language Romance languages
	Literatures (including individual genres)	English literature
	Musical compositions	Operas
	Musical instruments	Clarinet Piano
Science and Technology	Land vehicles	Automobiles
	Materials	Concrete Metals
	Chemicals	Copper Insulin
	Organs and regions of the body	Heart Foot
	Diseases	Cancer Tuberculosis
	Plants and crops	Corn
	Animals	Fishes Cattle

2 Browse the Authority File

Why browse for authority records?	• When creating or modifying a bibliographic record, determine the correct forms for names of persons, organizations, conferences, and/or titles associated with the resource you are describing.
	• When adding subject headings to a bibliographic record, authority records enable you to determine established headings.

About the Connexion Authority File	• The Library of Congress and NACO libraries create and maintain the authority records.
	• Records are stored and displayed in the MARC21 authorities format.

Browsing methods available	• You can browse (phrase search) the Authority File in two ways**:**
	• **Browse Authorities screen**: Omit **scan** command and index label. Type the phrase in the **Browse for** text box and select an index from the list. Click **Browse**. On this screen, you can also specify a Root Index position and an Expanded Index term as a shortcut to the desired records.
	• **Search Authorities screen, command line**: In the **Search for** text box, type **scan** or **sca** and then type an index label, a colon, and the phrase to search. Click **Search**. Browsing from the command line does **not** allow you to include a Root Index position or an Expanded Index term in the browse query.

Note on browsing	Most search techniques (truncation, character masking, Boolean operators, grouping) cannot be used when browsing. The browse term you enter is matched – character by character, from left to right – against the characters of the terms in the browse index you select.

Browse Authorities screen		**Action**
	1	On the Authorities tab, under Browse Options, click **Authority File**. Or Press <Ctrl><J>.
	2	At the Browse Authorities screen, select an index. In the **Browse for** box, type the first words of a heading as a browse term. Omit initials articles. When browsing for a **personal name**, if you enter the name in inverted order, include the comma after the surname. **Example: mozart, wolfgang**. You can enter diacritics and/or subfield codes; the system removes them before processing the browse query.
	3	(Optional) Specify Root Index position. Including a position number allows you to bypass the Root Results screen and immediately view the Expanded Results screen showing the desired term and the associated portion of the Expanded Index (subheadings). • To automatically select a position on the Root Results, type the position number (1-20) in the Select Root text box**.** Result The system automatically selects the specified position within the Root Results and immediately displays the Expanded Results screen. The selected heading appears at position 9, followed by the beginning of the Expanded index (subheadings) for that heading. **Note: For closest match specify 9**. The closest match to the term you enter in the Browse for text box is located at position 9.

	Action
4	(Optional) Specify Expanded Index term.
	If you specify a Root Index position number, you can also specify a term within the Expanded Index for that Root Index term (heading).
	Including an Expanded Index term allows you to bypass the Root Results screen and immediately view the Expanded Results screen showing the desired portion of the Expanded Index (subheadings).
	• In the Expanded Term box, type the first word(s) of the subheading you want to locate.
	Result
	The system automatically selects the specified position within the Root Results and then scans the Expanded Index (subheadings) for that heading to locate the specified expanded—index term. The system displays the Expanded Results screen showing the root heading followed by the portion of the Expanded Index (subheadings) beginning with the specified term.
5	Check your browser term(s) for errors such as misspellings.
	Clear text of browser phrase
	• To clear the **Browse for** text box, click **Clear Search.**
6	Click **Browse** or press <Enter>.
	Note: Browsed phrase retained
	• Your browsed phrase remains in the **Browse for** text box until you revise the phrase or click **Clear Search.**

Search history: view and use previous browse queries

- Use the Search History window to

   —View your previous 10 Authority File browse queries (phrase searches) performed from the Browse Authorities screen

   —Repeat a previous browse query

   —Review a previous browse query

- The Search History for the Browse Authorities screen does not include the phrase searches entered in the Command Line area on the Search Authorities screen.

- Previous browse queries are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	**How to use**
Open Search History window	At the Browse Authorities screen, • Click **Search History** or press <Alt><=>**.**
List of previous browse queries	For each listed browse query, the window shows • Search type: Browse Authorities**.** • Timestamp: date and time the search was performed • Browse query: word(s) entered in the Browse for text box and the selected index
Repeat a previous browse	• Click **Repeat**. Connexion immediately performs the selected browse query.
Revise a previous browse	• Click **Revise.** Results • Connexion displays the Browse Authorities screen**.** The selected browse query is ready for revision.

Search History function	How to use
Clear search history	• Click **Clear History** (at the top of the Search History window).
Close the Search History window	• Click **Close** (at the top of the Search History window).

Search Authorities screen (command line search)

- **Search History.** Phrase searches from the Command Line area of the Search Authorities screen are included in the Search History list for the Search Authorities screen. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

	Action
1	On the Authorities tab, click **Search**. Or Press <Ctrl><Shift><J>. The Search Authorities screen appears. The cursor is in the Command Line Search text box.
2	In the Command Line Search text box, • Type the scan command and index label: Type **scan** or **sca.** • Type the index label, followed by a colon. • Type the exact word(s) of the phrase you want, beginning with the first word. • Omit initial articles. • When browsing for a **personal name**, if you want to enter the name in inverted order, include the comma after the surname. **Example: mozart, wolfgang.** • You can enter diacritics and/or subfield codes; the system removes them before processing the search.
3	Check your browse term(s) for errors such as misspellings. **Clear search** • To clear the **Search for** text box, click **Clear Search.**
4	When finished constructing the phrase, click **Search** or press <Enter>. **Note**: The command line search statement is retained. • Your search statement remains in the **Search for** text box until you revise the search or click **Clear Search.**

Pattern headings for LC subjects

The Library of Congress has identified headings that are representative of particular categories. Such headings are called pattern headings. These representative headings in each category are established in the Subject Authority File with a set of subdivisions appropriate for use with other headings belonging to the category. The following table lists those pattern headings identified by LC. Pattern headings can help you

- Verify subject headings in an existing bibliographic record.

- Select appropriate subject headings to include in an original record.

