

# Local Authority Headings Workflows

The following are the workflows used by the WRLC Consortial Network Zone Manager to oversee, edit, and update the local authority records in the WRLC Network Zone environment.

## Replacement Headings

1. Create local authority record. Save as a Local LCSH authority record in the NZ (do not import records, the headings will not link to an imported authority record unless that authority record is opened and saved in the Metadata Editor).
2. Follow instructions for CZ records (see appropriate section below)
3. Follow instructions for changing incorrect URIs for local flipped headings (see appropriate section below).

## Supplemental Headings

1. Create local authority record. Save as a Local WRLC authority record in the NZ
2. Add normalization rules to the WRLC transform 650 to 650 subf 2 local subf 5 CAO normalization rule
3. Create set of NZ records containing original LCSH
4. Run normalization rule on the set
5. After 24 hours, check the results of the set to make sure the local headings are linked to their local authority records.
6. Follow instructions for CZ records (see appropriate section below).

## Community Zone Local Headings

1. Write normalization rule with title “WRLC CZ [New Heading] Local LCSH”
2. Create a logical set of all CZ records with the original LCSH
3. Run the normalization rule on the set. Save this as a recurring job (to run every 2 months on the 15th)

4. Consortial NZ Manager will review results of scheduled jobs every 2 months

# Documentation

WRLC Local Subject Headings tracking spreadsheet : [Replacement and Supplemental Heading Tracking](#)

Testing document : [Local Authority Records](#)

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