Access Points

revised 2026-10

Adding access points

- Catalogers may add access points (subject headings, author-, series-, and title-added entries) to a bib record, but should not delete existing access points unless specifically directed to do so by Minerva documentation.
- All added access points should be formed properly based on MARC 21 and RDA rules.
- Don't add an 8xx for an untraced series title. Use a 500 to make the title KW searchable.

Do not add an access point that is a cross reference in the catalog

- An established principle within Minerva is that libraries may add new access points (6xx subject headings and 5xx notes) if they are generally applicable and are properly designated following MARC 21 and RDA practice.
- However, if the heading a library wishes to add is already present as a 4XX SEE reference to a LC subject heading, using the SEE heading will serve to confuse rather than aid users. It will duplicate access points to no constructive end.
- The same is true of names. Please refrain from adding alternative forms of names that are 4XX SEE references in the name authority record.
- But the series title statement in the 490 field should always be transcribed from what is found on the item. The 830 field should contain the authorized form of a traced series.

Subject heading indicators

- Proper designation of subject heading fields is crucial for supporting subject indexing and for maintenance of the authority control structures in the system.
- Proper values must be entered in the second indicator position of 6XX fields: 0 for Library of Congress, 1 for LC Children’s Subject Heading Project, 2 for National Library of Medicine, and 7 for a subject heading source named in the |2 subfield.
- Do not use Sears headings, BISAC headings, or OCLC “fast” headings in Minerva records.
- Subject subfields also must be properly used; however, authority records do not exist for every combination of headings and subfields. Catalogers must verify the heading, and that a particular subfield can be used with it, and the order of subfields.

Author/Name, Series title, Subject, and Genre/Form terms access points should be verified when importing or updating a record

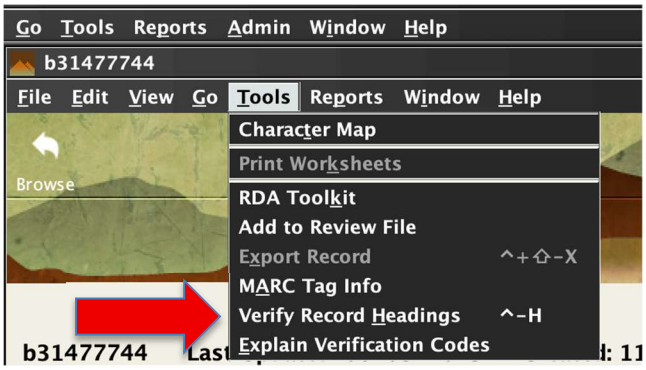
Verification requires Cataloging Permissions to edit an existing bibliographic record (Level 2 or 3). Staff with Level 1 permissions should alert a cataloger with higher permissions if they see what looks like a wrong heading in a record.

How to Verify Access Points

There are two ways to verify headings: check all headings in the record or check one heading at a time. Often, after performing the “everything” check, it is necessary to check one specific heading.
Log in to Sierra with your Level 2 or 3 or unscoped login. With the bibliographic record open, select the EDIT button from the top right tabs.



Now in Edit mode, find the Tools Menu at top left and choose Verify Record Headings.



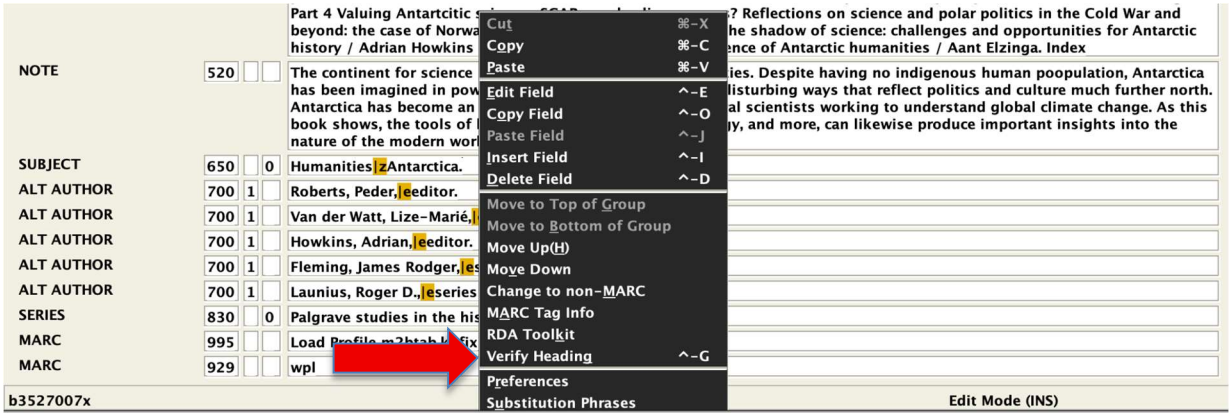
The record now appears with annotations at the left side.