Subject Field	Category	Pattern Heading(s)
Religion	Religious and monastic orders	Jesuits
	Religions	Buddhism
	Christian denominations	Catholic Church
	Sacred works (including parts)	Bible
History and Geography	Colonies of individual countries	Great Britain $x Colonies
	Legislative bodies (including individual chambers)	United States. $b Congress
	Military services (including armies, navies, marines, etc.)	United States $x Armed Forces United States. $b Air Force United States. $b Army

		United States. $b Marine Corps

Subject Field	Category	Pattern Heading(s)
		United States. $b Navy
	Wars	World War, 1939-1945 United States $x History $y Civil War, 1861-1865
Social Sciences	Industries	Construction industry Retail trade
	Types of educational institutions	Universities and colleges
	Individual educational institutions	Harvard University
	Legal topics	Labor laws and legislation
The Arts	Art	Art, Italian Art, Chinese Art, Japanese Art, Korean
	Groups of literary authors (including authors, poets, dramatists, etc.)	Authors, English
	Literary works entered under author	Shakespeare, William $d 1564-1616. $t Hamlet
	Literary works entered under title	Beowulf
	Languages and groups of languages	English language French language Romance languages
	Literatures (including individual genres)	English literature
	Musical compositions	Operas
	Musical instruments	Clarinet Piano
Science and Technology	Land vehicles	Automobiles
	Materials	Concrete Metals
	Chemicals	Copper Insulin
	Organs and regions of the body	Heart Foot
	Diseases	Cancer Tuberculosis
	Plants and crops	Corn
	Animals	Fishes Cattle

3 View authority search results

No authority records found

If your search retrieves no records,

- The system displays the following message at the top of the Search Authorities screen: No Records Found for your Search. Please change or simplify your search and try again.

- The search entry form contains the search criteria you used.

1 authority record found

If your search retrieves 1 authority record, the system displays the record (without the results list).

Up to 10 authority records

If your search retrieves 1-10 authority records,

- The system displays the message: [number] records found searching for [search query] in Authorities

- The results screen lists brief entries for all retrieved authority records. Each entry contains the heading and cross reference forms (if you choose to show **See** and/or **See Also** references in results).

- Brief entries are sorted alphabetically by main entry.

11+ authority records

If your search retrieves 11 or more authority records,

- The system displays the message: [number] records found searching for [search query] in Authorities

- The results screen lists brief entries for the first 10 retrieved records. Each entry contains the heading and cross reference forms (if you choose to show **See** and/or **See Also** references in results).

- The **View List** box lets you type an entry number to display 10 entries beginning with that number. The left and right arrow buttons let you move forward or back 10 entries. The **View Record** box lets you type an entry number to view the full record.

- Brief entries are sorted alphabetically by main entry.

Search query display

At the top of the first screen of search results, the system displays a message that includes the **number of authority records** retrieved and the **query** that produced the results. The message provides feedback that lets you see how the system interpreted your search criteria.

Example: **pn: Pope and ti: criticism**

The display shows:
- Each term preceded by a 2-letter index label identifying the index in which it was searched. Example: **pn: Alexander**
- Term groups (terms entered in the same box on the search form and searched in the same index). Example: **pn: Alexander and pn: Pope**

Use this display query to
- Diagnose causes for unsatisfactory search results.
- Refine your search to improve results.

4 Use authority search results

Move through search results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.

- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Moves forward 10 entries	Click the **right arrow button** (right of **View List** box).
Move back 10 entries	Click the **left arrow button** (left of **View List** box).
View 10 brief entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.
Return to Root Results or Expanded Results	Click the **Root Results** or **Expanded Results** button at the top or bottom of the Search Results screen. Or On the navigation bar, open the Browse Options list and click **Root Results** or **Expanded Results**.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.

- The record position indicator (**Record_of_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>.
Return to search results	Click the **Search Results** button at the top or bottom of the record screen.
Return to Root Results or Expanded Results	Click the **Root Results** or **Expanded Results** button at the top or bottom of the record screen. Or On the navigation bar, open the Browse Options list and click **Root Results** or **Expanded Results**.

Actions on search results list

- You can take the following actions on retrieved records by using the Action/Sort list (top right corner of results screen).

- **Not** available for browse results.

Action	Result
Flag All on Page	A check mark appears in the box to the left of each entry on this page of the result set.
Clear Flags on Page	Check marks removed from all entries on this page of the results list.
Flag All Records Retrieved	A check mark appears in the box to the left of each entry in the result set (all pages).
Clear All Flags	Check marks removed from all entries on all pages of the results list.
Hide See References (See references displayed)	Hide See reference tracings (4xx fields) for each main entry in the results list.
Hide See Also References (See Also references displayed)	Hide See Also reference tracings (5xx fields) for each main entry in the results list.
Show See References (See references hidden)	Show See reference tracings (4xx fields) for each main entry in the results list.
Show See Also References (See Also references hidden)	Show See Also reference tracings (5xx fields) for each main entry in the results list.

View authority record from brief list

Action
View record in edit mode. Click the hyperlinked entry number for the record you want to view.   **Lock and view WorldCat record**. Click the **Lock** button in front of the entry for therecord you want to view.   **View record in display mode**. Click the **Display** button in front of the entry for the record you want to view.

Show or hide record viewing buttons

- Record viewing buttons are hidden by default. Press <Alt><Y> to show the buttons to the left of each entry.

- Click the **Display** button to view a record in display mode (read-only).

- Click the **Lock** button to lock the WorldCat record and open it in edit mode.

Action
Press <Alt><Y> to insert a **Display** button and a **Lock** button to the left of each brief entry.   To hide the buttons, press <Alt><Y> again.

Print screen of results list

	Action
1	If the list includes multiple screen, jump to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click **Print**.
4	In the Print dialog box click **OK** or press <Enter>.

Flag authority records

Single records	All on a page	Result set
Click the **open box** in front of the record you want to flag.	On the Action/Sort list, click **Flag All on Page**.	On the Action/Sort list, click **Flag All Records Retrieved**.
A check mark appears in front of each brief entry you have flagged.		

Unflag authority records

Single records	All on a page	Result set
Click the **check mark** in front of the record you want to unflag.	On the Action/Sort list, click **Clear Flags on Page**.	On the Action/Sort list, click **Clear All Flags**.
An open box appears in front of each unflagged brief entry.		

Actions on flagged records

Note: Actions on more than 100 records

- **Export** Connexion can export more than 100 records at a time. After exporting 100 records, the system asks you to confirm that you want to continue.

