Voyager Cataloging Reports

Prepared by John Whisler, Eastern Illinois University
for IUAC CCAC workshops, July 2003
(revised slightly by the CARLI Office October 2006)

How to get the reports

Request by filing a Work Request Online. Your library's I-Share Liaison does this.

Finished reports are retrieved through the Voyager Reporter module.

A Brief Tour of the Available Reports

Cat 1 – Unauthorized Subject Headings

Requested by range of dates for the creation of bibs. (One month for EIU = 76 pages)

[EIU processes about 2,000 bibliographic records per month. Compare this to your workflow for a rough estimate of how large your report might be.]

Lists all subject headings that do not match an authority record

Non-problems reported:
- May be headings for thesauri not loaded in your Voyager authority file
- May be correct headings with free-floating subdivisions
- May be correct headings created by patterns

True problems:
- May be headings that contain typos
- May be unauthorized headings

Cat 2 – Unauthorized Name Headings

Requested by range of dates for the creation of bibs. (10 days for EIU = 7 pages)

Lists all name headings that do not match an authority record

Non-problems reported:
- May be correctly formulated names for which no authority exists

True problems:
- May be typos
- May be unauthorized forms of names for which an authorized form exists

Cat 3 – Unauthorized Title Headings

Requested by range of dates for the creation of bibs. (10 days for EIU = 2 pages)

Lists all uniform titles, including traced series, that do not match an authority record

Non-problems reported:
May be correctly formulated titles for which no authority exists

True problems:
May be typos
May be unauthorized forms of titles for which an authorized form exits

Cat 4 – Unauthorized Name/Title Headings

Requested by range of dates for the creation of bibs. (10 days for EIU = 35 pages)

Lists all combinations of 1xx/240, 1xx/245, 7xx $a/$t, and 8xx $a/$t that do not match an authority record. Combinations of 6xx $a/$t are also evaluated, but are reported as unauthorized subject headings.

Non-problems reported:
May be correctly formulated name/titles for which no authority exists
May be 1xx/245 combinations where uniform titles are not needed.

True problems:
May be typos
May be unauthorized forms of name/title for which an authorized form exists

Cat 5 – Duplicate Authorized Headings

Requested by alphabetic range. (A-B = 44 pages)

[Report works on the authority file, so report results should be the same for all libraries that received the full LC authority load. This is also true for Cat 7 and Cat 8 below.]

Finds multiple instances of the same text string used as the 1xx entry in authority records

Non-problems reported:
May be different heading types
150 Agronomy
130 Agronomy

True problems:
May be true duplicates (Errors in LC authorities should be reported to LC for correction at http://www.loc.gov/help/contact-libarch-report.html)

Cat 6 – See References with Linked Bibliographic Records

Requested by alphabetic range. (G-H for EIU = 66 pages)
[EIU has about 575,000 bibliographic records in its database. Compare with the size of your database for an estimate of the size of your reports.]

When requesting, you will need to enter the beginning and ending alphabetic points. The logic used by the program is "from X up to Y" so if you want both X and Y in your report, you need to choose Z as the end of your range. If you want to include Z, you would need to enter ZZ as the end of your range. Also, remember that there are headings that begin with numerals, and that these appear before letters.

Finds headings in bib records that match 4xx fields in authority records

Non-problems reported:
Same text string may be legitimate as bib heading as well as 4xx in authority

True problems:
Most headings in report are *see from* forms, and should be changed to 1xx form

Cat 7 – See References Authorized in Another Authority Record

Requested by alphabetic range. (A-B = 78 pages)

Finds authority records where 4xx text matches 1xx text in another authority record

Non-problems reported:
Most headings in report are uses of the same text in different contexts
100 Banana [piano and guitar performer]
450 Banana [see ref to Bananas, the fruit]

True problems:
Some may be contradictory authorities (I didn't find any in a short search)
Errors should be reported to LC as indicated above

Cat 8 – See-Also References without Corresponding Authority Record (WRO title). The title appearing on the report is See-Also References without Authorizing Authority Record.

Requested by alphabetic range. (A-B = 479 pages)

Seems to be looking for non-reciprocal see also references
A *see also* B is not paired with
B *see also* A

Non-problems reported:
Reports all broader/narrower term relationships

True problems:
Identifies co-equal see also headings that are not reciprocal

My Evaluation of the Reports

The four unauthorized headings reports (Cat 1-Cat 4) include too many correct headings to be practical working tools. The three authority file reports (Cat 5, Cat 7, Cat 8) examine the integrity of the authority file itself. If catalogers are creating their own authorities, these tests may be beneficial. However, if libraries use only the LC or other national authority list, then the integrity of the file is the responsibility of another agency. An individual library should, however, report errors to the agency when found. I believe that libraries should concentrate efforts on the See References with Linked Bibliographic Records Report.

Working with Voyager Cat 6: See References with Linked Bibliographic Records Report

This report seems to me to be the most valuable report for libraries to pursue. Unlike the other reports, the majority of entries in Cat 6 are headings that require attention, and thus working through it is an efficient and effective use of time. It is also a considerable use of time, as previous efforts to keep headings up to date have focused almost exclusively on subjects. Once a library has made an initial pass through this report, future regular runs should be far smaller.

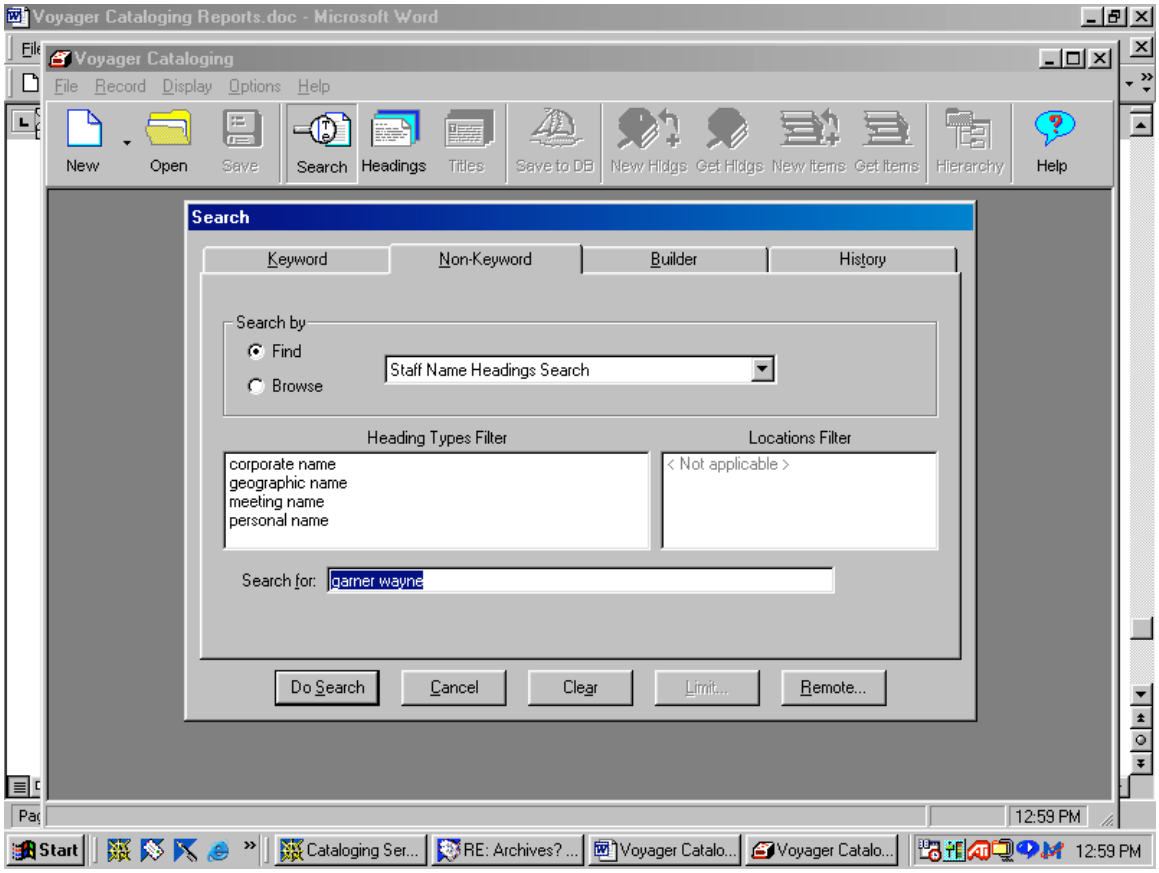
The report lists, in alphabetical order, the headings from your bibliographic records that match 4xx fields in authority records. A second column in the report indicates the heading type as one of four possibilities: name, subject, name-title, or title. The third column indicates the Voyager control number of the authority record (or records) containing the heading as a see reference, and the fourth column indicates the number of bibs affected. What we want to do is find the authorized forms of headings and use them to replace the referred from headings in our bibs.

Basic Mechanics

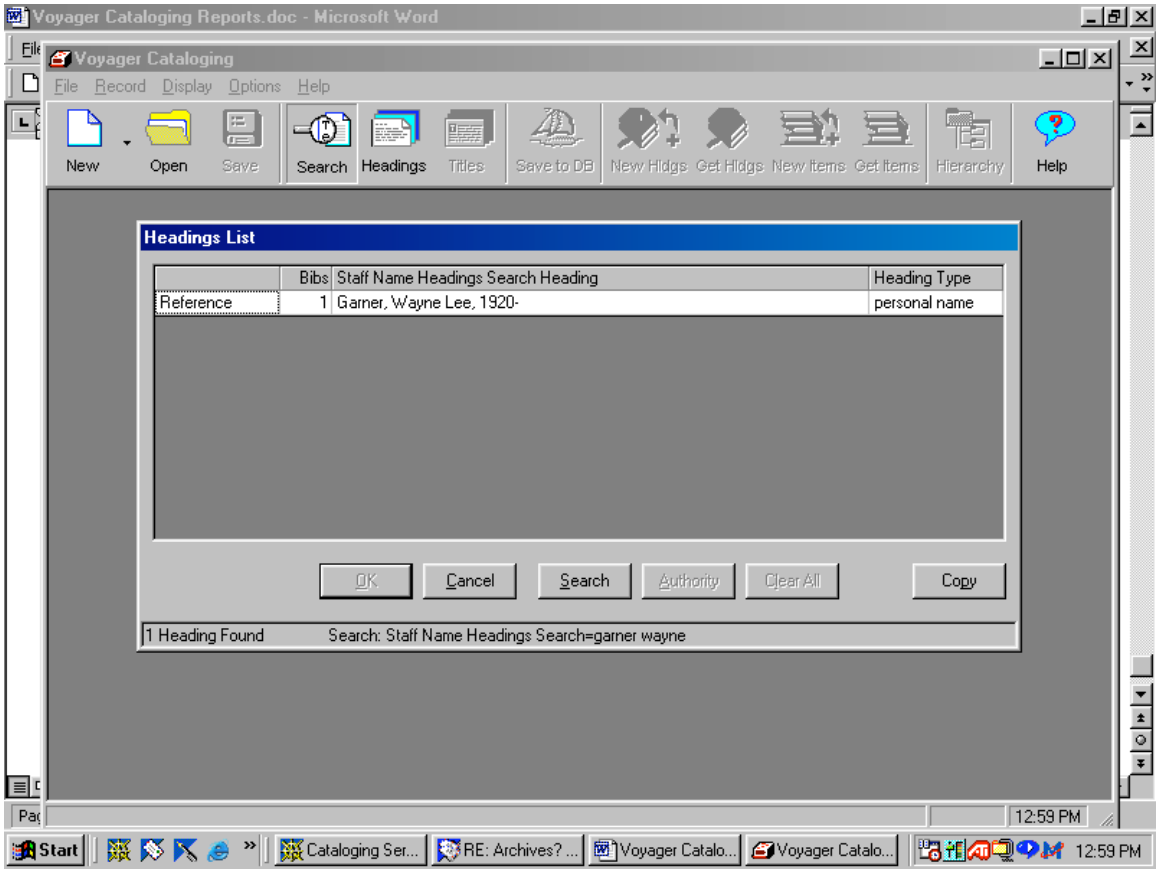
For an example, the heading “Garner, Wayne Lee, 1920-” from my report is identified as a name heading. It exists as a reference on authority record 4232300, and occurs in one bibliographic record.

Begin by performing a “staff” heading search of the type that matches the heading you are working with:

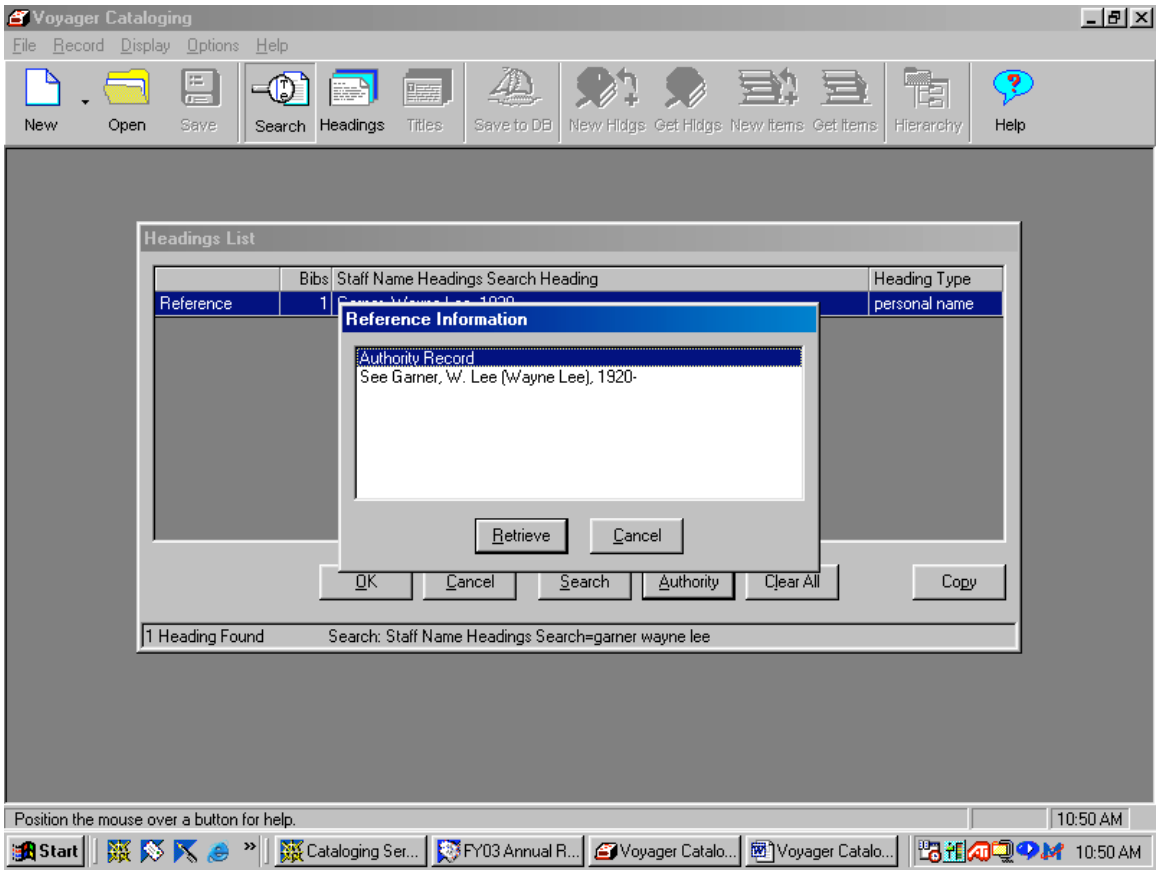
Name =	Staff Name Heading Search
Subject =	Staff Subject Heading Search
Name-title =	Staff Name/Title Heading Search
Title =	Staff Title Heading Search