*	PUBN #	020			1137545747
*	PUBN #	020			9781137545749
	MARC	035			(OCoLC)942380667
	MARC	040			Me|beng|cMe|dUtOrBLW
	MARC	043			t------
	MARC	050	0	0	G870|b.A645 2016
	MARC	082	0	4	919.9|223
*	TITLE	245	0	0	Antarctica and the humanities /|cPeder Roberts, Lize-Marié van der Watt, Adrian Howkins, editors.
B	PUBLISHER	264		1	London :|bPalgrave Macmillan,|c[2016]
	PUBLISHER	264		4	|c©2016
	PHYSICAL DESCRIPTION	300			xxv, 312 pages :|billustrations, maps ;|c22 cm
	PHYSICAL DESCRIPTION	336			text|btxt|2rdacontent
	PHYSICAL DESCRIPTION	337			unmediated|bn|2rdamedia
	NOTE	504			Includes bibliographical references and index
	NOTE	505	0		Antarctica: a continent for the humanities / Peder Roberts, Adrian Howkins, and Lize-Marié van der Watt. Part 1 The heroic and the mundane : Antarctic diaries and heroic reputations: changing the subject / Elizabeth Leane -- Beriberi at Kerguelen: a sub-antarctic case study of a tropical disease, 1901-1903 / Cornelia Lüdecke. Part 2 Alternative antarctics : So far, so close: approaching experience in the study of the encounter between sealers and the South Shetland Islands (Antarctica, nineteenth century) / Andrés Zarankin and Melisa Salerno -- The white (supremacist) continent: Antarctica and fantasies of Nazi survival / Peder Roberts -- The whiteness of Antarctica: race and South Africa's Antarctic history / Lize-Marié van der Watt and Sandra Swart. Part 3 Whose Antarctic? : Acting artifacts: on the meanings of material culture in Antartica / Dag Avango -- Finding place in Antarctica / Alessandro Antonello -- Scott's shadow: "Proto Territory" in contemporary Antarctica / Elena Glasberg. Part 4 Valuing Antartcitic science : SCAR as a healing process? Reflections on science and polar politics in the Cold War and beyond: the case of Norway / Stian Bones -- Emergin from the shadow of science: challenges and opportunities for Antarctic history / Adrian Howkins -- Some reflections on the emergence of Antarctic humanities / Aant Elzinga. Index
	NOTE	520			The continent for science is also a continent for the humanities. Despite having no indigenous human poopulation, Antarctica has been imagined in powerful, innovative, and sometimes disturbing ways that reflect politics and culture much further north. Antarctica has become an important source of data for natural scientists working to understand global climate change. As this book shows, the tools of literary studies, history, archaeology, and more, can likewise produce important insights into the nature of the modern world and humanity more broadly
*	SUBJECT	650		0	Humanities|zAntarctica.
B1	ALT AUTHOR	700	1		Roberts, Peder,|eeditor.
1	ALT AUTHOR	700	1		Van der Watt, Lize-Marié,|eeditor.
B1	ALT AUTHOR	700	1		Howkins, Adrian,|eeditor.
B1	ALT AUTHOR	700	1		Fleming, James Rodger,|eseries editor.
B1	ALT AUTHOR	700	1		Launius, Roger D.,|eseries editor.
B1	SERIES	830		0	Palgrave studies in the history of science and technology.

