

## What you need to know about Authority Processing

On Friday, March 25, 2011, another [authority update processing \(AUP\)](#) of the MSC bibliographic database will begin. A copy of the bib database will be extracted and sent to the vendor [LTI \(Library Technologies, Inc.\)](#). This company will match the headings on our bib records against their authority file and validate our entries. The processing will include the validation of LC name and uniform title entries, LC subject headings, MeSH subject headings for medical terms, LC children's subject headings, and Genre subject headings. This entire process will take approximately two to three weeks. We expect the authorized bib records to be returned and loaded back into MSC by the 2nd or 3rd weekend of April.

When the processed records with authorized headings are loaded back into MSC, those records will overlay the existing records in MSC. For this reason it is important that libraries **do not edit existing bibliographic records** beginning March 25<sup>th</sup>. Any edits made to existing bib records will be lost when the database is reloaded because the records you've edited will be overlaid with the authorized version of those records. After the processed records and authorized headings have been loaded back into MSC, the system will be down for 10 to 16 hours while the records are re-indexed. This will be done at night and over the weekend (Saturday night-Sunday morning) to minimize the impact on libraries and patrons.

**\*\*\*\*NOTE:** Patron records are not affected in any way by this process. Patron records can be added, modified, and deleted as usual. The ability to circulate materials will continue as normal.

Things libraries **can do** after March 25<sup>th</sup>:

1. Bring in **NEW** bibliographic records
2. Edit **NEW** bibliographic records
3. Add new call number records and item records to any bib record, existing & new
4. Edit call number records and item records on any bib record, existing and new
5. Delete item records on any bib record, existing and new
6. Add, edit, overlay, or delete any on-the-fly records, serial control or acquisitions (on-order) records that do not have subject headings
7. Merge call numbers/copies on bib records

**THINGS LIBRARIES \*SHOULD\* NOT DO FROM MARCH 25<sup>th</sup> AND CONTINUING UNTIL NOTIFIED THAT AUTHORITY PROCESSING IS COMPLETED**  
(Approximately 2 to 3 weeks):

1. Edit **existing** bib records
2. Overlay **existing** bib records that have subject headings

\*Your updated bib record could potentially be overlaid with the record that is replaced when the database is reloaded.

If you have any questions, please contact MSC support at [msc@mt.gov](mailto:msc@mt.gov).