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. Create set of NZ records containing original LCSH
3. Run the "Unlink Bib Records from Authority Records" job on the set. This is done so that the headings will be unlinked from the LCSH authority record.
4. After 24 hours, check the results of the Preferred Term Correction job via the Authority Control Task List. All headings should have been linked to the local authority record and flipped.
5. Follow instructions for CZ records (see appropriate section below)
6. 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

Change URIs for Replacement Headings

1. Add new replacement headings to the normalization rule "WRLC Delete incorrect URIs for flipped Local Headings"
2. Edit the logical query for the "WRLC Local Replacement Subject Headings" set and save
3. Delete any previously configured recurring jobs that removed URIs for replacement headings
4. Run the normalization rule "WRLC Delete incorrect URIs for flipped Local Headings" on filtered set to delete incorrect URIs. Save this as a recurring job (to run every 2 months on the 16th).
5. Consortial NZ Manager will review results of scheduled job every 2 months

Documentation

WRLC Local Subject Headings tracking spreadsheet : Replacement and Supplemental Heading Tracking

Testing document : Local Authority Records

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