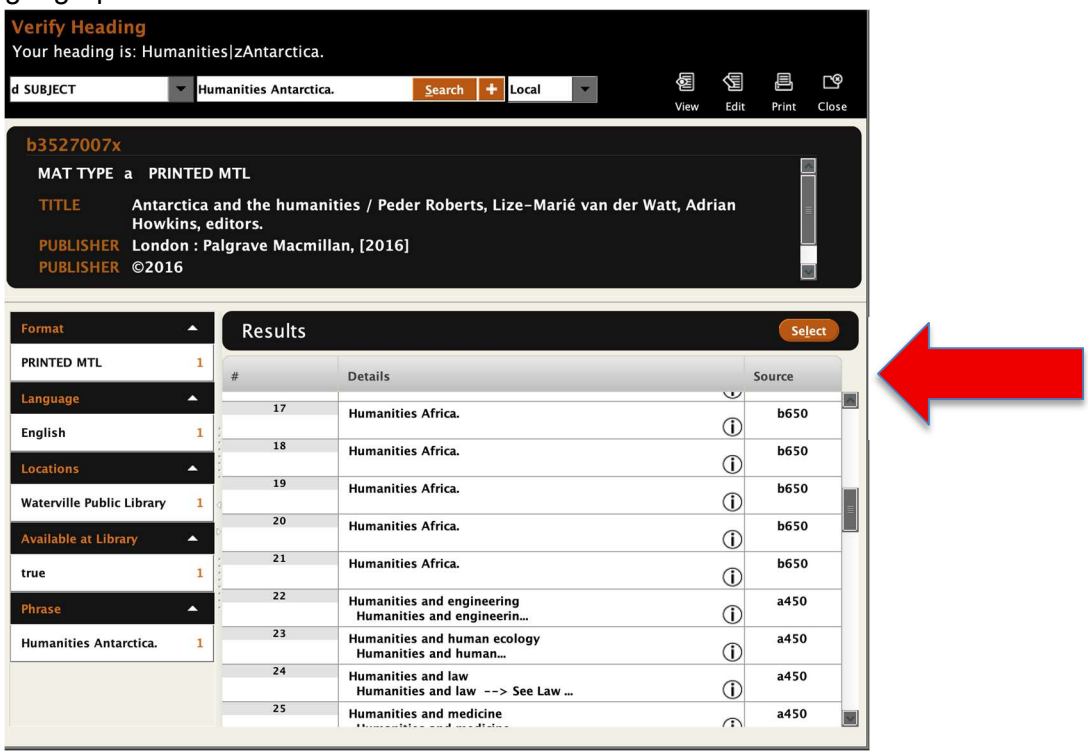
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If you see an asterisk next to a subject, author, or title field, that access point has not been used in Minerva before. You must verify it specifically. Here we must verify Humanities|zAntarctica

Place your cursor in the access point. Right click and from the dialog box choose Verify Heading; or left click in the heading then go back to the Tools menu and choose Verify Heading (singular).

