

Searching the OCLC Authority File

The OCLC Authority File contains authorized (official) forms for names, subjects, and titles (uniform titles and series). It also contains cross references from other forms of these entries to the authorized forms so you need to be careful. Not everything you see in the file is acceptable to use in a cataloging record.

How to Access the OCLC Authority File

In the search window in the Cataloging Microenhancer, set the Default Database to Authority File. Enter a search as described below.

Name Authority

The correct forms of names will be in either a 100 or 110 field depending on whether they are personal or corporate names. Use only these forms.

You can search a name in two ways:

1) Derived search: [4,3,1] and click on Find button.

Examples: gale,edu,
film,for,t
cbs,new,

2) Phrase search: pn or co [surname of personal author or corporate name] and click on Scan button.

Examples: pn galeano
co films for the humanities
co cbs news

Subject Authority

The correct forms of subjects will be in either a 150 or 151 field depending on whether they are topical or geographic subjects. The 100 and 110 field of name authority records can also be used as subjects. Use only these forms.

You can search a subject in only one way:

Phrase search: su [subject phrase] and click on Scan button.

Examples: su bee hives
su peoples republic of china
su kennedy family
su symphonies

Title Authority

The correct forms of titles will be in either a 100, 110, or 130 field depending on whether they include a personal or corporate name or are single titles. Use only these forms.

You can search a title in three ways:

1) Derived title search: [3,2,2,1] and click on Find button.

Examples: gon,wi,th,w
bib,,,

2) Derived author search: [4,3,1] and click on Find button.

Example: beet,lud,

3) Phrase search: ti [title phrase] and click on Scan button.

Examples: ti moonlight sonata
ti new directions in education
ti bible