Action	How to
Flag all items on the current page	On the Action/Sort list, click **Flag All on Page**. A check mark appears in the box to the left of each entry on this page of the record list.
Remove flags from all items on the current page	On the Action/Sort list, click **Clear Flags on Page**. Check marks disappear from all entries on this page of the record list.
Clear flags from all items (all pages of the list)	On the Action/Sort list, click **Clear All Flags**. Check marks are removed from entries on all pages of the record list.
Export the records currently flagged	On the Action/Sort list, click **Export Flagged Records**. At the Export Flagged Records screen, select the export format. Click **MARC**.

5 Use Authority File browse results (root and expanded)

View Root Results or Expanded Results

Results display	Description
Root results	• Lists headings from the section of the specified index containing the browsed term or the term that matches it most closely. • Each screen of results lists 20 terms from the Root Index. • Each entry number (R1-R20) is hyperlinked to one or more authority records. • The number of matching records for each term appears in the right column. • When you select an entry number associated with only a single record, the system searches for the term in the Authority File and displays the record. • When you select an entry number associated with 2 or more records, the system scans the section of the index containing subheadings for that heading and displays an Expanded Results screen. • A jump bar at the top and bottom of the screen provides the following navigation aids: a **View Expanded** text box (contains entry number 9 by default), **View List** arrows (view the previous or next screen of results), and **Expanded Term** text box (specify term to locate within Expanded Results).
Expanded Results	• Shows the selected Root Index term (heading) at the top of the list. • Lists subheadings from the Expanded Index associated with the selected Root Index heading. • If you specify an expanded term, that term or its closest match appears in position E9. Otherwise, the screen shows the beginning of the subheadings for the Root Index term. • Each screen of results lists 20 terms from the Expanded Index. • Each entry number (E1-E20) is hyperlinked to one or more authority records. • The number of matching records for each term appears in the right column. • When you select an entry number associated with only a single record, the system searches for the term in the Authority File and displays the record. • When you select an entry number associated with 2 or more records, the system searches for the term and displays a Search Results screen. • A jump bar at the top and bottom of the screen provides the following navigation aids: a **View Record** text box (contains entry number 9 by default), **View List** arrows (view the previous or next screen of results), and **Expanded Term** text box (specify term to locate within Expanded Results).

Expanded Index subheadings for Root Index headings

Root Index heading	Expanded Index subheadings
Personal Names	Title subdivisions
Corporate or Conference Names	Title subdivisions
Geographic Names	Title subdivisions
LC Names (nw)	Title subdivisions
Titles	Personal, corporate, conference, or geographic name subdivisions
LCSH	Subject subdivisions
Subdivision Headings	Subject subdivisions
Topicals	Subject subdivisions
Children's Subjects	Subject subdivisions

Use Root Results

Action	How to
View next screen	At the top or bottom of the screen, click the **View List** arrow that points to the right.
View previous screen	At the top or bottom of the screen, click the **View List** arrow that points to the left.
View record containing Root Index term (term with 1 associated record)	To select a Root Index entry that retrieves a single authority record, click the hyperlinked entry number or type the number in the **View Expanded** box and press <Enter>. The system displays the authority record.
View Expanded Index (subheadings) for a Root Index term (term with multiple associated records)	To select a Root Index entry that retrieves multiple authority records, click the hyperlinked entry number or type the number in the **View Expanded** box and press <Enter>. The system displays an Expanded Result screen that shows the Root Index term and its associated subheadings.
Jump to an Expanded Index term	1. In the View Expanded box, type the entry number (R1-R20) for the heading (Root Index term) for which you want to locate a subheading (Expanded Index term). 2. In the **Expanded Term** box, type the term you want to locate within the Expanded Index. 3. Press <Enter>. The system redisplays the Expanded Results. The term you specify, or its closest match, appears at position E9.
Return to Root Results	Click the **Root Results** button at the top or bottom of the Expanded Results screen or the record screen. Or On the Authorities tab, under Browse Options, Authority File, click **Root Results**.

Use Expanded Results

Action	How to
View next screen	At the top or bottom of the screen, click the **View List** arrow that points to the right.
View previous screen	At the top or bottom of the screen, click the **View List** arrow that points to the left.
View record(s) containing Expanded Index term	Click the hyperlinked entry number or type the number in the **View Record** box and press <Enter>. The system displays the authority record or a list or records (Search Results screen).
Jump to an Expanded Index term	1. In the **Expanded Term** box, type the term you want to locate within the Expanded Index. 2. Press <Enter>. The system redisplays the Expanded Results. The term you specify, or its closest match, appears at position E9.
Return to Expanded Results	Click the **Expanded Results** button at the top or bottom of the Search Results screen or the record screen. Or On the Authorities tab, under Browse Options, Authority File, click **Expanded Results**.
Return to Search Results	Click the **Search Results** button at the top or bottom of the record screen Or On the Authorities tab, under Search Options, Authority File, click **Search Results**.

Move through Search Results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.

- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Move forward 10 entries in list	Click the **right arrow button** (right of **View List** box).
Move back 10 entries in list	Click the **left arrow button** (left of **View List** box).
View 10 brief entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>. **Note**: For brief results retrieved by selecting an item on a group results display, the brief entries are numbered sequentially from the first record in the first group.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.

Move between records (View Record jump bar)	• The **View Record** jump bar appears at the top and bottom of each screen of each record screen.
	• The record position indicator (**Record_of_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>.
Return to results	Click the **Search Results** or **Expanded Results** or **Root Results** button at the top or bottom of the record screen.

View authority record

Results display	Actions
Root Results	**View record in edit mode**. Click the hyperlinked entry number (R1-R20) for the record you want to view.
Expanded Results	**View record in edit mode**. Click the hyperlinked entry number (E1-E20) for the record you want to view.
Search Results	**View record in edit mode**. Click the hyperlinked entry number for the record you want to know. **Lock and view WorldCat record**. Click the **Lock** button in front ofthe entry for the record you want to view. **View record in display mode**. Click the **Display** button in front of the entry for the record you want to view.

Show or hide record viewing buttons (search results lists)	• Record viewing buttons are hidden by default. Press <Alt><Y> to show the buttons to the left of each entry.
	• Click the **Display** button to view a record in display mode (read-only).
	• Click the **Lock** button to lock the WorldCat record and open it in edit mode.

Action
Press <Alt><Y> to insert a **Display** button and a **Lock** button to the left of each brief entry. To hide the buttons, press <Alt><Y> again.