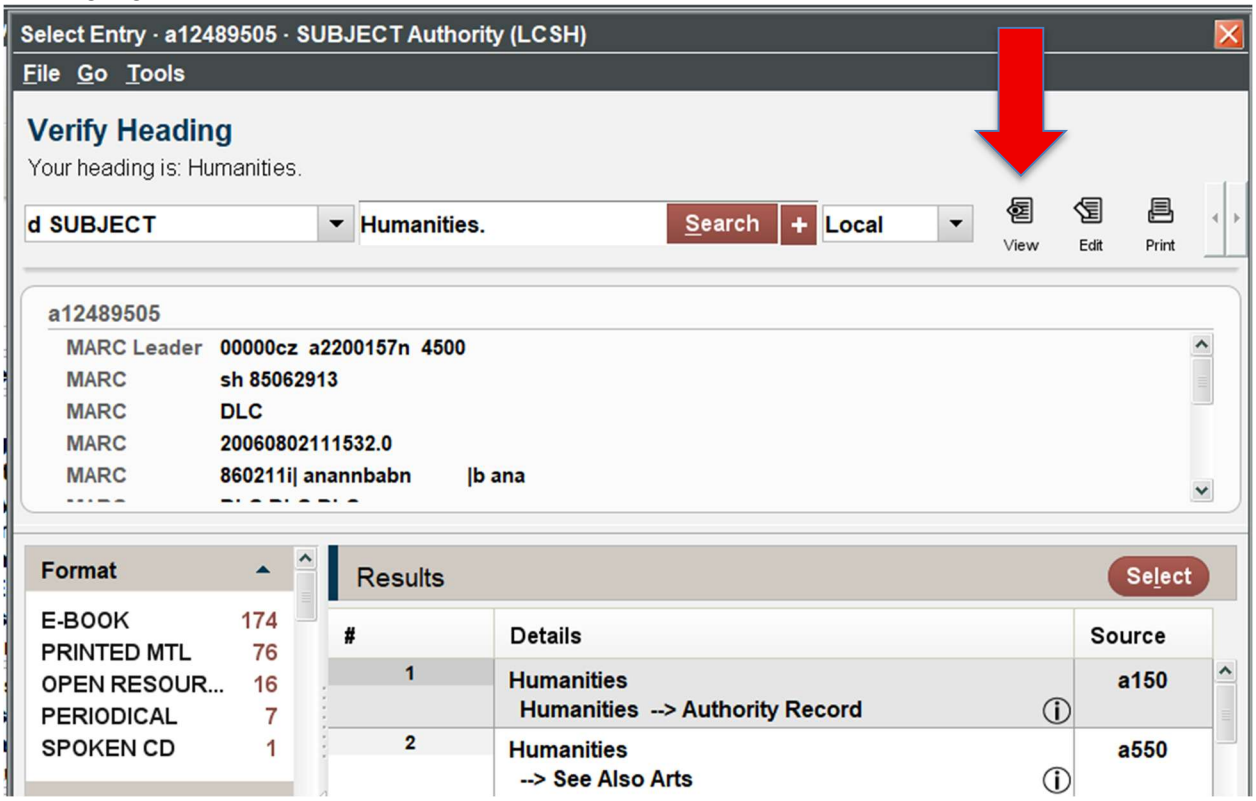


A window opens with your record at top and a list of records in Minerva. Scroll in the list for a record number in the Source column beginning with the letter A - this designates an authority record. There are no authority records for “Humanities|zAntarctica,” “Humanities|zAfrica” or any geographic subdivision.

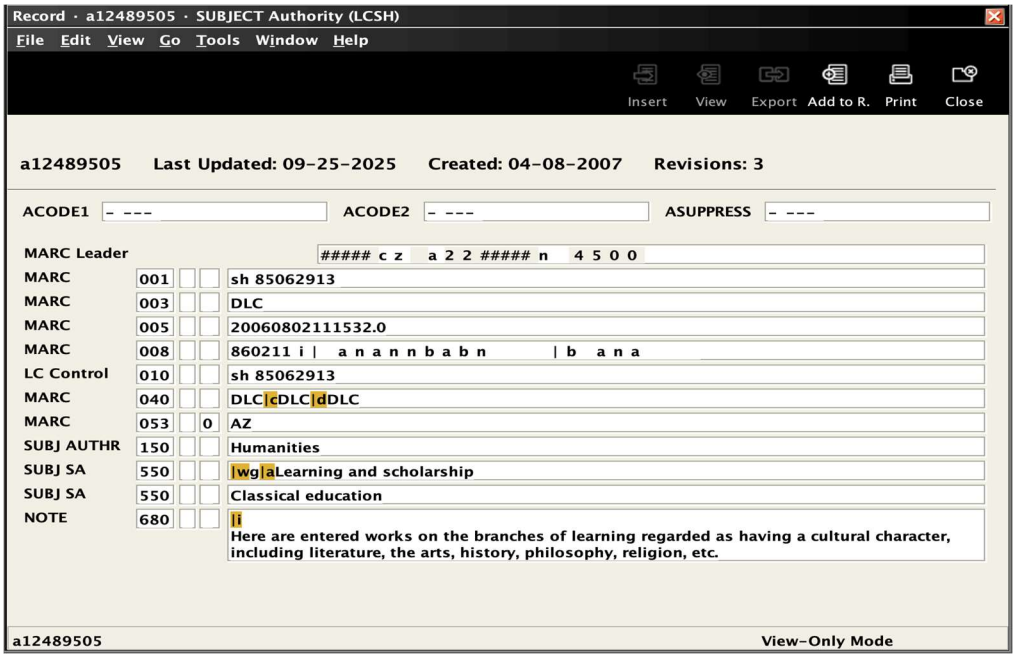


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So, shorten the term in the search box to “Humanities” and find the authority record in the new list. Highlight it in the list and choose VIEW to open it.



It does not specify that Humanities can have a geographical subdivision. *(Note: to double check, a cataloger could go directly to the Library of Congress Authorities and find the authority record for “Humanities,” also looking for any geographic subdivisions of it generated “for authorization.” In this case, there are none.)*

