Question 1: Discuss the relationship between authority control and the functions of library catalogs. Provide examples.

Related Definitions:

Authority control- maintaining consistency in the verbal form (heading) of terms chosen as access points in bibliographic records- accomplished through the use of controlled vocabulary and rules.

Library catalog- an organized set of bibliographic records that represents the holdings of a collection. Traditionally, bibliographic records of a library catalog were limited to holdings of a particular collection at a specific location. Today, a library catalog may also contain information regarding the holdings of other libraries in which the library has cooperative interlibrary agreements and/or information regarding materials that are not owned, but to which the library has access (such as materials available through the Internet).

Library catalogs provide a variety of functions. The following five functions of library catalogs are described below: finding/locating; collocating; selecting; resource sharing; and inventory. Authority control, generally, ensures that a library catalog is more than a series of unrelated bibliographic records. Authority control functions to standardize catalog entries so that items in a collection are more easily accessible and so that like and related items can be gathered and/or linked.

One primary function of a library catalog is a finding/locating function. A user typically searches a catalog in an attempt to match a desired item with an entry in the catalog. (This process, of course, is limited by the scope of the collection and catalog.) Once a user has found a desired item, she also will find information in the catalog regarding the location of the item in the collection. Authority control allows for uniformity of names and titles. If authority control and a uniform title has been used in creating records, for example, a user's search for "Huckleberry Finn" will find all like and closely related items in the collection. A user not only will find items in which the title proper is "Huckleberry Finn," but also will find items in which the title proper is "The Adventures of Huckleberry Finn." Thus, the user will have a greater opportunity of finding the item she desires.

Another function of the library catalog is collocation. Collocation is the gathering of like and closely related items in a catalog, and is accomplished in large part through authority control. Collocation also serves to show the relationship between related items, through the use of see and see also references in authority work. A
search by the authorized form of a heading will find all records in which the
authorized form has been used. If standardized (the authorized form) headings of
names, corporations, titles, etc. are used in creating records, in the same search as
above, a user will find not only books related to "Huckleberry Finn" by Mark Twain,
she will find all related records including records for videocassettes, books on tape,
etc. related to the same title. Further, she will find all editions of this and closely
related related titles, and so forth.

This leads to a third function of the library catalog: A catalog provides a user the
opportunity to select among like and related items. Again, if authority control has
been used in the creation of bibliographic records, a search for "Huckleberry Finn"
will find all related titles, editions, forms, etc. With all of this information at hand,
a user can select the item that most closely matches her needs from all available
options.

A fourth function of the library catalog is a resource sharing function. Records
that are built according to widely accepted standards, and that use authorized
forms of headings, will be more easily shared among libraries.

A final purpose a library catalog can provide is an inventory function. A catalog can
provide records not only of items currently held in a collection, but also can track
items acquired, missing, removed from the collection, etc. Again, authority control
allows like and related records to be linked; thus, inventory in a catalog in which
authority control has been practiced will be more closely controlled and more
accurately measured.

**Question 2: Describe how a cataloger uses AACR2R and MARC to
make a descriptive record retrievable. Provide examples.**

Related Definitions:

**AACR2R-** Anglo-American Cataloging Rules, 2\(^{nd}\) revision, 2002. Widely accepted
rules for cataloging information packages in the bibliographic universe

**ISBD-** International Standard Book Description- Punctuation upon which AACR2R is
based

**MARC-** Machine Readable Cataloging Form- an encoding system that allows
information cataloged to be read and processed by a computer

**Access Points-** fields in bibliographic records that are searchable by users
Authority control- maintaining consistency in the verbal form (heading) of terms chosen as access points- accomplished through the use of controlled vocabulary and rules

The cataloging process consists of at least four broad activities: description; choosing access points; authority control; and encoding. All of these processes are interrelated and, in combination, ensure that a descriptive record will be retrievable.