Return to Search Results, Expanded Results, or Root Results	Action
	• Click the **Root Results** or **Expanded Results** or **Search Results** button at the top or bottom of the record screen. Or • On the Authorities tab, under Browse Options, click **Root Results** or **Expanded Results**. To return to search results, under Search Options, Authority File, click **Search Results**.

Print screens of browse results or search results

	Action
1	In the results display, go to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click **Print** or on the toolbar click the **Print** button.
4	In the Print dialog box, click **OK** or press <Enter>.

6 Show Flagged Authority records screen

Use flagged authority records screen

- Review a list of brief entries for authority records flagged during the current session.

- Clear flags from all or selected records.

- Export the flagged records.

- Display a full authority record.

- Edit an authority record.

Actions on list of flagged records

Note: Actions on more than 100 records

- **Export** Connexion can export more than 100 records at a time. After exporting 100 records, the system asks you to confirm that you want to continue.

Action	How to
Flag all items on the current page	On the Action/Sort list, click **Flag All on Page**. A check mark appears in the box to the left of each entry on this page of the record list.
Remove flags from all items on the current page	On the Action/Sort list, click **Clear Flags on Page**. Check marks disappear from all entries on this page of the record list.
Clear flags from all items (all pages of the list)	On the Action/Sort list, click **Clear All Flags**. Check marks are removed from entries on all pages of the record list.
Export the records currently flagged	On the Action/Sort list, click **Export Flagged Records**. At the Export Flagged Records screen, select the export format. Click **MARC**.
Move forward 10 entries	Click the **right arrow button** (right of **View List** box).
Move back 10 entries	Click the **left arrow button** (left of **View List** box).
View 10 entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.
Print a page of the list of flagged records	Jump to the screen you want to print. In your browser, on the File menu click **Print**. Or On the toolbar click the **Print** button.

View full authority record from brief list

Action
View record in edit mode. Click the hyperlinked entry number for the record you want to view. **Lock and view WorldCat record**. Click the **Lock** button in front of the entry for therecord you want to view. **View record in display mode**. Click the **Display** button in front of the entry for the record you want to view.

Show or hide record viewing buttons	• Record viewing buttons are hidden by default. Press <Alt><Y> to show the buttons to the left of each entry.
	• Click the **Display** button to view a record in display mode (read-only).
	• Click the **Lock** button to lock the WorldCat record and open it in edit mode.

Action
Press <Alt><Y> to insert a **Display** button and a **Lock** button to the left of each brief entry.
To hide the buttons, press <Alt><Y> again.

Move between records (View Record jump bar)	• The **View Record** jump bar appears at the top and bottom of each record screen.
	• The record position indicator (**Record_of_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>.
Return to flagged records list	Click the **Flagged Records** button at the top or bottom of the record screen.

No flagged authority records	If you have not flagged authority records during the current session, the system displays the message
	You currently have no Flagged Records
	If you flagged records and then existed the system or closed your browser without exiting the system properly, the system unflagged the records when your session ended. You must reflag the records to work with them in your current session.

7 Search the Authority History database

Search methods

When you are not accessing the Authority History database from an open distributed authority record, retrieve the records you need using a command line or guided searching.

- **Command line search**. Enter a keyword or numeric search; type all terms, index labels, and operators using correct syntax.

- **Guided search**. In the Keyword/Numeric Search area, use text boxes, lists of indexes, and lists of Boolean operators to construct a search. Omit index labels.

- **Browse (phrase search)**. From the command line, you can enter a phrase search (browse query), including the **scan** command and index label (**sca me:**). For guided browsing, use the Browse Authority History screen.

Note: Search for headings. Remember that you cannot search or browse for specific heading types such as personal names or subjects. The Authority History database has only general heading indexes for searching or browsing: Heading Word(s) (**me:**) and Heading Phrase (**me=**).

Command Line Search

	Actions
1	On the Authorities tab, under Search Options, click **Authority History**. The Search Authority History screen appears.
2	In the Command Line Search area, type a keyword or numeric search in the **Search for** text box. - Type an index label, followed by a colon (**an:848328** or **me:vivaldi**). - In a **heading** search, omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes. - To include variant endings, type the truncation symbol (*****) after the term. Enter as least three characters of the word. **Examples: library*, comput*, catalog***. - To include variant spellings, use character masking symbol (**?**). **Examples: col?r** retrieves color or colour; **int?net** retrieves internet or intranet. - Qualify a search by specifying a status for the retrieved records. Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another index. If you search the Status index only, you receive an error message. - Combine searches with Boolean operators **and, or,** or **not**. (**Note:** You cannot use Boolean operators in **scan** (phrase search/browse) queries.)

	Action
3	**(Optional) Show or hide cross references in keyword search results** Two check boxes below the **Search for** box let you specify which cross reference tracings, if any, appear in search results. • To show **only** the main entry for each retrieved record, clear both check boxes. • To show See reference tracings in addition to the main entry for each record, select the check box labeled **Show See References in Results**. • To show See Also reference tracings for each main entry, select the check box labeled **Show See Also References in Results**. • To include both See and See Also references for each main entry, select **both** check boxes. **Notes**: • Settings apply to search results only; the system ignores these options for browsing. • Settings apply when you search from browse results by clicking a term that matches multiple authority records. • While viewing search results, use the Action/Sort list to show or hide See references and/or See Also references. • Settings for these options are retained until you change them.
4	When finished entering the search, click **Search** or press <Enter>. **Note**: Your search statement remains in the **Search for** text box until you revise the search or click **Clear Search**. Check boxes below the search form retain their settings (selected or cleared).