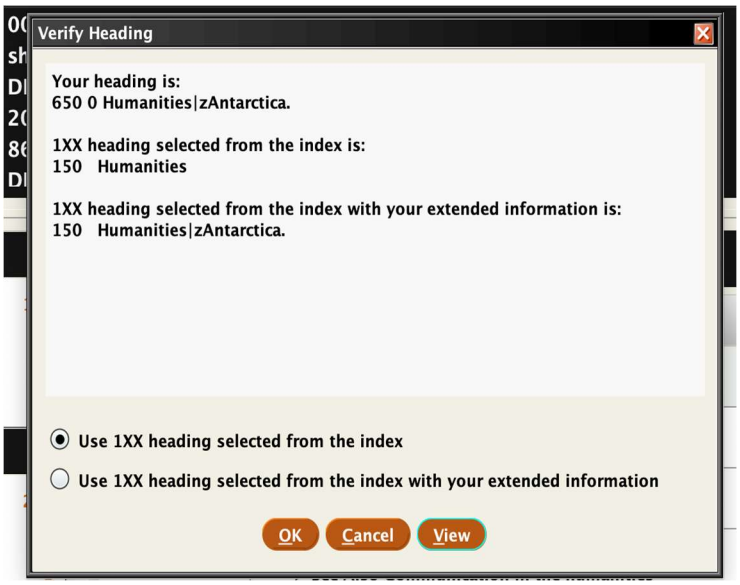


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WARNING: If you need to change the field tag, indicators, or subfields such as a Title, copy the heading information from the open authority record before closing it. Using the Select procedure described next will not change field tags (650 to 651), indicators, or even various subfields.

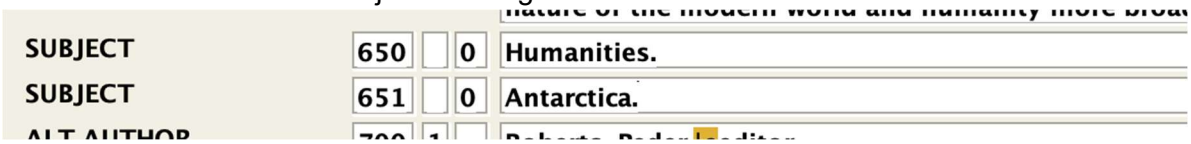
Close the authority record, return to the Verify Heading window, and Click Select on the right above the results list.
A pop-up window opens; choose “Use 1XX heading from the index” and click the OK button to replace the unauthorized heading in the record.

In either procedure, what appears as a 1XX in the authority record should be a 6XX when used as a subject heading. 150 becomes 650; 110 becomes 610, 151 becomes 651 and so on.



We want the geographic designation as an access point in the record, so we will add “651#0Antarctica” and verify this second subject heading using the same process.

Final record with verified subject headings:



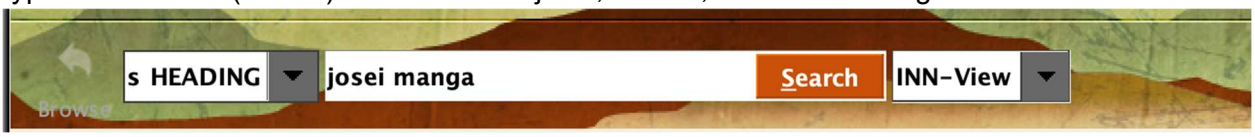
Importing a Subject Authority Record from INN-View

Note that in the previous example, the search was local:

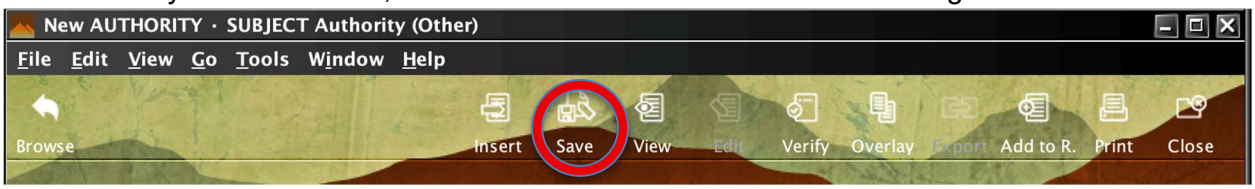


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If a subject access point is not found, change the search to INN-View or Remote The search type s HEADING (shown) will search subjects, names, and title headings.



If an authority record is found, SAVE it. This adds it to the Minerva catalog.



Other Approved Authorities

Minerva includes 6XX access points from these approved sources: Library of Congress, LCGFT, OLAC-VGGT, Homosaurus, and Indigenous Peoples. Use the second indicator 7 and subfield 2 for these.
Authority records from these sources should be found in Sierra, but as there is a lag in uploading after entering records that use them, catalogers may need to go directly to the source to verify them.

Library of Congress Authorities: https://authorities.loc.gov/
LCGFT: https://www.loc.gov/aba/publications/FreeLCGFT/freelcgft.html
OLAC-VGGT: https://cornerstone.lib.mnsu.edu/olac-publications/22/
Homosaurus: https://homosaurus.org/

(from old website before 2007)
Updated March 23, 2016 emc
Reviewed October 29, 2024 ch
Revised October 2026 ams

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