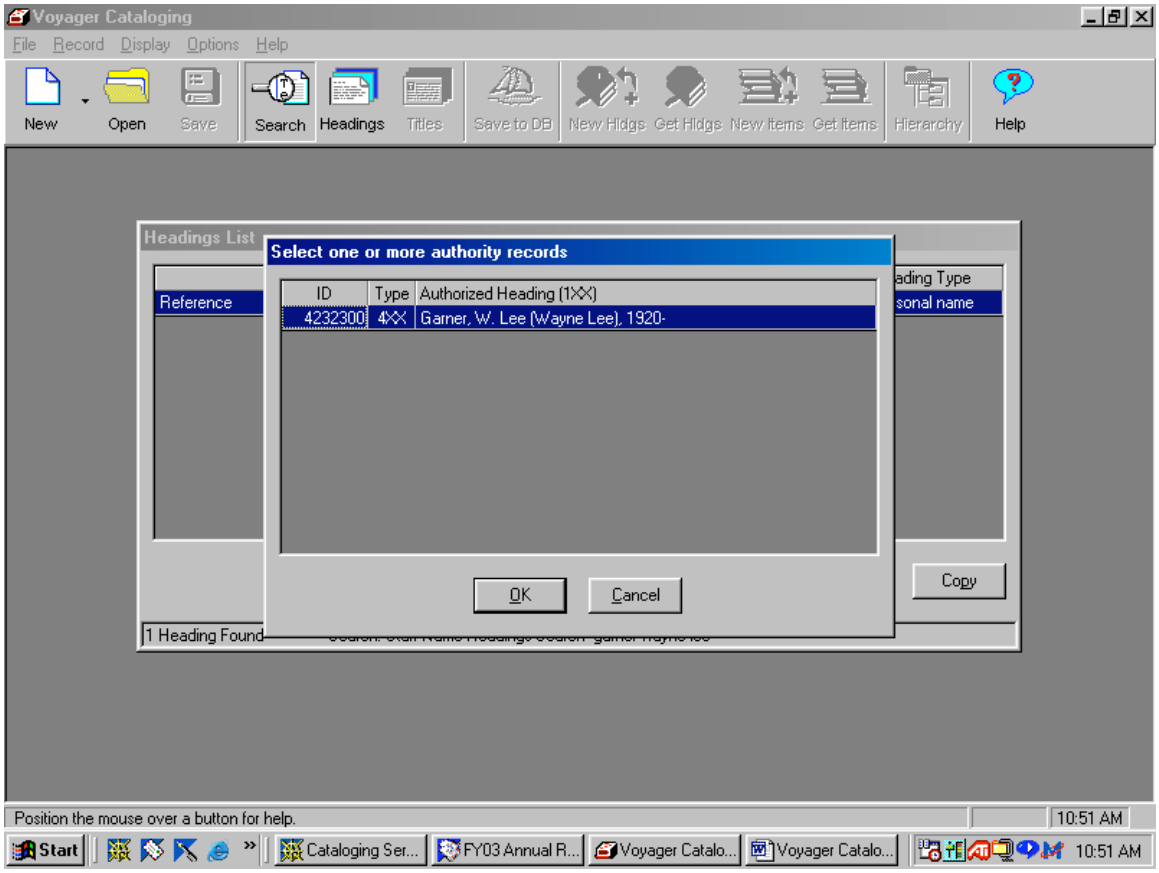
Click the Do Search button to receive results like this:



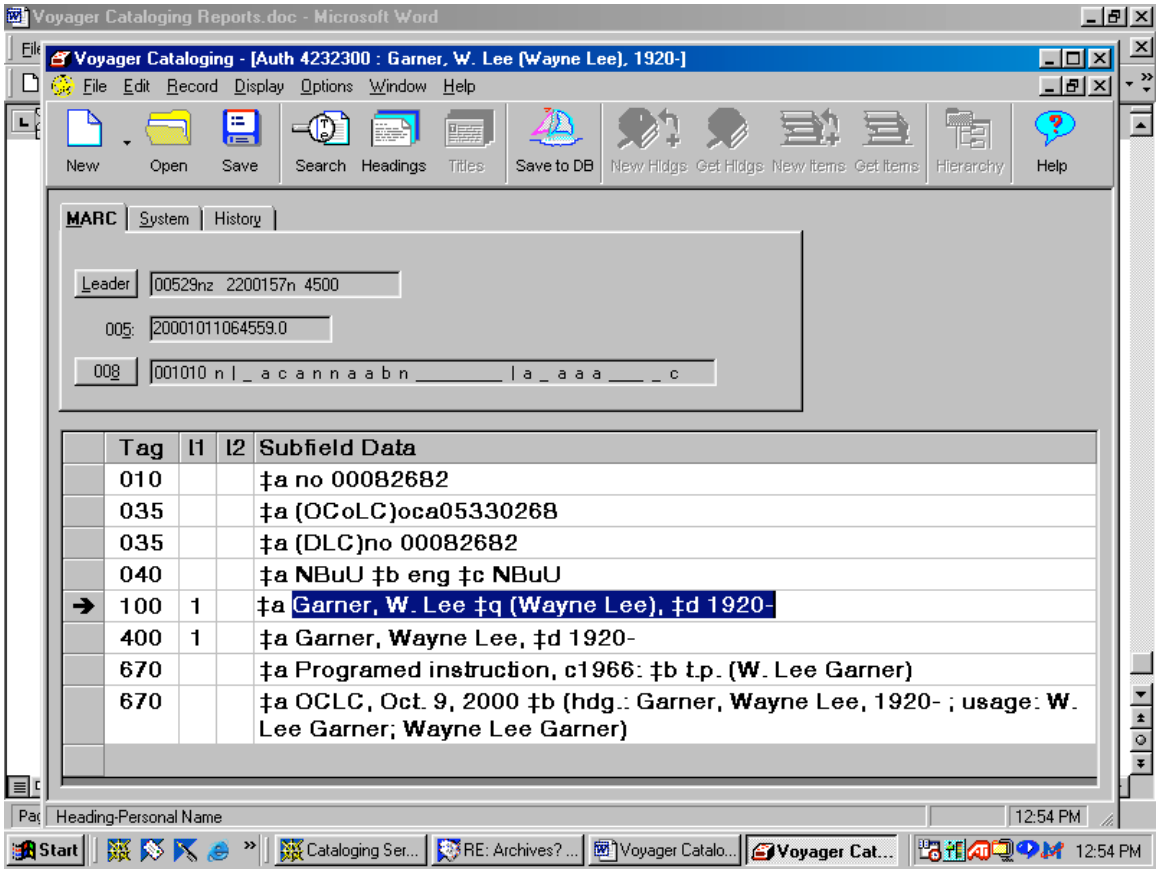
The display above verifies that the heading is a reference, there is one bib containing this heading, and that it is a personal name. Highlighting the line containing the name will activate the OK, Authority, and Clear All buttons. The Authority button can now be clicked to retrieve the authority record or the OK button to retrieve the bibliographic record. Click Authority and the following screen will appear:



Click Retrieve to get to the next screen.

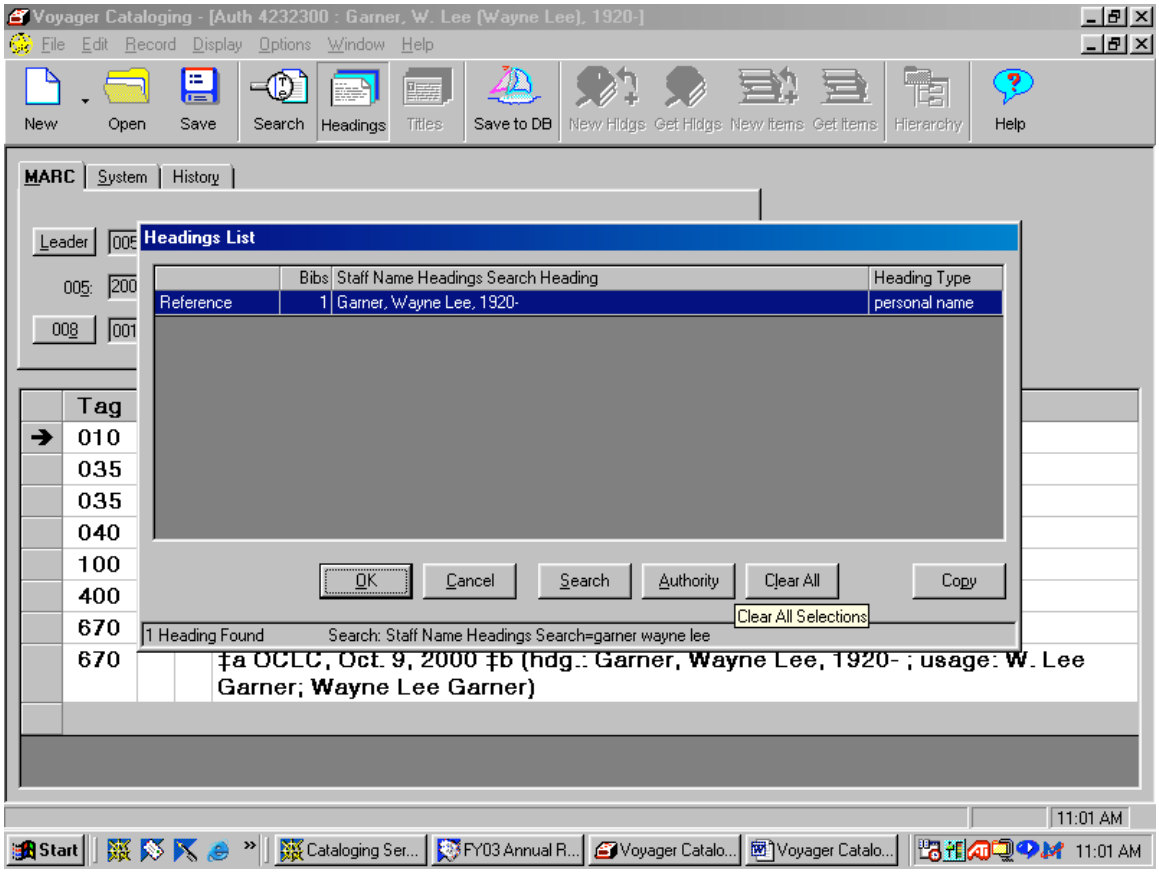


In this example, only one authority record is retrieved. In many instances, several authority records may be retrieved, and from this screen you may choose which one to view. Click OK to retrieve the authority record you have selected.

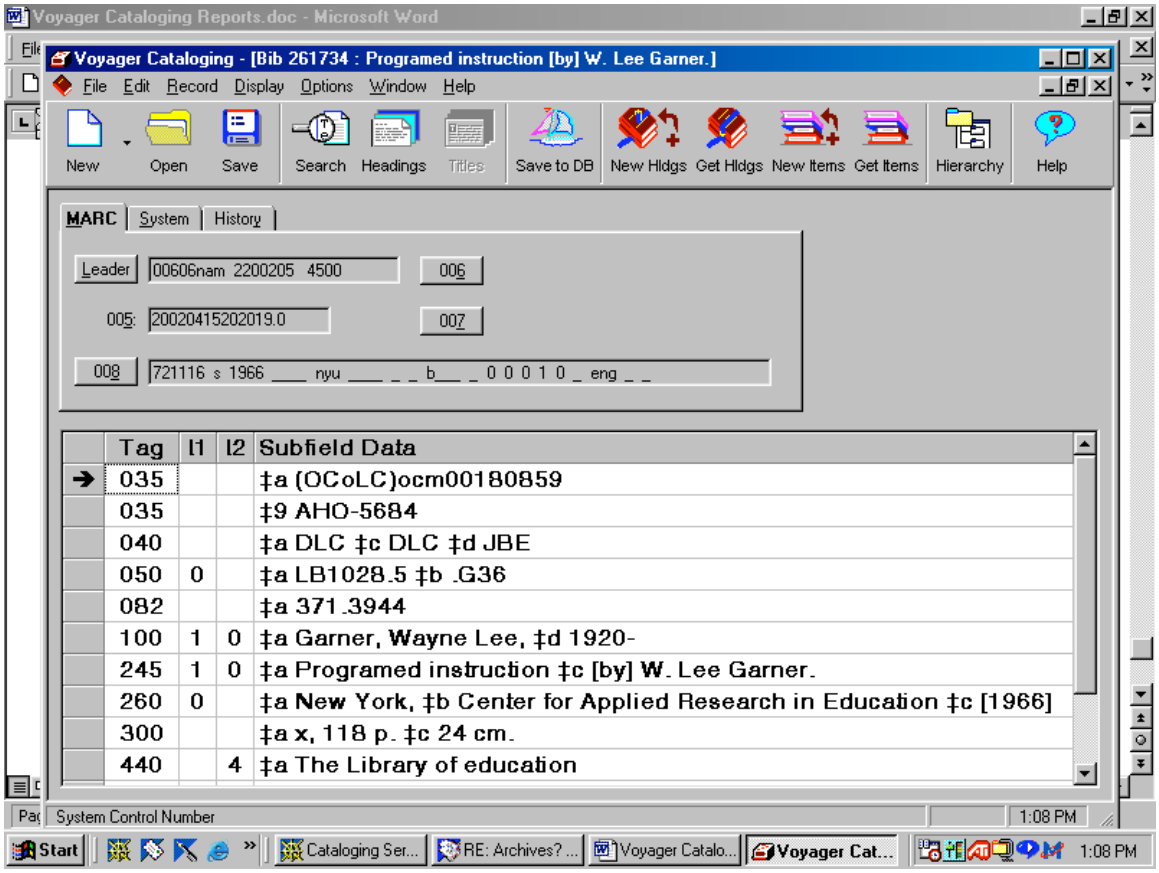


Highlight and copy the authorized form of the heading. Note the information contained in the 670 fields. This may help you determine the appropriateness of this heading for the bib(s) you are about to edit.

Click the Headings icon at the top of the screen to return to the headings list.

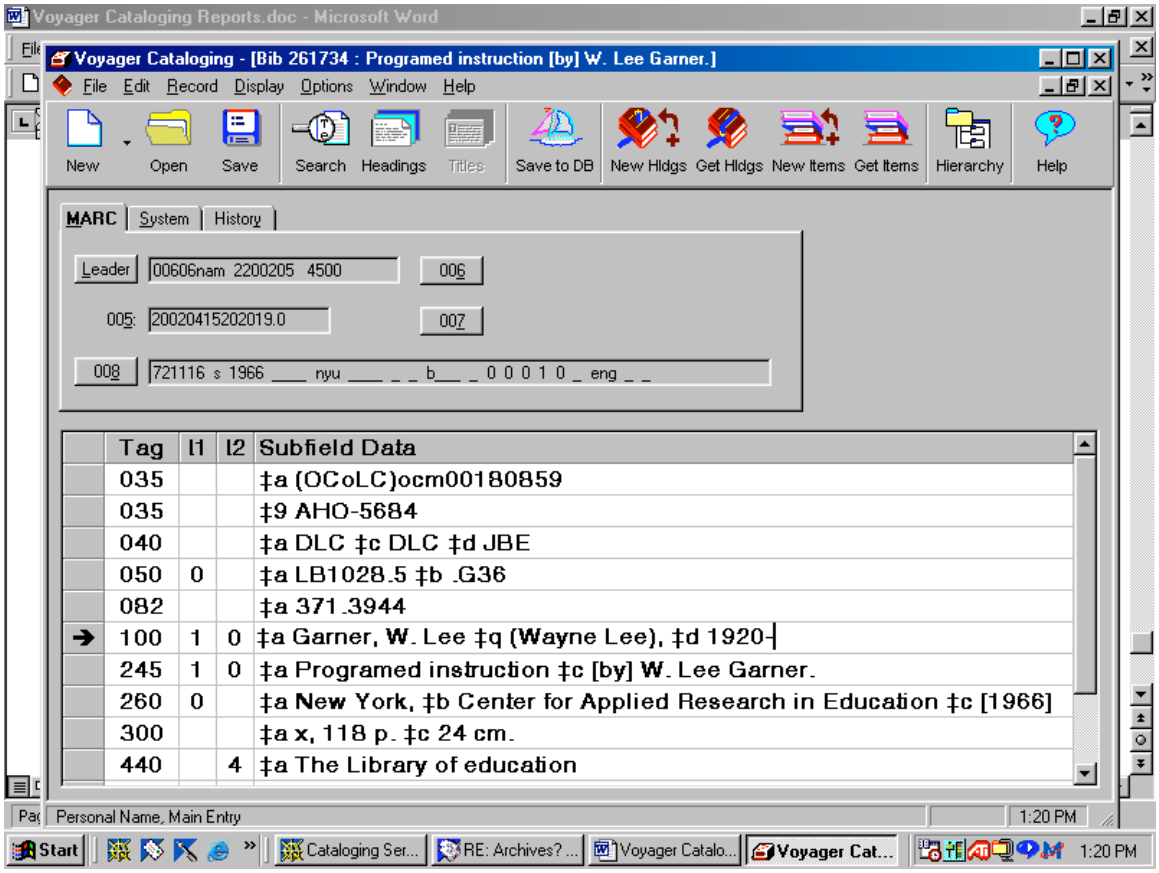


Click the OK button to retrieve the bibliographic record(s).