		Action
Guided search (Keyword/Numeric Search area)	1	On the Authorities tab, under Search Options, click **Authority History**.
	2	In the Keyword/Numeric Search area, construct a search to retrieve the authority history records you want. • Type search term(s) in one or more boxes in the form. For each term, select the index to search from the list to the right of the box in which you enter the term. • To search for two or more items in the **same** index, type the terms in one text box and select an index. Separate words with spaces (treated as **and** operators), combine terms with **or**, and/or exclude terms with **not**. • To search for two or more terms in **different** indexes, type each term in a separate text box and select the index to search for each term. Select the desired Boolean operator from the list of operators at the left end of the box in which you enter the second term. • In a **heading** section, omit prepositions and articles. You can enter diacritics; the system removes them before processing the search. Do not enter subfield codes. • To include variant endings, type the truncation symbol (*****) after the term. Enter at least three characters of the word. **Examples: librar*, comput*, catalog*.** • To include variant spellings, use character masking symbol (**?**). **Examples: col?r** retrieves color or colour; **int?net** retrieves internet or intranet. • Quality a search by specifying a status for the retrieved records. Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another index. If you search the Status index only, you receive an error message.
	3	**(Optional) Show or hide cross references in results** Two check boxes below the search entry form let you specify which cross reference tracings, if any, appear in search results. • To show **only** the main entry for each retrieved record, clear both check boxes. • To show See reference tracings in addition to the main entry for each record, select the check box labeled **Show See References in Results**. • To show See Also reference tracings for each main entry, select the check box labeled **Show See Also References in Results**. • To include both See and See Also references for each main entry, select **both** check boxes. **Notes** • While viewing search results, you can use the Action/Sort list to show or hide See references and/or See Also references. • Settings for these options are retained until you change them.
	4	Check the search form for errors in the terms, index selections, or operators. **Clear search** • To clear the text boxes, click **Clear Search**. • Index lists retain the last index you selected. • Operator lists retain the last operator you selected. • Check boxes below the search form retain their settings (selected or cleared).
	5	Click **Search** or press <Enter>. **Retain search** • To preserve keywords you typed in the text boxes, select the **Retain Search** check box. • If **Retain Search** is not selected (the **default setting**), the system clears the text boxes. Index lists always retain the last index you selected. Lists of Boolean operators always retain the last operator you selected. • Settings for the **Show References** options are retained until you change them.

Authority History search indexes

Index	Label	Format	Example
OCLC ARN	an:	Type all digits. Leading zeros are optional.	**01450635** **1450635** **an:01450635** **an:1450635**
LCCN Words	ln:	Type year portion (2 or 4 digits) and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision. **Hyphen is optional** when you specify the LCCN index. Include the index label (ln:) or select LCCN from an index list.	**78-5201** **ln:78-5201** **2001-12345** **82-000012** **82-12** **n85-204041** **ln:85-204041** **ln:sh85-061704** **sh85-61704**
Heading Words	me:	Type a significant word in the heading (1xx and 4xx fields).	**me:vivaldi**
Status	ahs:	Use the Status index as a search qualifier only. Always combine a Status search term with a search term in another index. If you search the Status index only, you receive an error message. **Status codes**. Possible status codes are: c – Corrected or revised record n – New record d – Deleted record p – Record deleted by OCLC Quality Assurance staff	**ahs:c**

About the Authority History database

• Please note the following points about the purpose of this database and the limited functionality available for using the records.

• The Authority History database permanently stores:

— All previous, now superseded, versions of authority records distributed by the Library of Congress

— Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants

— Copies of current authority records sent from LC via the distribution cycle (includes all records in the Authority File)

— Name authority records deleted by OCLC quality control staff

• Database coverage begins in the 1980s.

• Records are stored and displayed in the MARC21 authorities format.

About authority history records	• Authority history records are view-only and always appear in display mode in the MARC Template view.

- A timestamp at the top of the record shows the date and time when the record was added to the Authority History database. (Records in the Authority File do not contain a timestamp.)

- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.

- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).

- **More?** For more information, search Help for the words **authority history**.

- Use authority history records:

  — Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.

  — Check for headings that you can no longer find in a distributed record in the Authority File.

  — Identify changes made to a distributed authority record.

  — Determine the origin of a problem with a distributed record.

Authority History timestamp: details

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.

- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]

- **S** [status (RecStat code)]: **n** = new, **c** = changed, **d** = deleted, **p** = deleted by OCLC staff

- **S** [source program ID]: **3** [initial database load from the LC Names and Subjects Authority File]; **4** [In Distribution update from Connexion client]; **5** [In Distribution update from Connexion browser]; **6** [loaded from the LC distribution file]; **r** [loaded from the Research Libraries Group authority history database]

Note: Deleted records. If applicable, the record identification area may contain the following notice about the record:
The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File. It is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

Open authority history record(s) from distributed authority record	When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN. **Notes on this function:** Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available. **Copy of distributed record retrieved**. The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record. **Viewing a referenced record via a linked 5xx field**. A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

Action	Result
In the distributed authority record (retrieved from the Authority File), On the Action list click **View Authority History Record(s)** or press <Alt><K> and then <H> (or <Alt><J> and then <H>).	The system searches for the distributed record's ARN in the Authority History database. If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window. If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record.

Open a distributed authority record from an authority history record	When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

Action	Result
In the authority history record (retrieved by searching or browsing the Authority History database), On the View list click **View Authority Record** or press <Alt><K> and then <A> (or <Alt><J> and then <A>).	The system searches for the superseded record's ARN in the Authority File. If the search retrieves a record, the record appears in a separate window. If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN.

Search history: view and use previous searches	• Use the Search History window to — View your previous 10 searches, including any command line or keyword search. — Repeat a previous search. — Revise a previous search.

- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Search Authority History screen, • Click **Search History** or press <Alt><=>.
List of previous searches	For each listed search, the window shows • Search type: Authority History command line or keyword • Timestamp: date and time the search was performed • Search criteria: all search elements, including command line queries, keywords, indexes, and operators.
Repeat a previous search	• Click **Repeat**. Connexion displays the Search Authority History screen. The selected search is ready for revision.
Revise a previous search	• Click **Revise**. Results • Connexion displays the Search Authority History screen. The selected search is ready for revision.
Clear search history	• Click **Clear History** (at the top of the Search History window).
Close the Search History window	• Click **Close** (at the top of the Search History window).

9 Use Authority History search results

Authority History search results: records and lists

- **Single record**. Authority History records appear in display (view-only) mode. You cannot edit, save, or export these records, nor use them to derive new records. You can print records or copy text from them.

- **Multiple records**. A list of brief entries appears.

  - **Entry number**. To the left of each entry is an entry number indicating the record's relative position in the results set. The number is hyperlinked; click the number toview the full record.

  - **Description**. The entry contains the following record elements: Main entry, OCLC ARN, Authority History timestamp, and LCCN. If you requested display of See and/or See Also references, these appear on separate lines of the entry.

Actions on search results list

- You can take the following actions on retrieved records by using the Action/Sort list (top right corner of results screen).

- The same actions are available for results displayed when you search by selecting an index term listed in browse results.

