

## Plan to Monitor Headings in URSUS

**History:** A year ago all headings for all records in the URSUS database were updated. The OCLC authority service was started and automatic authority control processing was turned on in the URSUS system.

**Problem 1:** Automatic authority control processing was not functioning properly until September. There is now a small backlog of records that need to be cleaned up.

**Proposal:** This project has a finite number of records that need cleanup (under 1,800). Will one campus work with the systems office to do this cleanup?

**Problem 2:** There are limitations to the way the OCLC authority service and the automatic authority control processing function together. The OCLC service updates current cataloging and gives us the latest authority records. The automatic processing retrospectively updates bib records based on the 4xx field only. Therefore, there are a small number of authority and bib records that “fall through the cracks” and need cleanup. How should we address this ongoing cleanup?

**Proposal:** The cleanup generated by the reports appears to be minimal. After the retrospective cleanup, it may amount to only a few hundred records a quarter. Should these records be divided up, one campus takes a turn each quarter, or should one campus assume permanent responsibility?

**Problem 3:** We need to monitor the automated authority work in the URSUS system. How can we use all the reports we receive to adequately monitor the process?

**Proposal:** There are three sets of reports that monitor headings status in URSUS.

1. **Headings reports:** There are six reports that generate lists of authority and bib records that need cleanup after an authority load.
2. **OCLC change reports:** These reports list each authority record that was changed, showing a before and after of the record. They are received electronically and posted on dladmin under Innovative Interfaces, authority control processing. They are available as supporting evidence of changes to the database, and will be archived on the site.
3. **OCLC special reports:** There are four special reports that were ordered by the Catalog Standards subcommittee. These reports list problems with authority and bib records not covered by any other report. They will be listed with the OCLC change reports and will list records that require cleanup.
4. **Process:** The systems office will generate headings reports once a quarter after an authority load. These will be printed and when possible the results written to review files for cleanup by the individual

libraries. When OCLC reports are available, they will be posted on dladmin and an announcement made to the Catalog standards committee. Committee members will review the special reports and recommend cleanup strategy. Change reports will be posted as supporting material. In this manner, headings in URSUS will be subject to ongoing quality control.

Submitted by,

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