You will remember from the authority record's 670 field that the work that lead to the creation of the name authority was "Programmed instruction, 1966." We know for certain that this authority record is appropriate for this bib.

Erase the heading from the bib and paste in the correct heading from the authority record. Save and close.



The heading has now been changed, and we're ready to proceed to another one.

Some General Tips

Keep your wits about you as you do this work. It is easy to get into a mechanical routine and make inappropriate changes. Continually ask yourself if the change you are about to make is sensible. Does the heading prescribed by the authority record really belong with the bibs you are about to change? Don't be afraid to consult rules, reference sources, or other experts to help make accurate decisions.

When in doubt, leave it alone. Subsequent runs of the report will give you another chance to consider changing a heading. In the mean time, new changes to authority records may clear up confusion, or experience you gain may help you make a better decision later.

Use cut-and-paste to do your editing. This helps prevent typographical errors and assures that diacritics are copied exactly from the authority record to the bib. It is also a time saver when multiple bibs require the same heading change.

I like to temporarily bypass both MARC validation and authority control validation in my session preferences while working on this report. This may seem strange, but I am performing the authority validation manually anyway for the heading under consideration. Not looking at MARC coding problems or other headings during

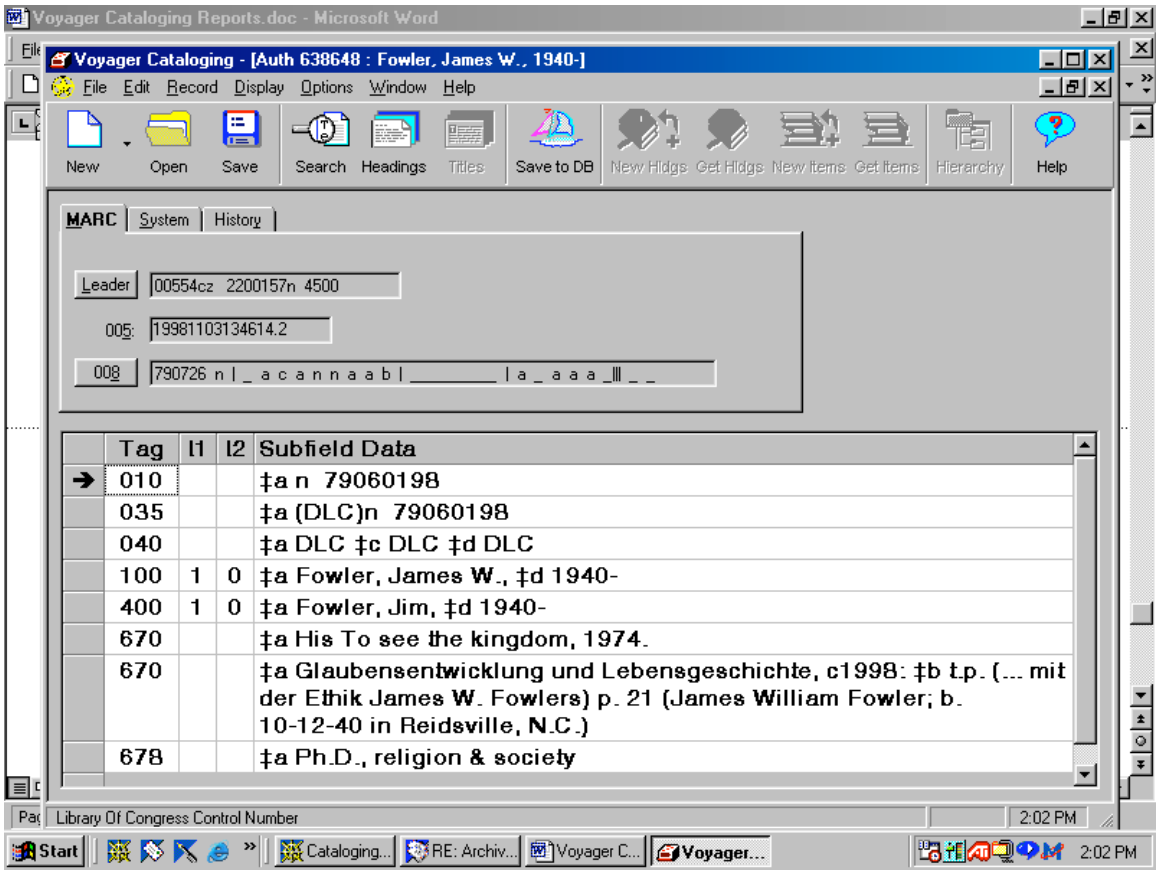
this process reduces distractions and helps me stay focused on the task at hand to complete it quickly and efficiently.

Request the report in reasonably sized batches for the size of your database and the amount of time you can devote to it. The report is requested by alphabetic range, and I have found that two letters at a time gives me material to keep me busy for several weeks. My plan is to work my way through the entire alphabet and then start over. New bibs are continually added, and soon new authority records will also be added, so continual passes through the report will be necessary.

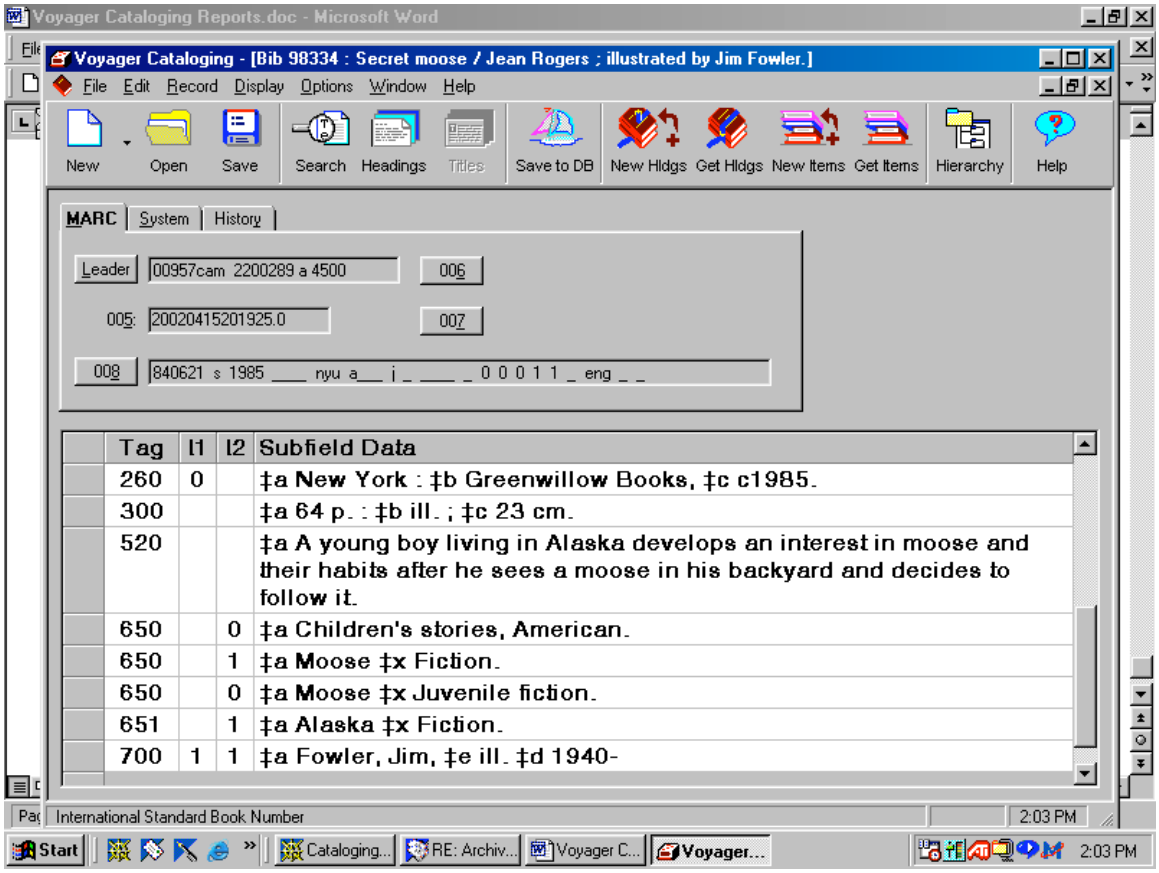
Some Specific Examples and Problems

Names

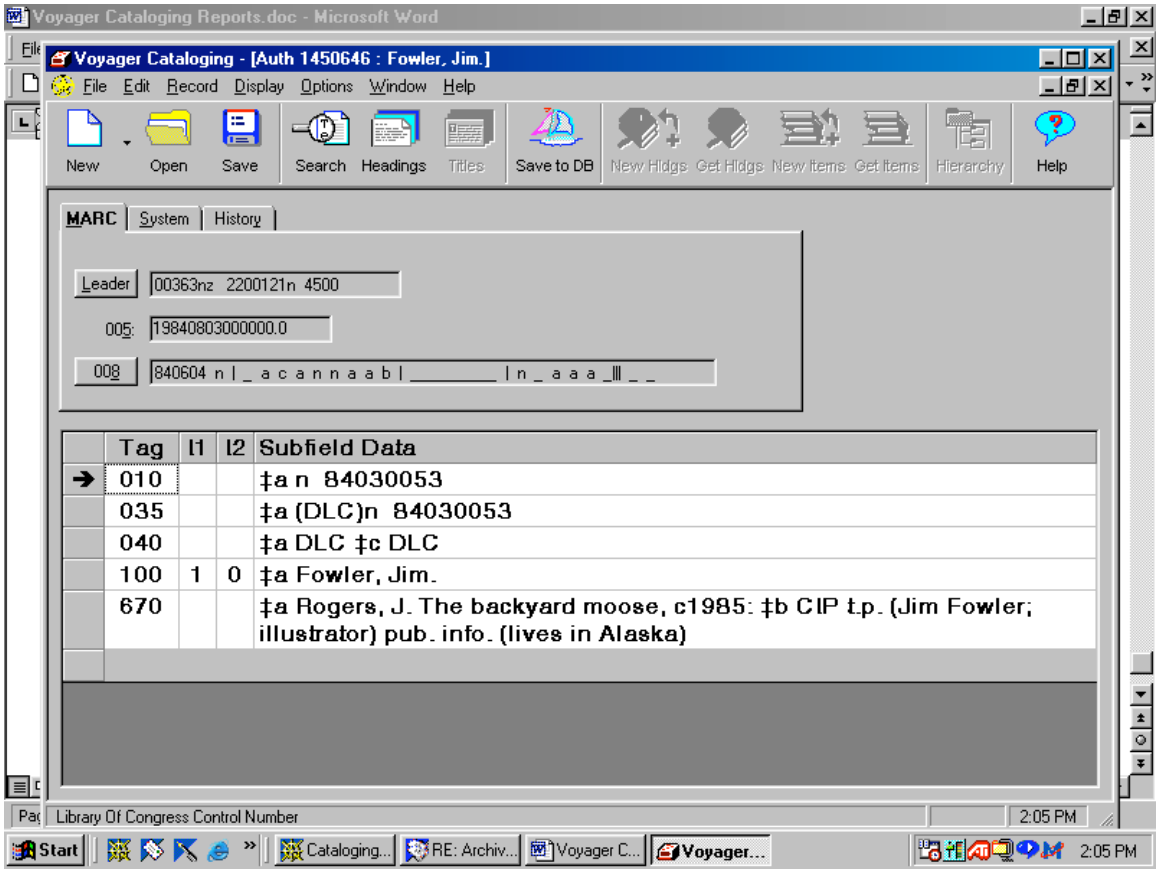
Example 1. Make sure you're dealing with the right person or entity. The name "Fowler, Jim, 1940-" appears in my report. When I retrieve the authority record on which this name is a reference, I get the following:



This is the bib record containing the “Fowler, Jim, 1940-” heading:

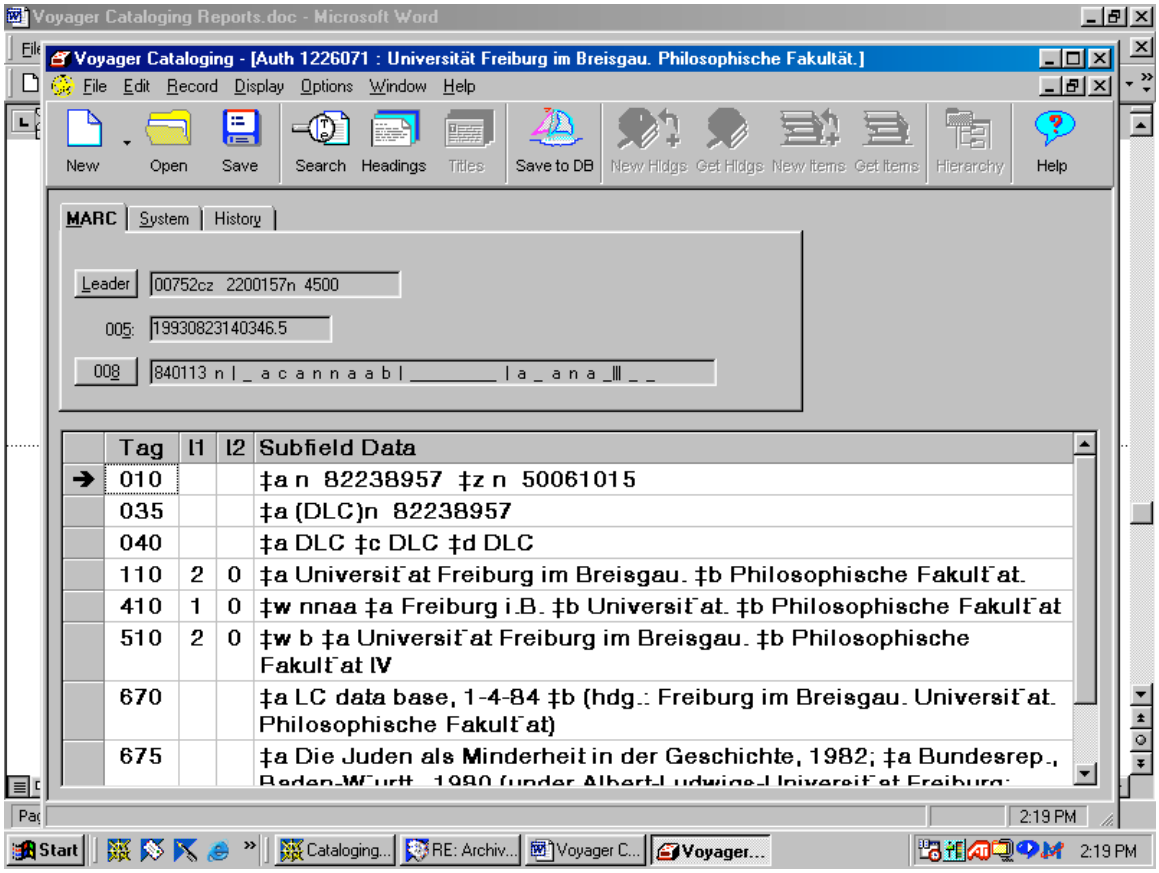


It looks unlikely to me that the two Jim Fowlers are the same person. Further searching of the authority file found this record:

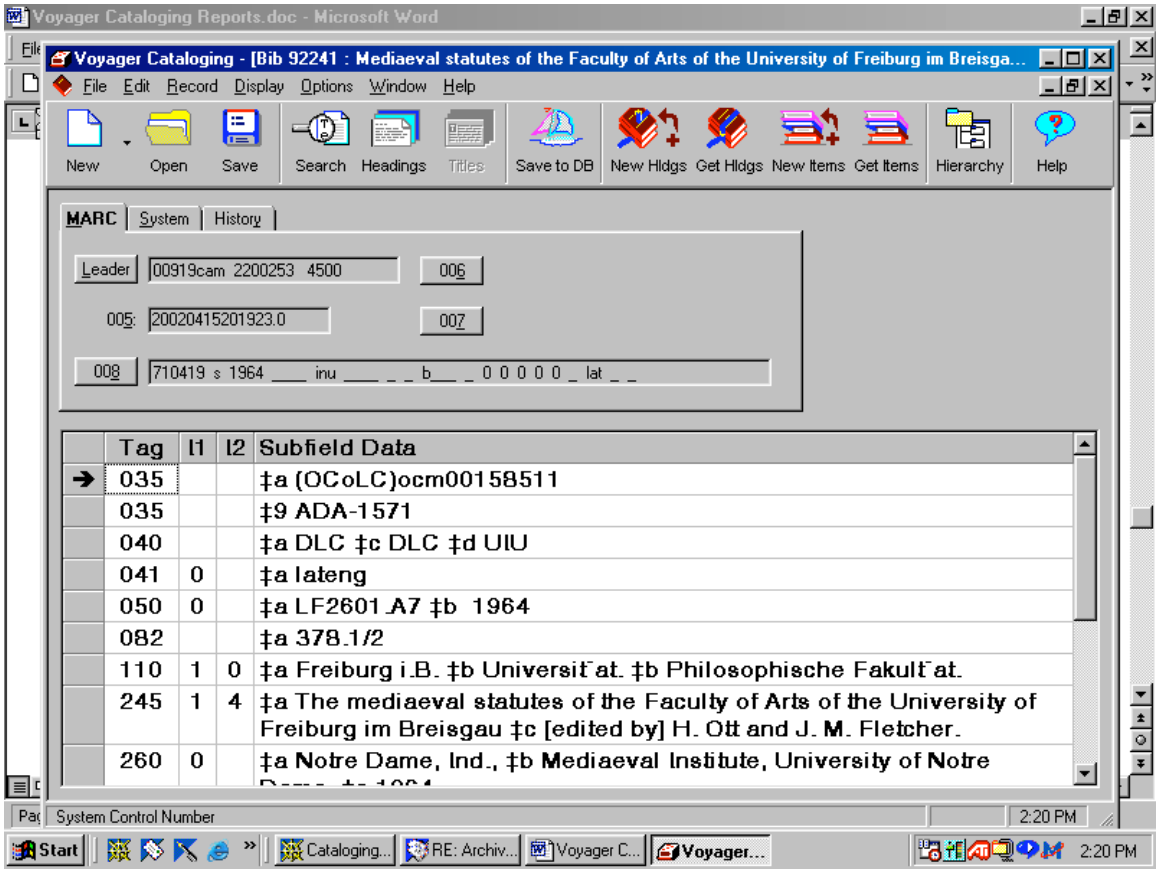


This is clearly the correct name for this work, and I would edit my bib record to match this authority.

Example 2. Sometimes the change in a corporate name can also change the type of name. The heading “Freiburg i.B. Universität. Philosophische Fakultät” appears in my report. The authority record looks like this:

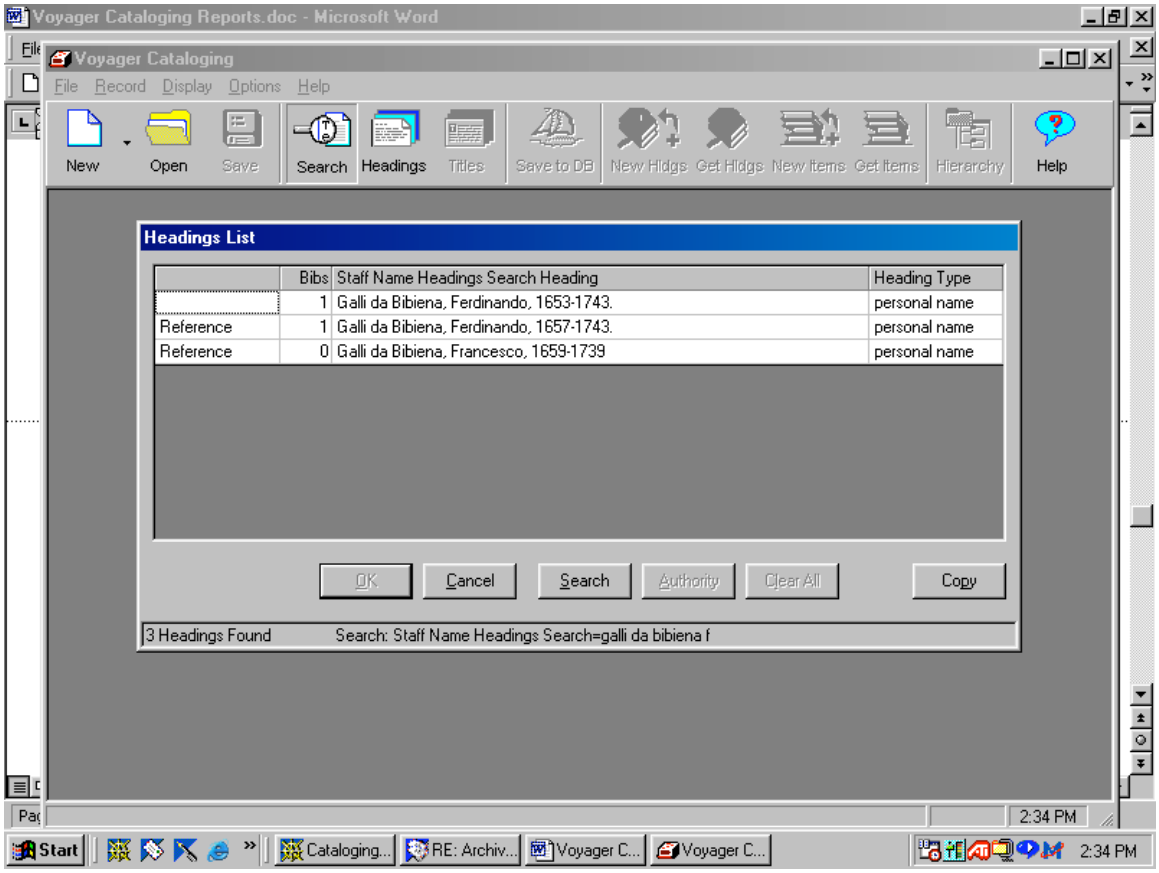


Note that the first indicator for the authorized form is 2. My bib record looks like this:



Note that the first indicator in field 110 is 1. This indicates that this is a jurisdiction name heading. When I change this to the new heading, I will also need to change the first indicator to 2 to show that it is now a name in direct order.

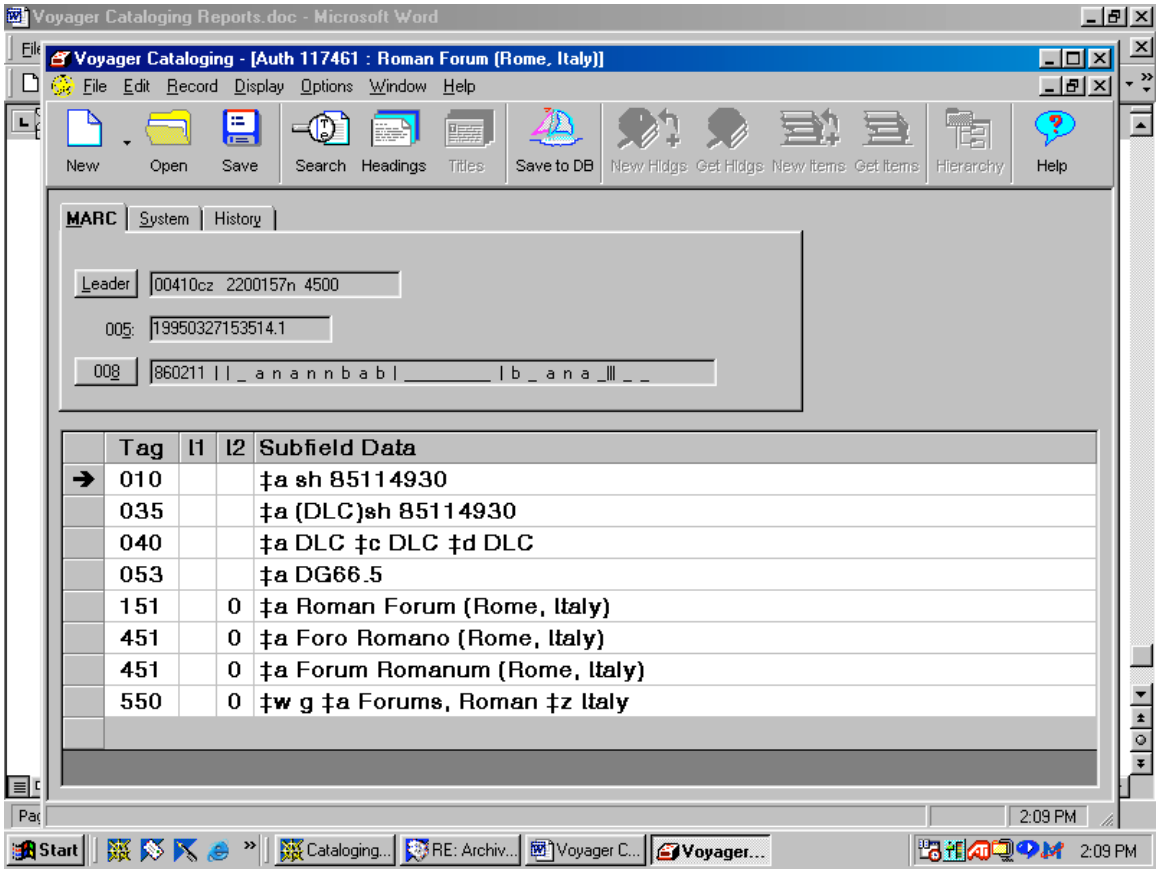
Example 3. Truncating searches can sometimes find additional headings that need to be corrected. The heading "Galli da Bibiena, Ferdinando, 1657-1743" appears in my report. I searched using "galli da bibiena f" and retrieved the following:



The first name in the list contains a typographical error in the birth year, and I will correct it as well as the second to the new form. Care needs to be taken to make sure differences like this are truly typos and not separate headings for persons with similar names.

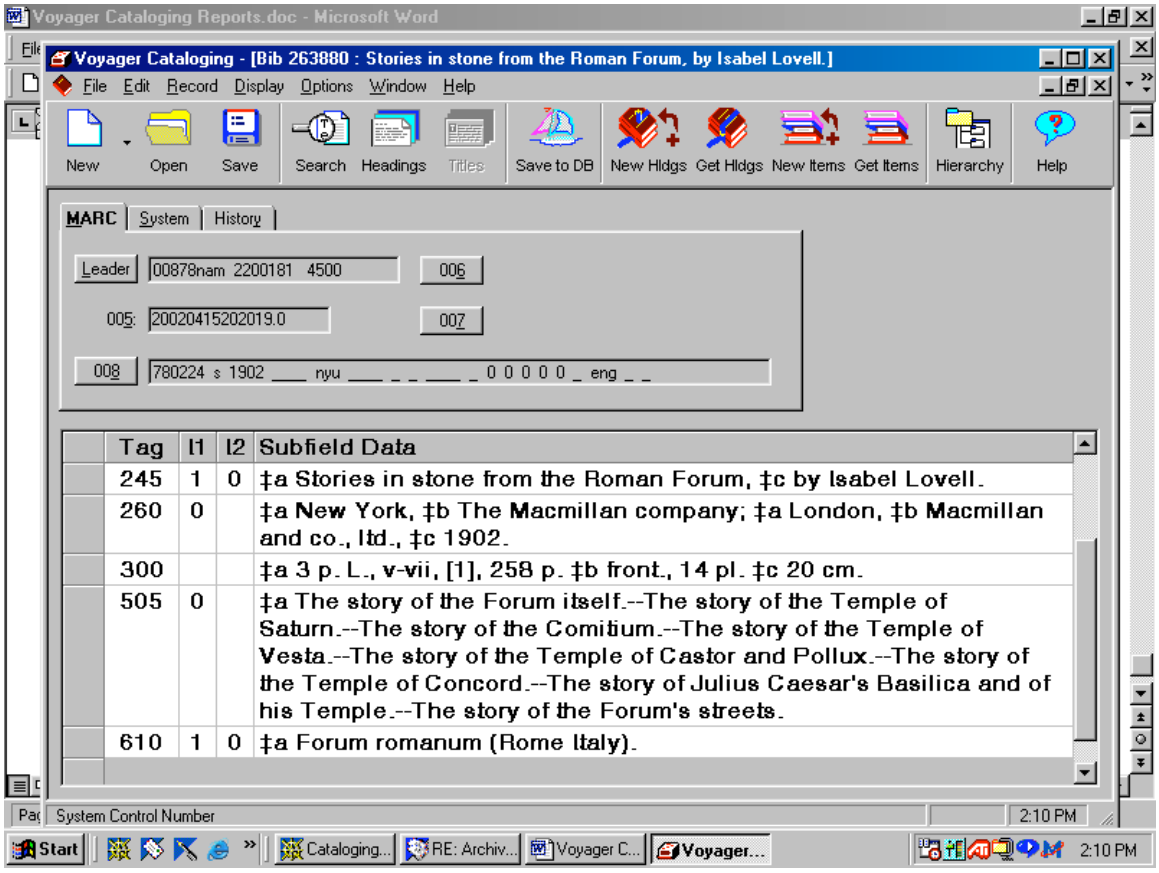
Subjects

Example 4. Watch tags and indicators as well as heading text. The heading "Forum Romanum (Rome, Italy)" appears in my list. The authority record looks like this:



Notice that the authorized heading is coded 151, a geographic heading.

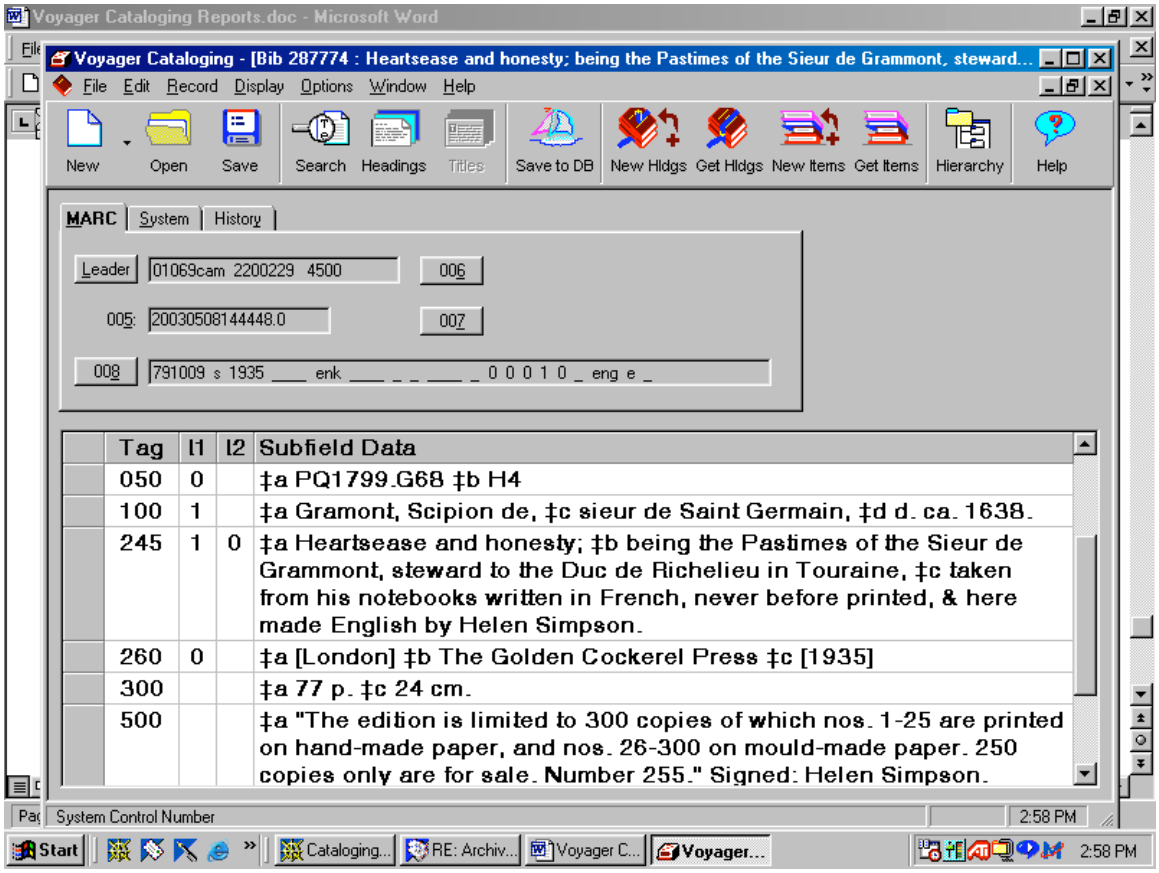
My bib record looks like this:



Notice that the subject heading is tagged 610—a corporate body heading. As I change this heading to “Roman Forum (Rome, Italy)” I will also want to change the tag to 651 0.