Action	Result
Flag All on Page	A check mark appears in the box to the left of each entry on this page of the result set.
Clear Flags on Page	Check marks removed from all entries on this page of the results list.
Flag All Records Retrieved	A check mark appears in the box to the left of each entry in the result set (all pages).
Clear All Flags	Check marks removed from all entries on all pages of the results list.
Hide See References (See references displayed)	Hide See reference tracings (4xx fields) for each main entry in the results list.
Hide See Also References (See Also references displayed)	Hide See Also reference tracings (5xx fields) for each main entry in the results list.
Show See References (See references hidden)	Show See reference tracings (4xx fields) for each main entry in the results list.
Show See Also References (See Also references hidden)	Show See Also reference tracings (5xx fields) for each main entry in the results list.
Sort by Ascending Date	Sort the brief entries from earliest date to most recent date.
Sort by Descending Date	Sort the brief entries from most recent date to earliest date.
Sort by LCCN	Sort the brief entries in alphanumeric order by LCCN.
Sort by Main Entry	Sort the brief entries in alphabetic order by main entry.
Sort by OCLC ARN	Sort the brief entries in numeric order by LCCN.

Move through search results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.

- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	Procedure
Move forward 10 entries	Click the **right arrow button** (right of **View List** box).
Move back 10 entries	Click the **left arrow button** (left of **View List** box).
View 10 brief entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.
Return to Browse Results	Click the **Browse Results** button at the top and bottom of the search results screen. Or On the navigation bar, under Browse Options, Authority History, click **Browse Results**.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.

- The record position indicator (**Record_of_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	Procedure
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>.
Return to search results	Click the **Search Results** button at the top or bottom of the record screen. Or On the navigation bar, under Search Options, Authority History (or Browse Options, Authority History), click **Search Results**.
Return to Browse Results	Click the **Browse Results** button at the top or bottom of the record screen. Or On the navigation bar, under Browse Options, Authority History, click **Browse Results**.

About the Authority History database

- Please note the following points about the purpose of this database and the limited functionality available for using the records.

- The Authority History database permanently stores:

  — All previous, now superseded, versions of authority records distributed by the Library of Congress

—All previous, now superseded, versions of authority records distributed by the Library of Congress

— Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants

— Copies of current authority records sent from LC via the distribution cycle (includes all records in the Authority File)

— Name authority records deleted by OCLC quality control staff.

- Database coverage begins in the 1980s.

- Records are stored and displayed in the MARC21 authorities format.

About authority history records

- Authority history records are view-only and always appear in display mode in the MARC Template view.

- A timestamp at the top of the record shows the date and time when the record was added to the Authority History database. (Records in the Authority File do not contain a timestamp.)

- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.

- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).

- **More?** For more information, search Help for the words **authority history**.

- Use authority history records:

   — Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.

   — Check for headings that you can no longer find in a distributed record in the Authority File.

   — Identify changes made to a distributed authority record.

   — Determine the origin of a problem with a distributed record.

Authority History timestamp: details

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.

- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]

- **S** [status (RecStat code)]: **n** = new, **c** = changed, **d** = deleted, **p** = deleted by OCLC staff

- **S** [source program ID]: **3** [initial database load from the LC Names and Subjects Authority File]; **4** [In Distribution update from Connexion client]; **5** [In Distribution update from Connexion browser]; **6** [loaded from the LC distribution file]; **r** [loaded from the Research Libraries Group authority history database]

Note: Deleted records. If applicable, the record identification area may contain the following notice about the record:
The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File. It is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

Actions on authority history records

Action	Procedure
View a specific record from search results	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.
Print Record	While viewing the Authority History record, On the Action list click **Print Record** or press <Alt><K> and then <I> (or <Alt><J> and then <I>).
Flag Record	While viewing the Authority History record, On the Action list click **Flag Record** or press <Alt><K> and then <F> (or <Alt><J> and then <F>).
Unflag Record	While viewing the Authority History record, On the Action list click **Unflag Record** or press <Alt><K> and then <F> (or <Alt><J> and then <F>).

Open authority history record(s) from distributed authority record

When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

Note on this function:
Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available.
Copy of distributed record retrieved. The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record.
Viewing a referenced record via a linked 5xx field. A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

Action	Result
In the distributed authority record (retrieved from the Authority File), On the Action list click **View Authority History Record(s)** or press <Alt><K> and then <H> (or <Alt><J> and then <H>).	The system searches for the distributed record's ARN in the Authority History database. If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window. If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record.

Open a distributed authority record from an authority history record

When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

Action	Result
In the authority history record (retrieved by searching or browsing the Authority History database), On the View list click **View Authority Record** or press <Alt><K> and then <A> (or <Alt><J> and then <A>).	The system searches for the superseded record's ARN in the Authority File. If the search retrieves a record, the record appears in a separate window. If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN.

Use flagged Authority History records

- Flag records to accumulate a set of records you are using to research a heading or solve a problem.

- You can flag selected records from several sets of search results and then view or print a list of all flagged records, or view/print the full records from the flagged list.

- No other actions are available for flagged Authority History records.

- Flags are not retained between sessions; when you log off, the system clears all flags.

Action	Procedure
View flagged Authority History records	On the Authorities tab, under Show Options, click **Flagged AF History**. Connexion displays a list of all Authority History records flagged during the current session.
Print list of flagged records	On each screen of the Flagged AF History list, use your browser's Print function to print the current screen.
View full record from flagged list	Click the hyperlinked record number. Or Type the record number in the View Record box and press <Enter>.

Print screen of results list

	Action
1	If the list includes multiple screens, jump to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click **Print**.
4	In the Print dialog box click **OK** or press <Enter>.

10 Browse the Authority History database

Browsing methods

When you are not accessing the Authority History database from an open distributed authority record, retrieve the records you need using a command line or guided browsing.

- **Guided browsing from the Browse Authority History screen:** Type the term in the **Browse for** text box and select an index from the list. Click **Browse**.

- **Command-Line browsing from the Search Authority History screen**. In the Command Line Search area, in the **Search for** text box, type **scan** or **sca**, a space, an index label, and the browse term. Click **Search**.

Notes on browsing Authority History

Browse for headings. Remember that you cannot search or browse for specific heading types such as personal names or subjects. The Authority History database has only general heading indexes for searching or browsing: Heading Word(s) (**me:**) and Heading Phrase (**me=**).

Browse queries. Most search techniques (truncation, character masking, Boolean operators, grouping) cannot be used when browsing. The browse term you enter is matched- character by character, from left to right- against the characters of the terms in the browse index you select.

Results. Authority History browse results differ in functionality and appearance from results for browsing the Authority File:

- Root and expanded indexing is not supported in the Authority History database.