The first required process in cataloging is inspecting, analyzing, and then describing an information package. A cataloger uses the rules in AACR2R (which are based on ISBD punctuation) to describe an information package. Specifically, the cataloger utilizes for description AACR2R Chapter 1 (general rules for description), and one of the Chapters 2-12, depending upon the type of information package. If the item to be cataloged is a book, for example, the cataloger will consult not only AACR2R Chapter 1, but also AACR2R Chapter 2, because this Chapter deals with the description of books. In describing an item, the cataloger will also use AACR2R Appendixes which cover, for example, rules regarding the abbreviation and capitalization of terms cataloged. The cataloger may also consult the AACR2R’s glossary and index.

AACR2R prescribes three levels of description. The first level is least descriptive; the third level of description is exhaustive. The level of description chosen is dependent upon the size and type of the collection and the needs of the users. Information is taken from the chief source of information, when possible. Typically, author (more broadly, those responsible for intellectual content of the work); title; edition; publication, distribution, etc.; physical description; and any additional information deemed important by the cataloger is described. An item described by a cataloger is described in such a way that its description is unique from all other entries in a catalog. The standardization and type of information gathered, along with the fact that each item is described so that its entry is unique, helps to ensure that records will be retrievable by users.

After describing the information package, a cataloger must choose access points. Access points are fields are searchable by users. Typically, a cataloger might determine that author, title proper, subject, series, added entries, and/or uniform title should be searchable. The cataloger will use Chapter 21 of AACR2R to guide her in choosing access points. Traditionally, a cataloger will choose one entry to be the main entry; other entries will be added entries. This step is very important in
providing for the retrieval of records. If no access points are allowed, a record will not be available for access.

Once a cataloger has chosen access points, she needs to make certain that headings in fields under authority control are entered in their authorized forms. Headings are authorized strings of characters that have been chosen according to rules described in chapters 22-24 (or something close to this) of the AACR2R. There are several steps to authority control work. First, a cataloger will likely check local authority records to determine if a local authority record/name exists. If so, she will use the authorized form present in the local authority record. If no local authority record exists, the cataloger will likely check OCLC and/or LC authority files to determine the authorized form of the heading. If these records provide no authority information, the cataloger will need to consult the rules in AACR2R to construct a proper form of the name and then create a local authority file for the heading. The file will include not only the authorized name, but also related forms not used and any other related authorized names. By following the rules set forth in AACR2R and using an authorized and/or standardized form of headings, the cataloger is further working to create records that are standardized, thus easily retrievable by users.

A final step of the cataloging process, where a computerized catalog is used, is encoding. In most libraries the encoding system used today is MARC21. A MARC record consists of a series of fields. These fields are identified by 3-digit tags. Descriptive information is input into related fields. Most fields can be further divided into subfields. Subfields are indicated by delimiters followed by single-character codes. Further, many fields are preceded by indicators that provide further processing information to the system.

For example, title proper and statement of responsibility information (described using the rules and punctuation of AACR2R) is input into the 245 MARC field. The 245 field can be divided into subfields, and is preceded by two indicators. A book entitled “The Adventures of Huckleberry Finn: My Favorite Story,” by Mark Twain and illustrated by Henry Hammond, for example, will be punctuated and entered into a MARC form as follows:

245 14 The adventures of Huckleberry Finn : $b my favorite story / $c by Mark Twain ; illustrated by Henry Hammond

The MARC field into which title and statement of responsibility information is entered is 245. “1” and “4” following the 245 are single digit indicators. The “1” indicates to the system that this field should be an access point. The “4” indicates to the system the presence of 4 non-filing characters (t-h-e-space)—characters
that should be ignored in processing. $, before the characters “b” and “c,” are delimiters signifying to the system the beginning of subfields.

AACR2R and MARC are compatible and together foster the retrievability of descriptive records. MARC field types are consistent with information gathered in the descriptive process of cataloging, as governed by the rules of AACR2R. Information is entered into MARC fields in the form it is punctuated as prescribed by AACR2R. MARC tags further organize this descriptive information so that records can be processed by the system and, in turn, will be quickly and easily retrievable by users.