Example 5. Sometimes subject headings split into multiple headings. The heading "France--Social life and customs--17th-18th centuries" appears in my report. The heading is listed twice in my report, with two different authority record ID numbers. When I retrieve the authority records, I find that the single heading covering both centuries has been split into two headings, one for each century individually.

My bib record looks like this:

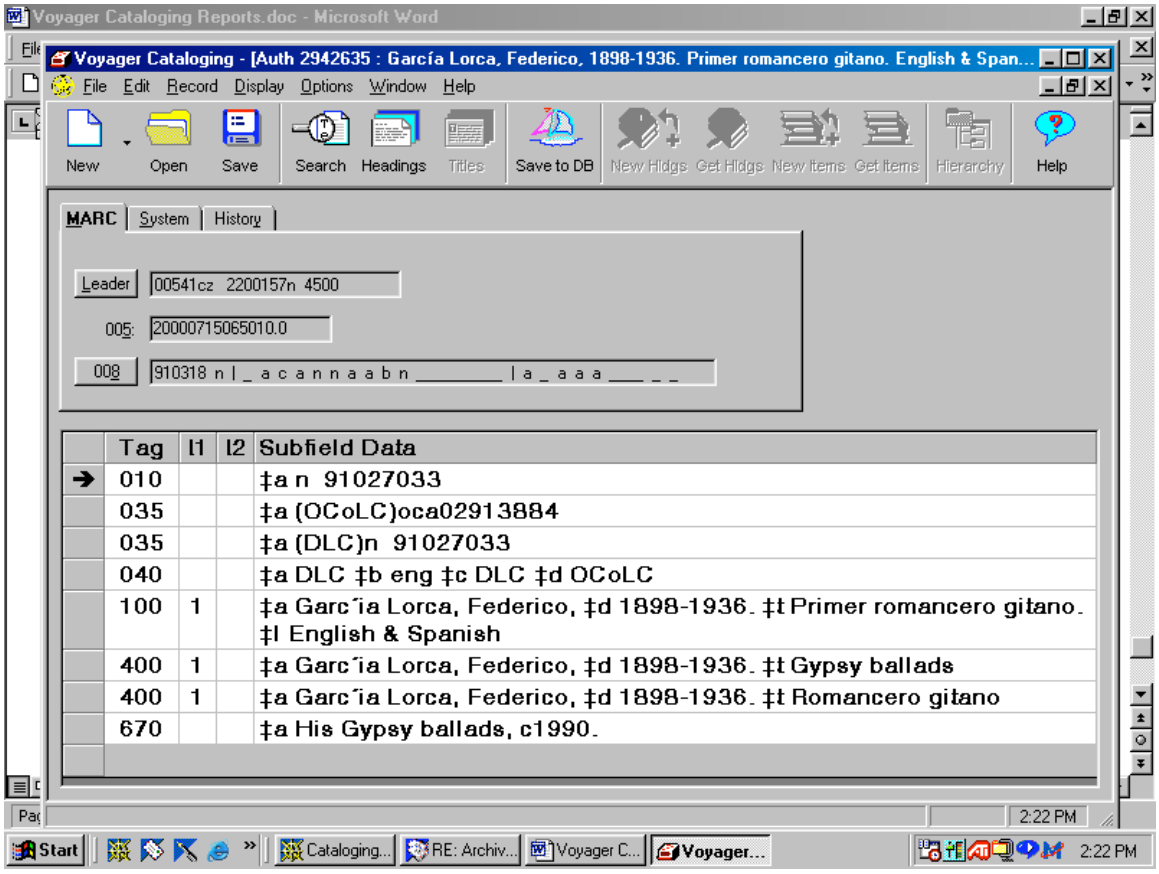


By looking at the death date of the author, I can deduce that only the 17th century applies, and I can edit my heading to "France--Social life and customs--17th century." If it appeared that both centuries applied, I could assign two headings. If the evidence from the bib was unclear, I may need to examine the book or other sources to make a decision.

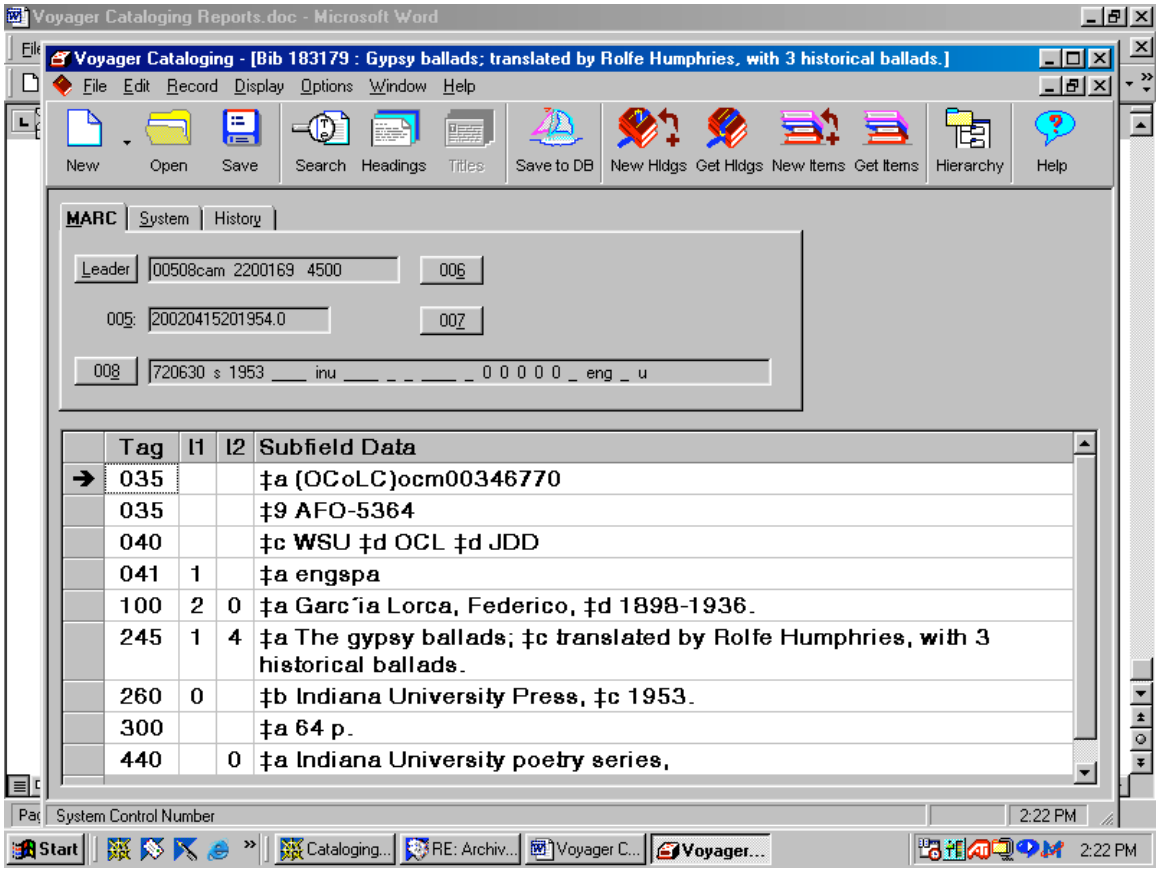
Example 6. Subject headings are frequently further refined by the addition of free floating subdivisions to the main heading. In these cases, only the main headings appear in the authority file with references from old forms to new. For example, the heading "Handicapped" has been changed to "People with disabilities." The heading "Handicapped—Legal status, laws, etc.—Illinois" appears in my database. There is no authority record with a 450 field matching "Handicapped—Legal status, laws, etc.—Illinois," so this heading does not appear in my report. When I deal with the main heading, changing "Handicapped" to "People with disabilities," I also need to search for all instances of "Handicapped" with subdivisions and change those headings as well.

Name-title headings

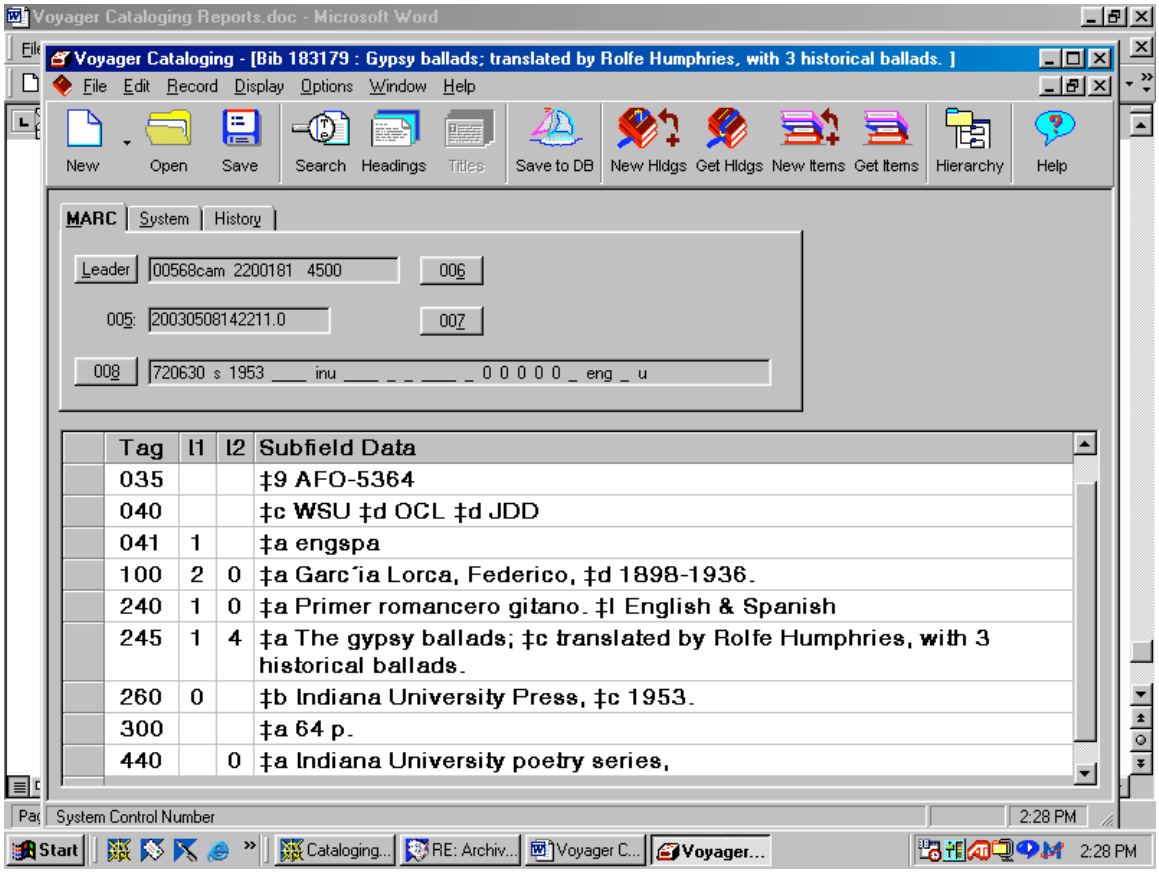
Example 7. Name-title headings often require the addition of a uniform title in field 240. The name-title heading "Garcia Lorca, Federico, 1898-1936. Gypsy ballads" appears in my report. The authority record looks like this:



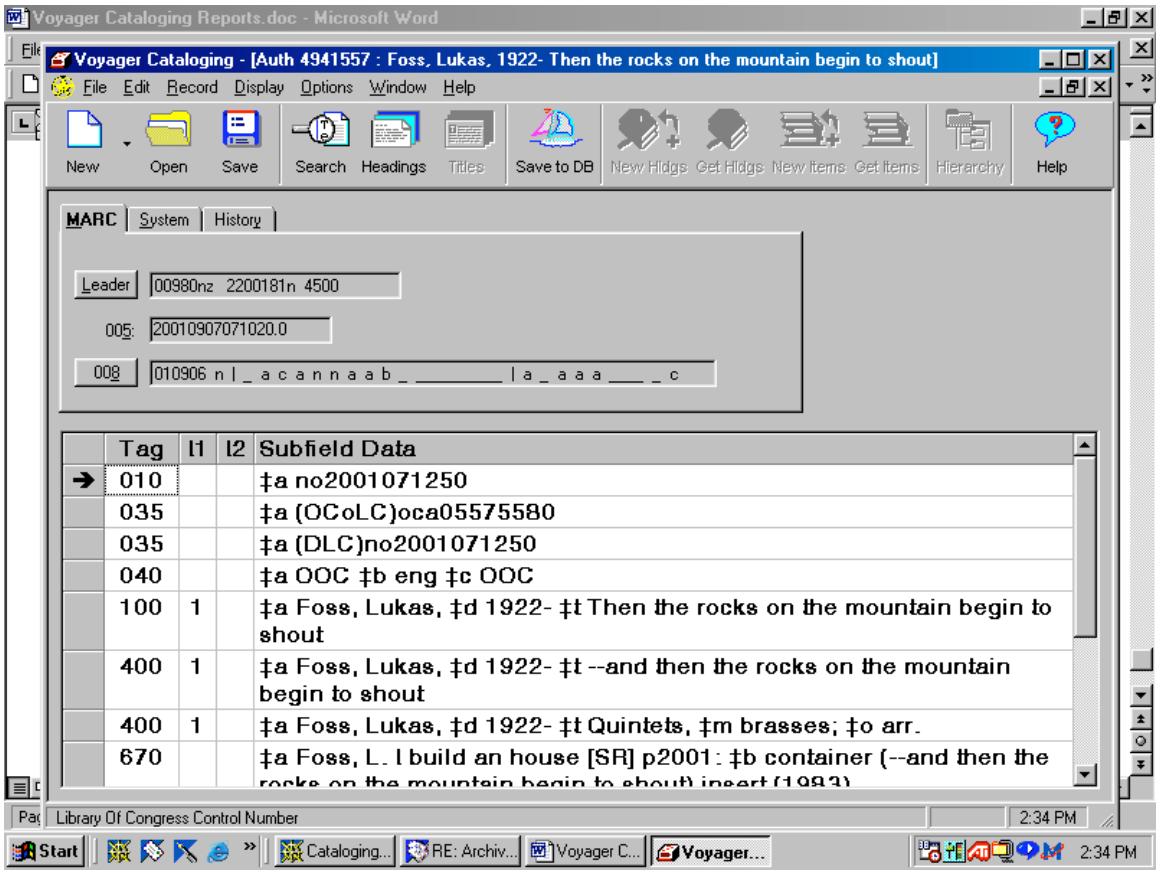
The bibliographic record looks like this:



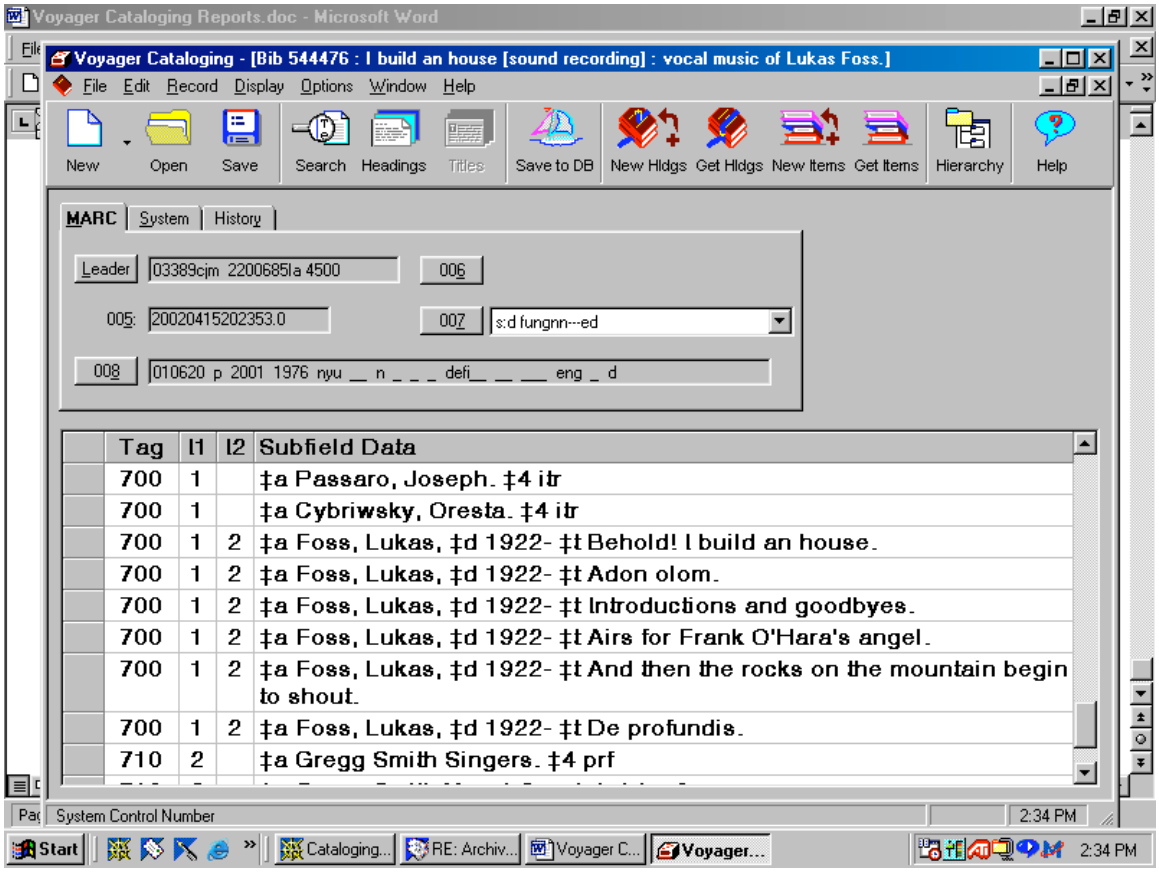
The combination of 100/245 matches a see reference to a 100 $a/$t in the authority record. This would be represented in the bib record as a 100/240. The uniform title indicates that this is a bilingual edition in English and Spanish. Both languages are encoded in field 041, so this heading is appropriate for this bib. When finished, it should look like this:


Voyager Cataloging Reports.doc - Microsoft Word
Voyager Cataloging - [Bib 183179 : Gypsy ballads; translated by Rolfe Humphries, with 3 historical ballads.]
File Edit Record Display Options Window Help
New Open Save Search Headings Titles Save to DB New Hldgs Get Hldgs New Items Get Items Hierarchy Help
MARC System History
Leader 00568cam 2200181 4500
006
005: 20030508142211.0
007
008 720630 s 1953 ___ inu ___ _ _ ___ _ 0 0 0 0 0 _ eng _ u
Tag I1 I2 Subfield Data
035 ‡9 AFO-5364
040 ‡c WSU ‡d OCL ‡d JDD
041 1 ‡a engspa
100 2 0 ‡a Garc´ia Lorca, Federico, ‡d 1898-1936.
240 1 0 ‡a Primer romancero gitano. ‡l English & Spanish
245 1 4 ‡a The gypsy ballads; ‡c translated by Rolfe Humphries, with 3 historical ballads.
260 0 ‡b Indiana University Press, ‡c 1953.
300 ‡a 64 p.
440 0 ‡a Indiana University poetry series,
System Control Number
2:28 PM
Start
Cataloging...
RE: Archiv...
Voyager C...
Voyager...
2:28 PM

Example 8. Sometimes Name-title references indicate that a 7xx $t should be edited. The Name-title heading “Foss, Lukas, 1922- --and then the rocks on the mountain begin to shout” appears in my report. The authority record looks like this:

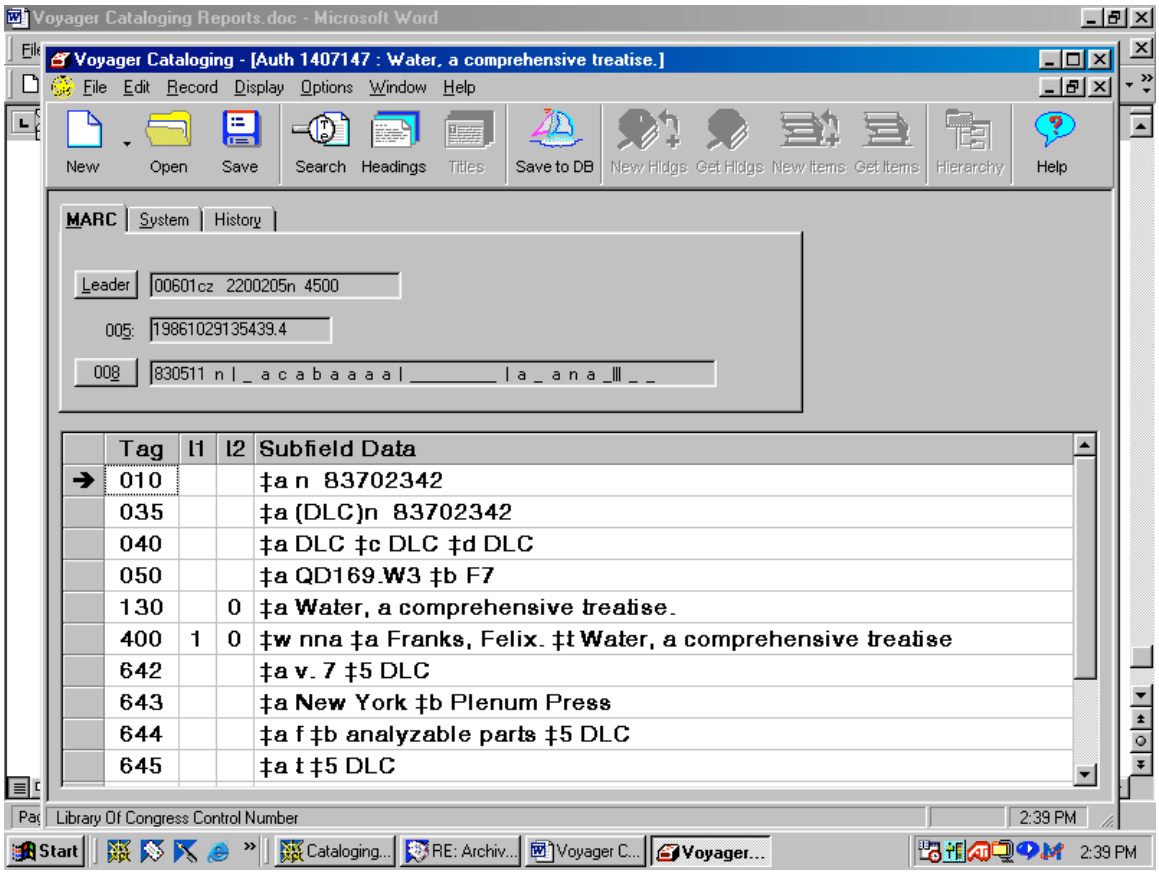


The bib record looks like this:

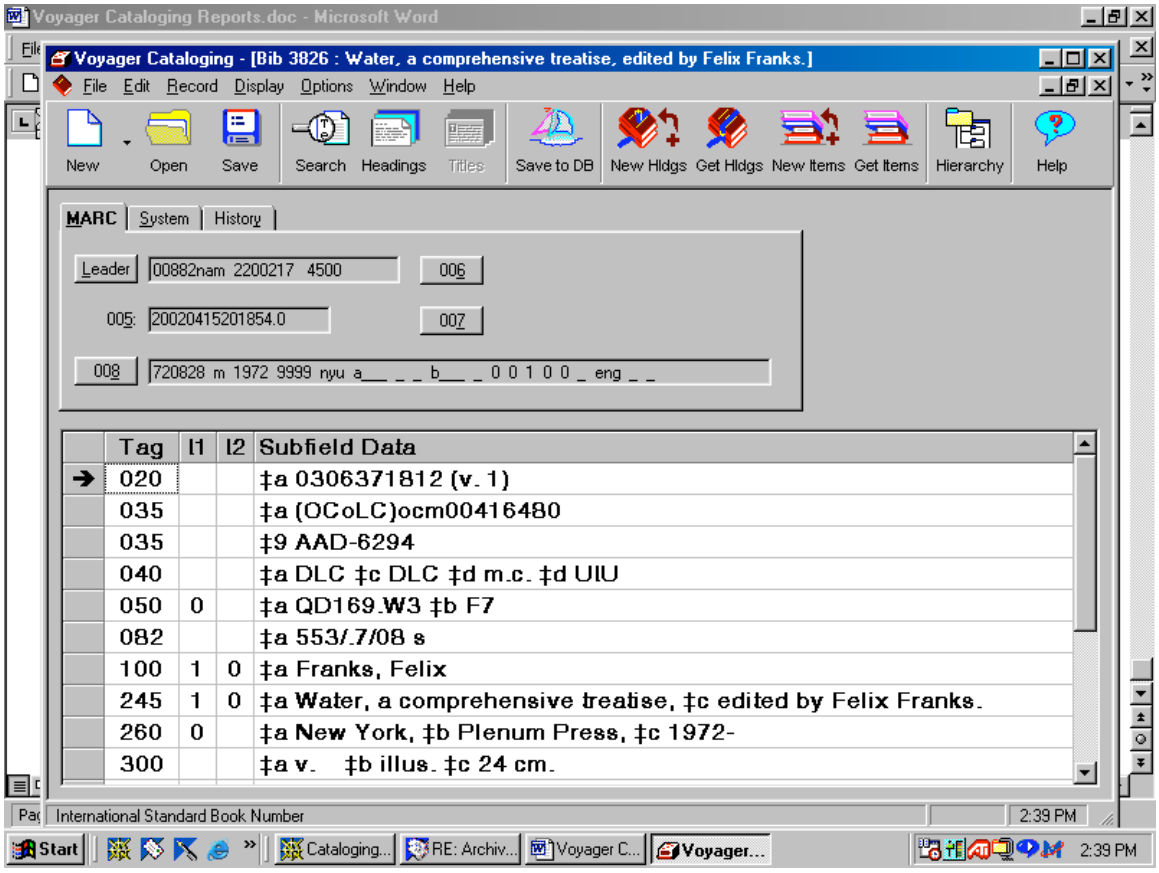


I will want to edit the “and” out of the 700 $t and capitalize the “T” on “Then.”

Example 9. Sometimes Name-title references point to a title-only entry. The Name-title reference “Franks, Felix. Water, a comprehensive treatise” appears in my report. The authority record looks like this:



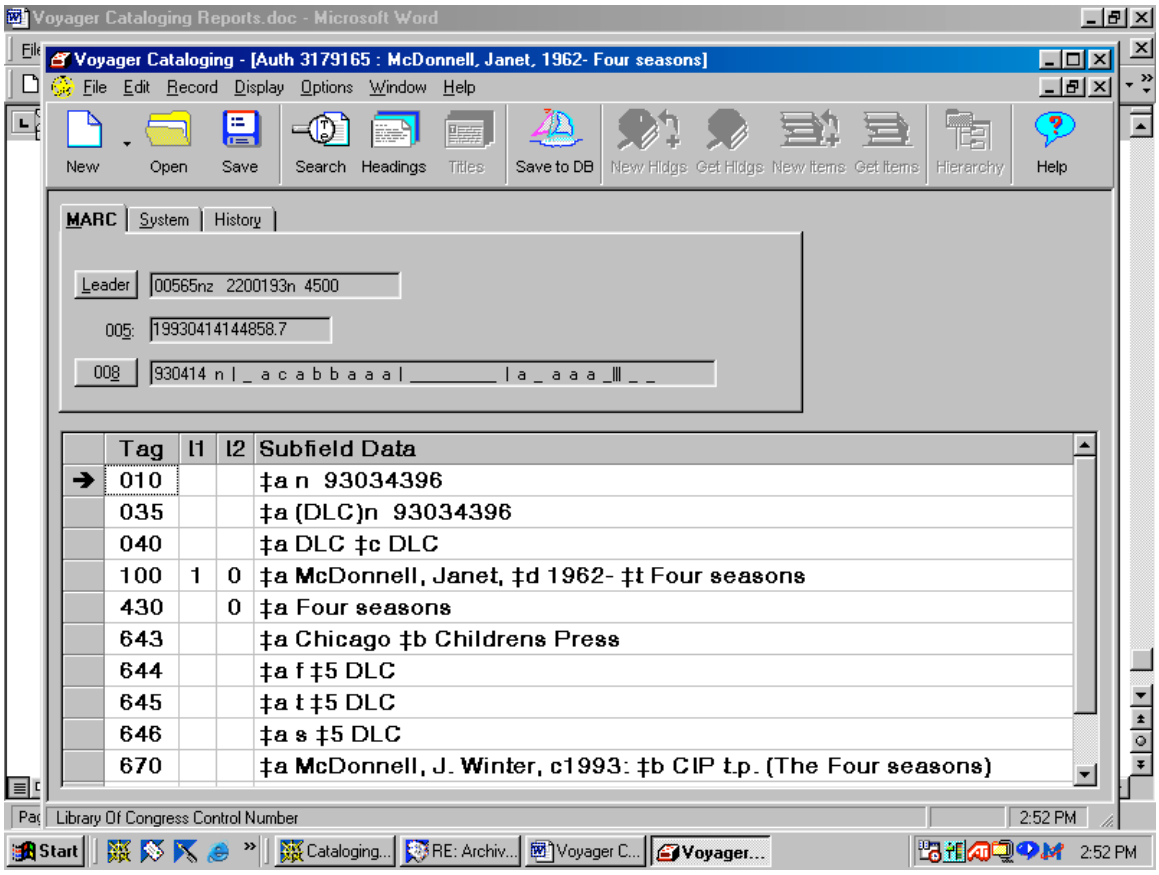
The bib record looks like this:



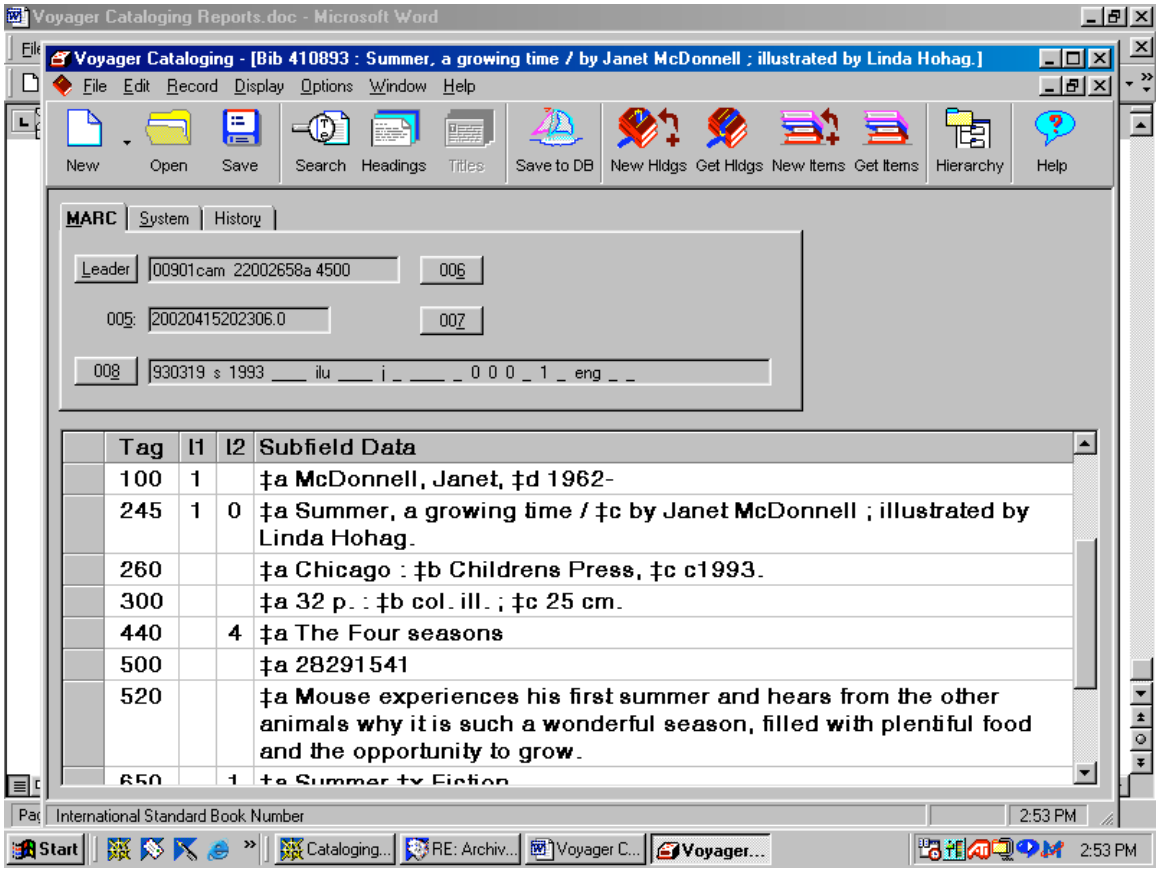
There are two ways to fix this. First, we could replace Franks in the 100 field with a 130 field for "Water, a comprehensive treatise." If access to Mr. Franks is important, a 700 field could be added for him. The other way would be to just move Franks from 100 to 700. Since the 245 is already identical to the uniform title, perhaps the uniform title is not necessary. Voyager would then not pair the author and title to create the same reference in future reports.

Titles

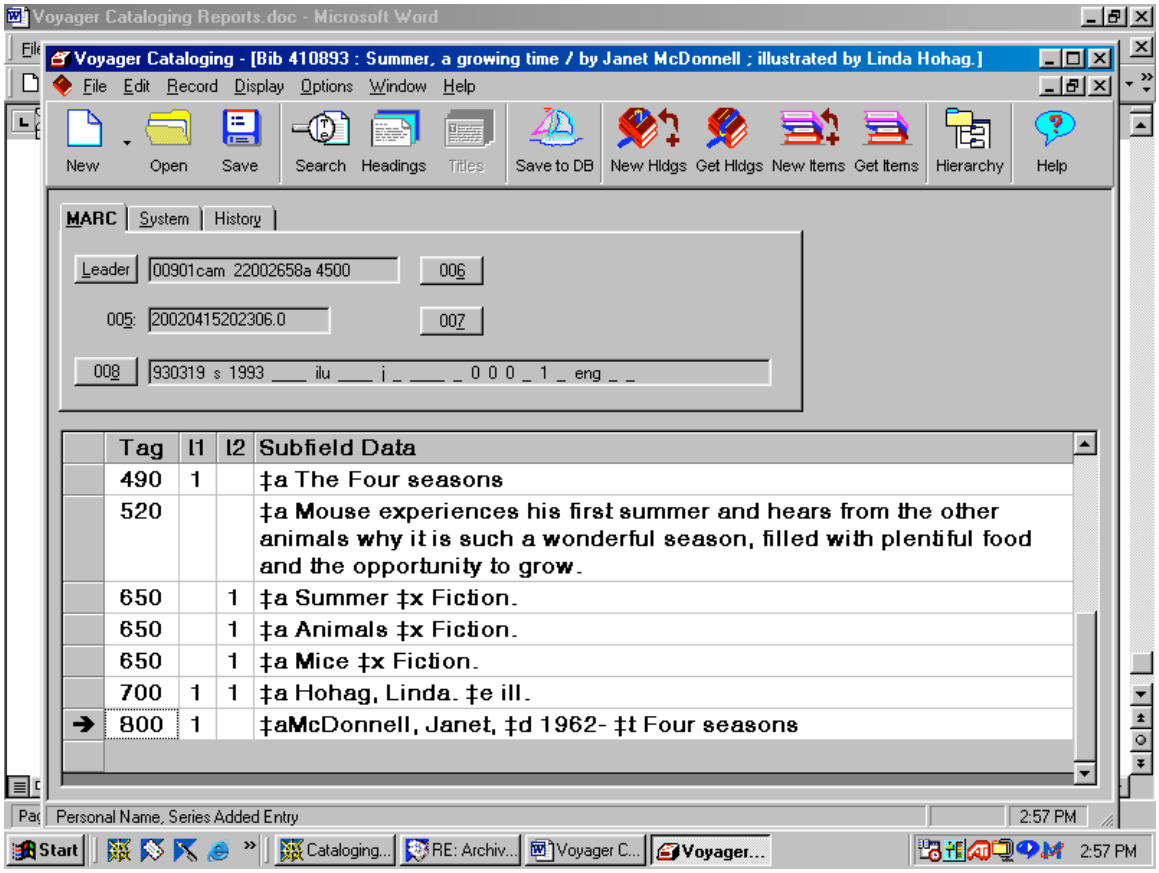
Example 10. Sometimes series titles should be entered as author/title. The heading “Four seasons” appears in my report. There are two authority records for this heading. The first one looks like this:



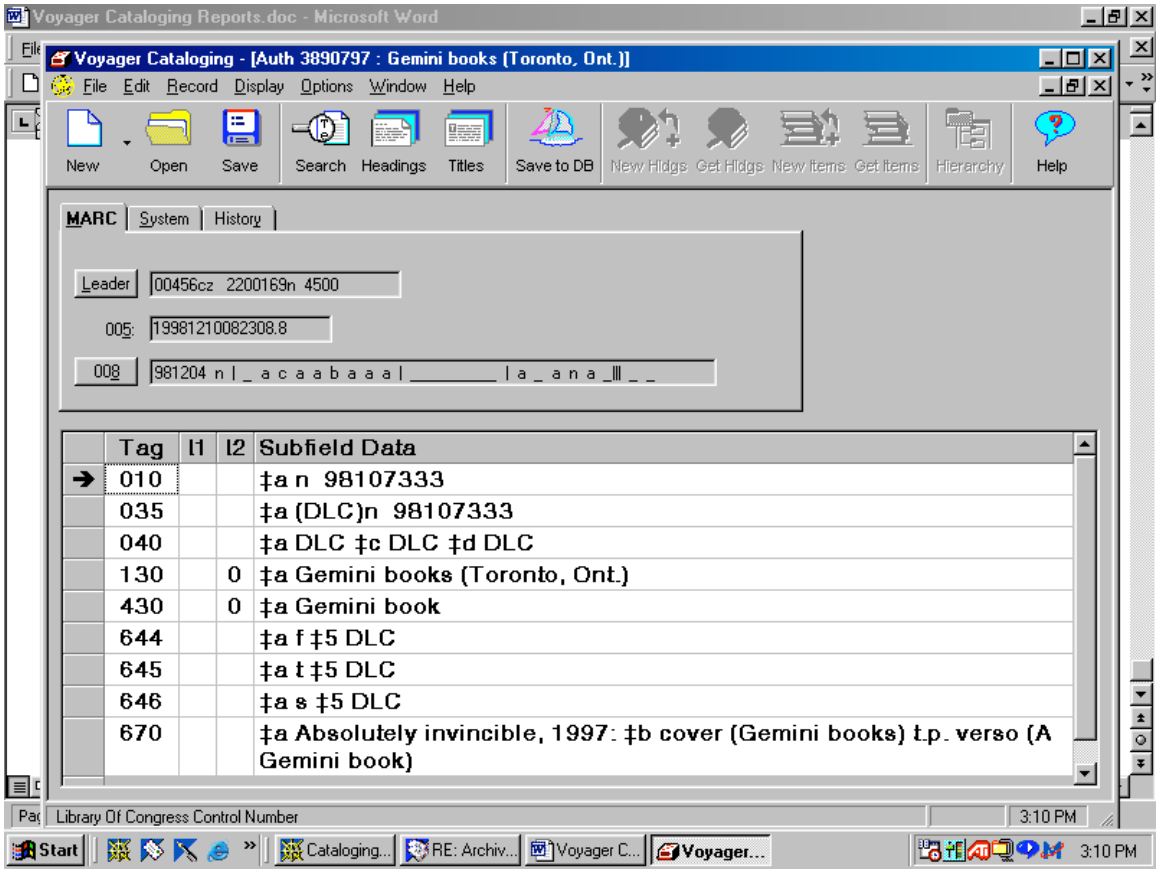
My bib record looks like this:



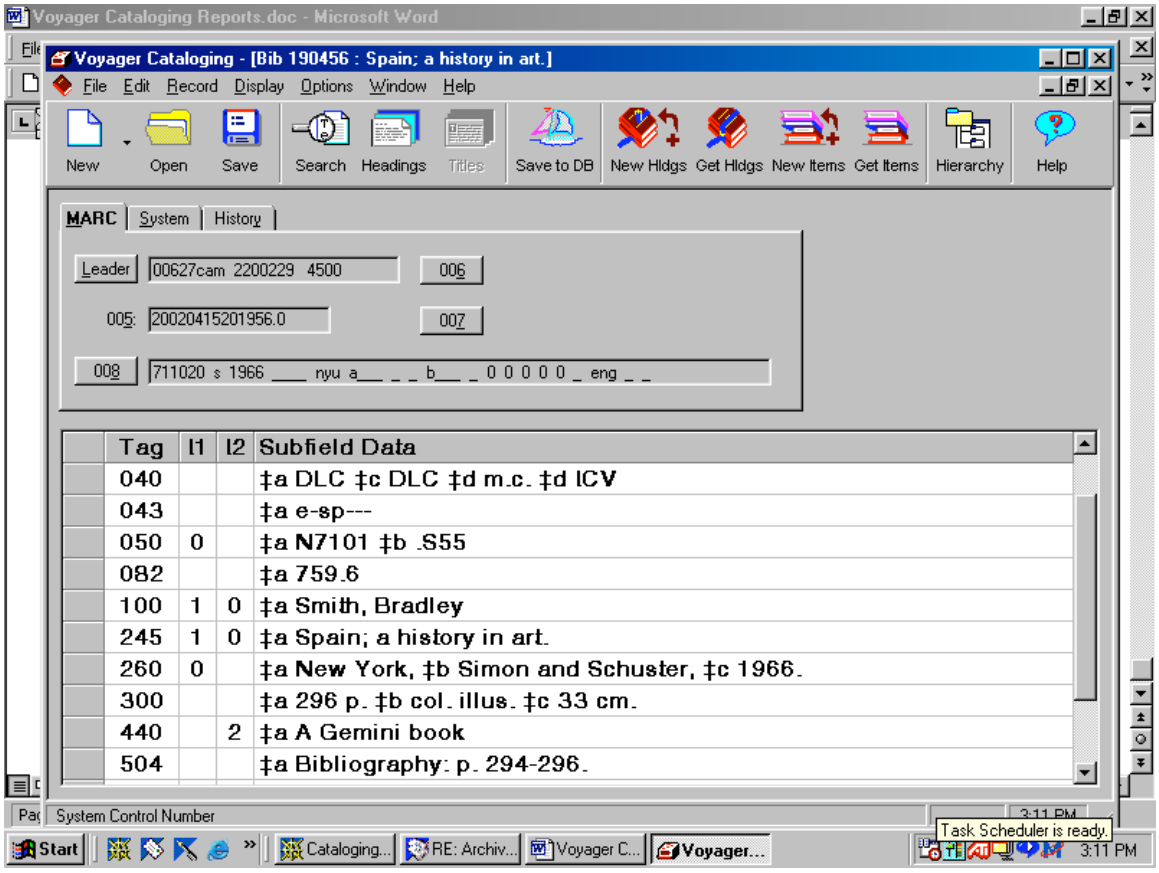
This authority record is appropriate for this bib, and I will change the 440 field to 490 1 and add a field 800 1 for the authorized author/title form of this series. My finished bib should look like this:


Voyager Cataloging Reports.doc - Microsoft Word
Voyager Cataloging - [Bib 410893 : Summer, a growing time / by Janet McDonnell ; illustrated by Linda Hohag.]
File Edit Record Display Options Window Help
New Open Save Search Headings Titles Save to DB New Hldgs Get Hldgs New Items Get Items Hierarchy Help
MARC System History
Leader 00901cam 22002658a 4500
006
005: 20020415202306.0
007
008 930319 s 1993 ___ ilu ___ j _ ___ _ 0 0 0 _ 1 _ eng _ _
Tag I1 I2 Subfield Data
490 1 ‡a The Four seasons
520 ‡a Mouse experiences his first summer and hears from the other animals why it is such a wonderful season, filled with plentiful food and the opportunity to grow.
650 1 ‡a Summer ‡x Fiction.
650 1 ‡a Animals ‡x Fiction.
650 1 ‡a Mice ‡x Fiction.
700 1 1 ‡a Hohag, Linda. ‡e ill.
800 1 ‡aMcDonnell, Janet, ‡d 1962- ‡t Four seasons
Personal Name, Series Added Entry
2:57 PM
Start
Cataloging...
RE: Archiv...
Voyager C...
Voyager...
2:57 PM

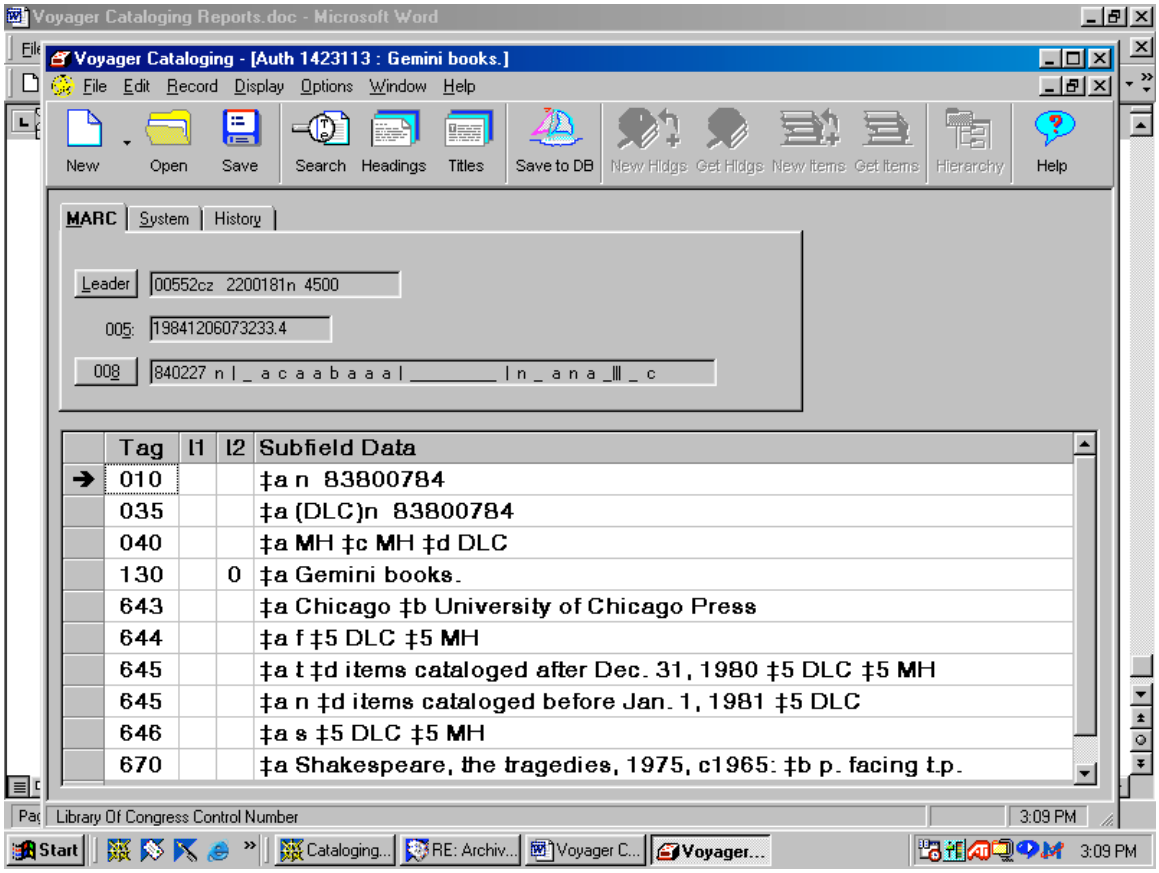
Example 11. The same or similar titles for series are sometimes used by different publishers. The heading “Gemini book” appears in my report. When I search for this title I find a reference to “Gemini books (Toronto, Ont.):