- Headings in browse results are displayed in all-uppercase text.

Authority History browse indexes

Index	Label	Format	Example
OCLC ARN	an:	Type all digits. Leading zeros are optional.	**01450635** **1450635** **an:01450635** **an:1450635**
LCCN Phrase	ln=	Type year portion (2 or 4 digits) and control number. Leading zeros in the control number portion are optional. Alphabetic prefix is optional to increase precision. **Hyphen is optional** when you specify the LCCN index. Include the index label (ln=) or select LCCN from an index list.	**78-5201** **ln=785201** **2001-12345** **82-000012** **82-12** **ln=n85204041** **ln=85-204041** **ln=sh85-061704** **ln=sh8561704**
Heading Phrase	me=	Type the first words of the heading (1xx and 4xx fields). Omit initial articles.	

Guiding browsing (Browse Authority History screen)

Search History. Browse queries from the Browse Authority History screen are available for reuse. To view, repeat, or revise previous queries on the Browse Authority History screen click **Search History** or press <Alt><=>.

	Action
1	On the Authorities tab, under Browse Options, click **Authority History**.
2	At the Browse Authority History screen, select an index. In the **Browse for** box, type an ARN, LCCN, or the first words of a heading as a browse term. Omit initial articles. When browsing the Heading index for a personal name, if you enter a name in inverted order, include the comma after the surname. **Example: mozart, wolfgang.** You can enter diacritics and/or subfield codes; the system removes them before processing the browse query.
3	Click **Browse** or press <Enter>. **Note**: Browsed term retained. Your browsed term remains in the **Browse for** text box until you change it. To remove the retained text, click **Clear Search**.

Command line browsing (Search Authority History screen)

Search History. Browse queries from the Command Line area of the Search Authority History screen are included in the Search History list for the Search Authority History screen. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

	Action
1	On the Authorities tab, under Search Options, click **Authority History**. The Search Authority History screen appears. The cursor is in the Command Line Search text box.
2	• Type the Scan command (**sca**) and index label (for example, **sca ln=82152312** or **sca me=vivaldi**). • Type the index label, followed by an equal sign (to browse phrase indexes for Heading or LCCN (**me=** or **ln=**) or a colon (to browse the index for OCLC ARN (**an:**). • When browsing a phrase index, type the exact word(s) of the phrase you want, beginning with the first word. Omit initial articles. • When browsing the Heading index for a personal name, if you enter the name in inverted order, include the comma after the surname. **Example: sca me=mozart, wolfgang**. • You can enter diacritics and/or subfield codes; the system removes them before processing the search.
3	When finished constructing the browse query, click **Search** or press <Enter>. **Note**: The command line browse query is retained. Your browse query remains in the **Search for** text box until you change it. To remove the remained text, click **Clear Search**.

About the Authority History database

- Please note the following points about the purpose of this database and the limited functionality available for using the records.

- The Authority History database permanently stores:

  — All previous, now superseded, versions of authority records distributed by the Library of Congress

  — Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants

  — Copies current authority records sent from LC via the distribution cycle (includes all records in the Authority File)

  — Name authority records deleted by OCLC quality control staff

- Database coverage begins in the 1980s.

- Records are stored and displayed in the MARC21 authorities format.

About authority history records

- Authority history records are view-only and always appear in display mode in the MARC Template view.

- A timestamp at the top of the record shows the date and time when the record was added to the Authority History database. (Records in the Authority File do not contain a timestamp.)

- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.

- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).

- **More?** For more information, search Help for the words **authority history**.

- Use authority history records:

  — Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.

  — Check for headings that you can no longer find a distributed record in the Authority File.

  — Identify changes made to a distributed authority record.

  — Determine the origin of a problem with a distributed record.

Authority History timestamp: details

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.

- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]

- **S** [status (RecStat code)]: **n** = new, **c**= changed, **d** = deleted, **p** = deleted by OCLC staff

- **S** [source program ID]: **3** [initial database load from the LC Names and Subjects Authority File]; **4** [In Distribution update from Connexion client]; **5** [In Distribution update from Connexion browser]; **6** [loaded from the LC distribution file]; **r** [loaded from the Research Libraries Group authority history database]

Note: Deleted records. If applicable, the record identification area may contain the following notice about the record:
The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File. It is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

Open authority history record(s) from distributed authority record	When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

Notes on this function:

Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available.

Copy of distributed record retrieved. The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only copy of the distributed record.

Viewing a referenced record via a linked 5xx field. A referenced record viewed from a 5x link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

Action	Result
In the distributed authority record (retrieved from the Authority File), On the Action list click **View Authority History Record(s)** or press <Alt><K> and then <H> (or <Alt><J> and then <H>).	The system searches for the distributed record's ARN in the Authority History database. If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window. If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record.

Open a distributed authority record from an authority history record	When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

Action	Result
In the authority history record (retrieved by searching or browsing the Authority History database), On the View list click **View Authority Record** or press <Alt><K> and then <A> (or <Alt><J> and then <A>).	The system searches for the superseded record's ARN in the Authority File. If the search retrieves a record, the record appears in a separate window. If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN.

11 Use Authority History browse results

Authority History browse results

- Root and expanded indexing is not supported in the Authority History database.

- Headings in browse results are displayed in all-uppercase text.

Results display	Description
Browse Results	- Lists headings from the section of the specified index containing the browsed term or the term that matches it most closely. - Each screen of results lists 20 terms from the specified index. - Each term is hyperlinked to one or more Authority History records that contain the term. - The number of matching records for each term appears in the right column. - When you select a term associated with one record, the system searches for the term in the Authority History database and displays the record. - When you select a term associated with 2 or more records, the system retrieves the Authority History records and displays a search results list. - A jump bar at the top and bottom of the screen provides the following navigation aids: a **View Line** text box, **Next Screen** and **Previous Screen** buttons (view the previous or next screen of Browse Results).

Action	Procedure
View next screen	At the top or bottom of the screen, click the **View List** arrow that points to the right.
View previous screen	At the top or bottom of the screen, click the **View List** arrow that points to the left.
View record(s) containing an index term	Click the hyperlinked term. The system displays the Authority History record or a list of records (Search Results screen).
Return to Browse Results	Click the **Browse Results** button at the top or bottom of the Search Results screen or the record screen. Or On the Authorities tab, under Browse Options, Authority History, click **Browse Results**.
Return to Search Results	Click the **Search Results** button at the top or bottom of the record screen. Or On the Authorities tab, under Browse Options, Authority History, click **Search Results**.