My bib record looks like this:

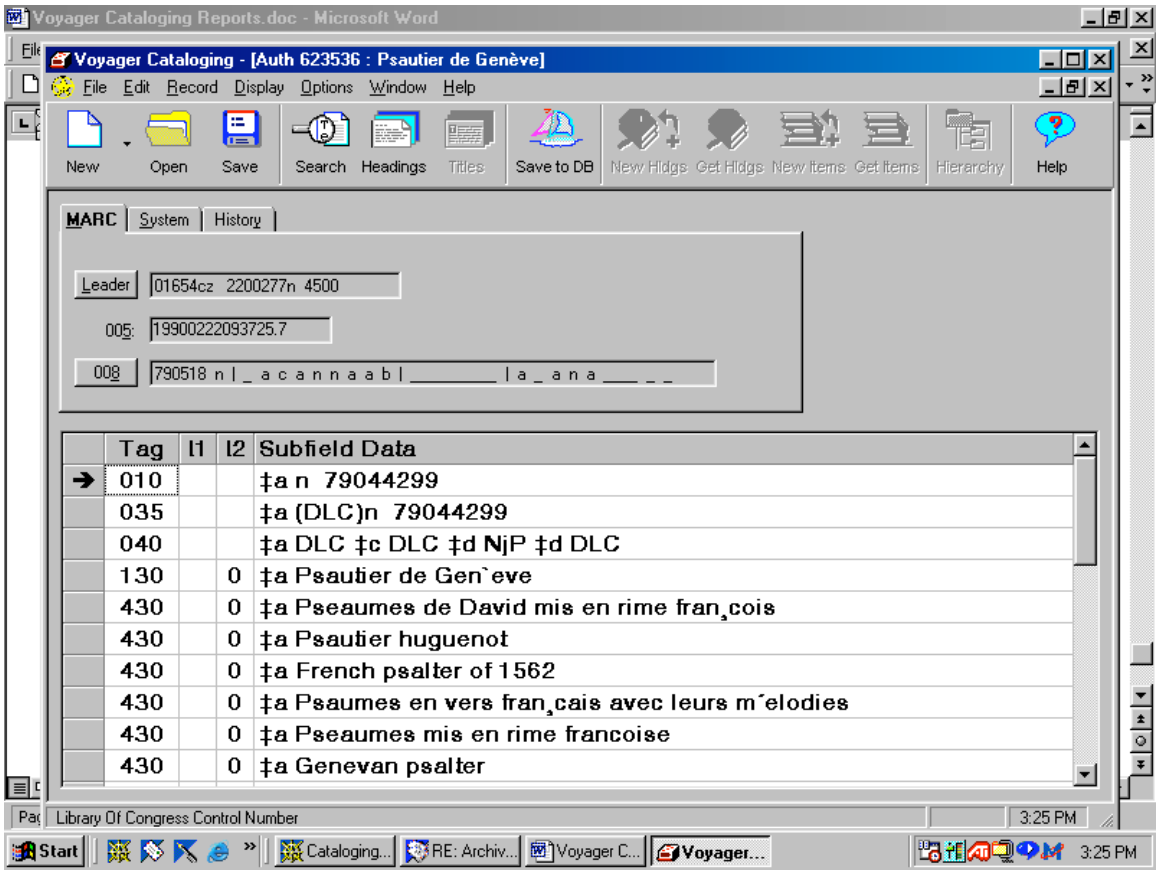


This appears not to be the correct authority for this bibliographic record. Further searching of the authority file found this record:

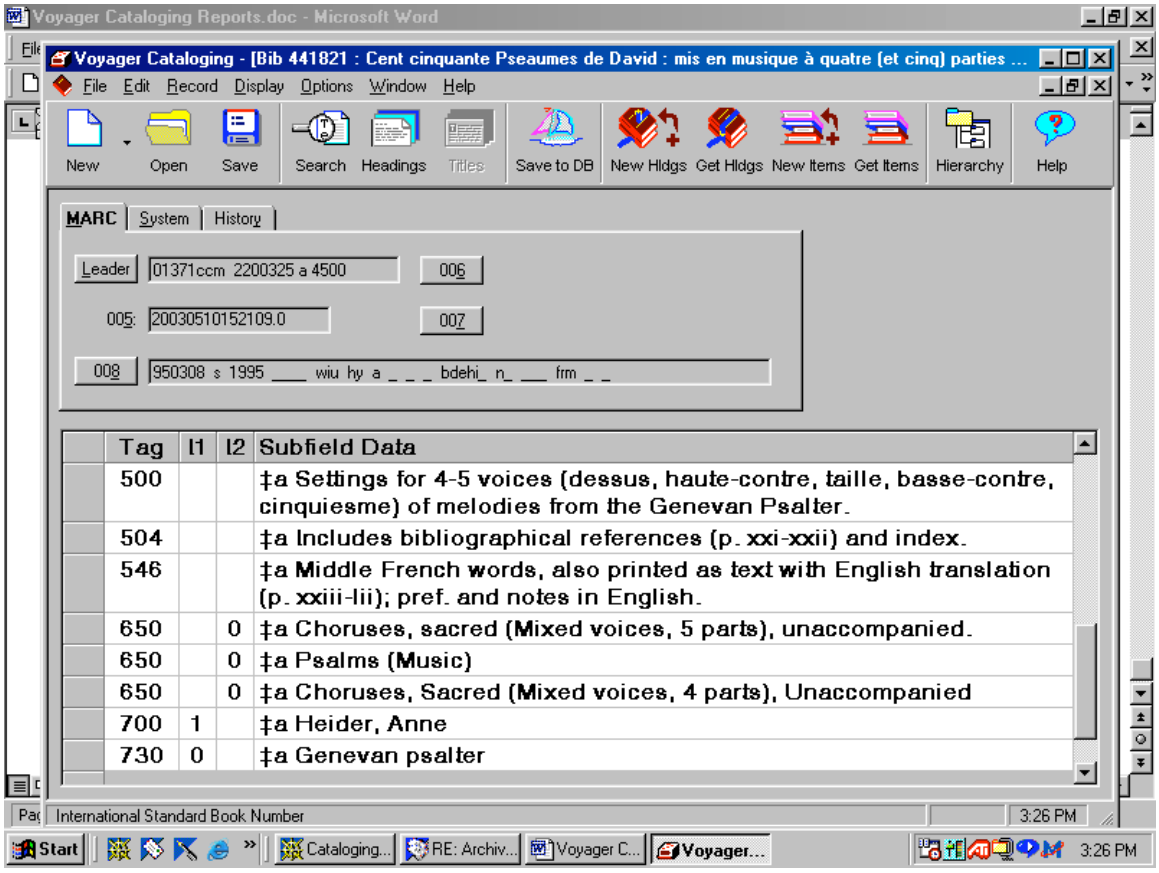


This also appears to be an inappropriate match for my bib. In this case, I have no authority record instructing me to change this heading. My safest course of action is to do nothing. Or, I could change the tag to 490 0 to prevent this heading from reappearing in subsequent runs of my report. Voyager retrieval would still be possible with keyword searches.

Example 12. In addition to series, title headings also report references for 130 and 730 entries. The heading “Genevan psalter” appears in my report. The authority record looks like this:

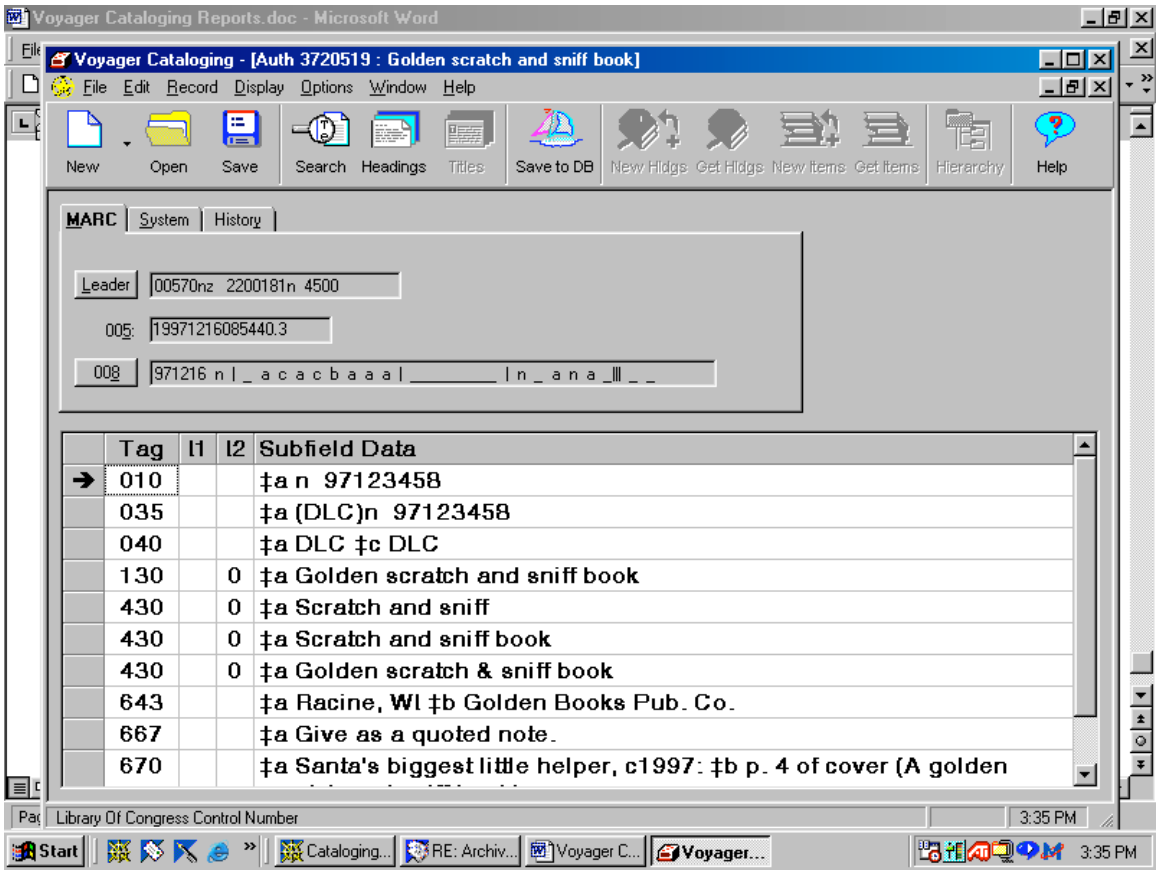


My bib record looks like this:



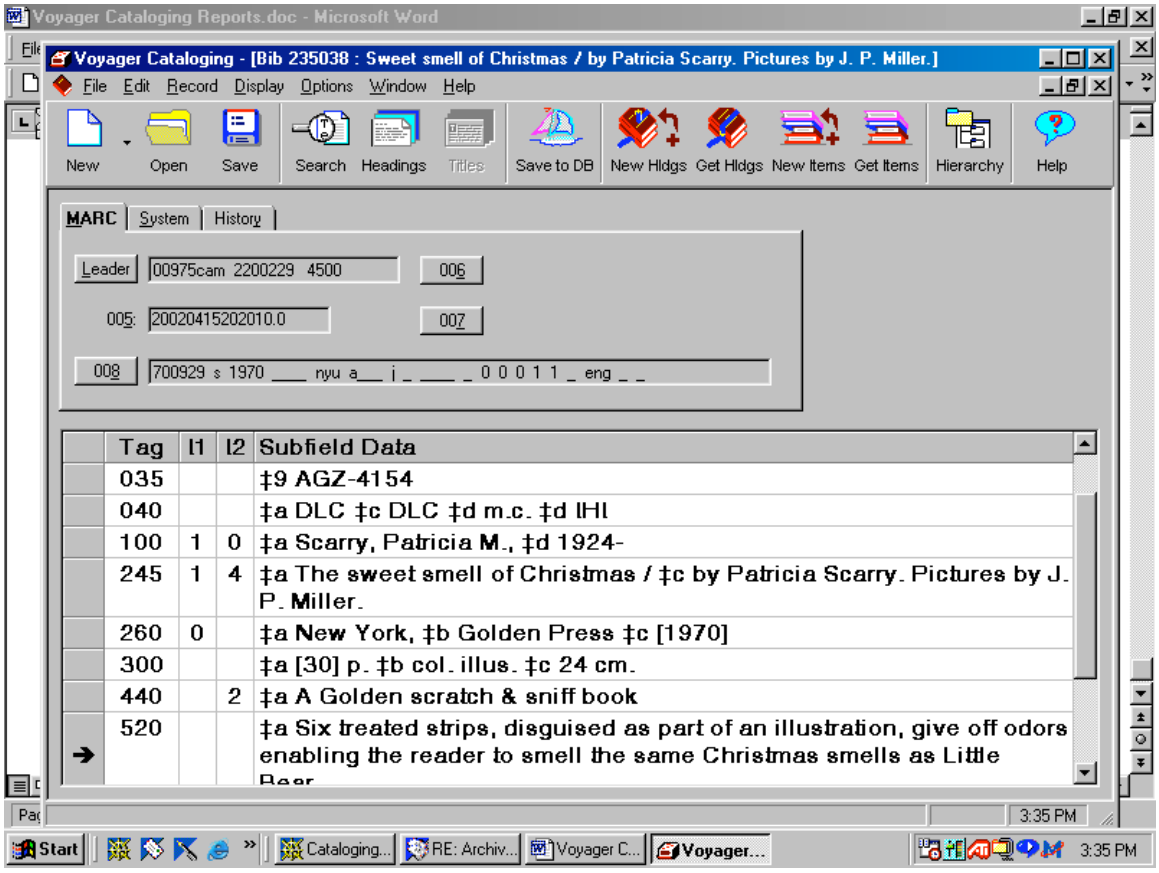
This only requires a simple replacement of the English form of the title with the French.

Example 13. Sometimes the authorized form of title requires editing non-filing characters. The heading “Golden scratch & sniff book” appears in my report. The authority record looks like this:



If you were to open the 008 field button, you would see that this authority record represents a fully established heading and is appropriate for use as a series added entry. However, you may also note that field 667 documents a Library of Congress decision to treat this series as a quoted note.

My bib record looks like this:



Initial articles are to be omitted from uniform titles. If I choose to make a series added entry, I will need to change the non-filing characters indicator in field 440 from 2 to 0 as I replace the heading.

If I choose to follow LC's practice, I would change the tag to 500, erase the second indicator, and enclose the text in quotes.