Move through Search Results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.

- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	Procedure
Move forward 10 entries in list	Click the **right arrow button** (right of **View List** box).
Move back 10 entries in list	Click the **left arrow button** (left of **View List** box).

Action	Procedure
View 10 brief entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>. **Note**: For brief results retrieved by selecting an item on a group results display, the brief entries are numbered sequentially from the first record in the first group.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.

Actions on search results list

- You can take the following actions on retrieved records by using the Action/Sort list (top right corner of results screen).

- The same actions are available for results displayed when you search by selecting an index term listed in browse results.

Action	Result
Flag All on Page	A check mark appears in the box to the left of each entry on this page of the result set.
Clear Flags on Page	Check marks removed from all entries on this page of the results list.
Flag All Records Retrieved	A check mark appears in the box to the left of each entry in the result set (all pages).
Clear All Flags	Check marks removed from all entries on all pages of the results list.
Hide See References (See references displayed)	Hide See reference tracings (4xx fields) for each main entry in the results list.
Hide See Also References (See Also references displayed)	Hide See Also reference tracings (5xx fields) for each main entry in the results list.
Show See References (See references hidden)	Show See reference tracings (4xx fields) for each main entry in the results list.
Show See Also References (See Also references hidden)	Show See Also reference tracings (5xx fields) for each main entry in the results list.
Sort by Ascending Date	Sort the brief entries from earliest date to most recent date.
Sort by Descending Order	Sort the brief entries from most recent date to earliest date.
Sort by LCCN	Sort the brief entries in alphanumeric order by LCCN.
Sort by Main Entry	Sort the brief entries in alphabetic order by main entry.
Sort by OCLC ARN	Sort the brief entries in numeric order by LCCN.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.

- The record position indicator (**Record_of_**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	Procedure
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>.
Return to results	Click the **Browse Results** or **Search Results** button at the top or bottom of the record screen. Or On the Authorities tab, under Browse Options, Authority History, click **Browse Results** or **Search Results**.

About the Authority History database

- Please note the following points about the purpose of this database and the limited functionality available for using the records.

- The Authority History database permanently stores:

  — All previous, now superseded, versions of authority records distributed by the Library of Congress

  — Versions of newly added and modified records distributed to Library of Congress by OCLC NACO participants

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About authority history records

- Authority history records are view-only and always appear in display mode in the MARC Template view.

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- You cannot edit, save, export, or derive new authority records from these records. You can copy text from an authority history record and then paste it into another record or document.

- Actions available on displayed authority history records are: Print Record and View Authority Record (to retrieve the current version of the record in distribution from the Authority File).

- **More?** For more information, search Help for the words **authority history**.

- Use authority history records:

  — Trace the history of a currently distributed authority record or an LCCN. For example, you might want to know when changes were made, or when a cross-reference or citation was added. Or you want to check the cancelled authority record when the distributed record contains a subfield **z** in field 010.

— Check for headings that you can no longer find a distributed record in the Authority File.

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Authority History timestamp: details

A unique timestamp (labeled **Timestamp**) appears in the record identification area of an Authority History record.

- The system assigns a unique timestamp to each Authority History record. The timestamp consists of: the date and time the record was added to the Authority History database, the OCLC ARN, a source program identification, and the status of the record.

- **Example: 1990101** [yyyymmdd] **13.36.22xxx.Z** [time to the millisecond Z = Greenwich Mean Time] **12345678** [OCLC ARN] **S** [status] **C** [source program identification]

- **S** [status (RecStat code)]: **n** = new, **c**= changed, **d** = deleted, **p** = deleted by OCLC staff

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Note: Deleted records. If applicable, the record identification area may contain the following notice about the record:
The **Deleted Record** notice indicates that the record has been deleted from the distributed Authority File. It is either a deleted record issued by the Library of Congress or a record manually deleted by OCLC Quality Control staff.

Actions on authority history records

Action	Procedure
View a specific record from search results	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>.
Print Record	While viewing the Authority History record, On the Action list click **Print Record** or press <Alt><K> and then <I> (or <Alt><J> and then <I>).
Flag Record	While viewing the Authority History record, On the Action list click **Flag Record** or press <Alt><K> and then <F> (or <Alt><J> and then <F>).
Unflag Record	While viewing the Authority History record, On the Action list click **Unflag Record** or press <Alt><K> and then <F> (or <Alt><J> and then <F>).

Open authority history record(s) from distributed authority record

When viewing a distributed authority record from the Authority File, you can quickly retrieve all superseded authority records that have the same OCLC ARN.

Notes on this function:
Not available from save file records. When viewing a saved authority record from the Authorities save file, the **View Authority History Record(s)** action is not available
Copy of distributed record retrieved. The Authority History database contains a copy of each distributed authority record. Therefore, your search always retrieves the same record that you were viewing from the Authority File. You may retrieve other superseded records, or only a copy of the distributed record.

Viewing a referenced record via a linked 5xx field. A referenced record viewed from a 5xx link is for display only; the **View Authority History Record(s)** action is not available. To retrieve superseded versions of the record, search for the Authority File or the Authority History database.

Action	Procedure
In the distributed authority record (retrieved from the Authority File), On the Action list click **View Authority History Record(s)** or press <Alt><K> and then <H> (or <Alt><J> and then <H>).	The system searches for the distributed record's ARN in the Authority History database. If the search retrieves one record (a copy of the distributed authority record), the record appears in a separate window. If the search retrieves multiple records, a search results list appears in a separate window. The first record in the results list is typically a copy of the distributed authority record.

Open a distributed authority record from an authority history record

When viewing a superseded authority record (retrieved by searching or browsing the Authority History database), you can quickly retrieve the distributed authority record that has the same OCLC ARN.

Action	Result
In the authority history record (retrieved by searching or browsing the Authority History database), On the View list click **View Authority Record** or press <Alt><K> and then <A> (or <Alt><J> and then <A>).	The system searches for the superseded record's ARN in the Authority File. If the search retrieves a record, the record appears in a separate window. If the distributed record has been deleted from the Authority File, you receive a message stating that no record was found. The message includes the number of authority history records available for that ARN.

Print screens of browse results or search results

	Action
1	In the results display, go to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click **Print** or on the toolbar click the **Print** button.
4	In the Print dialog box, click **OK** or press <Enter>.