

## **Authority Records in CONSORT**

Separate authority records exist in CONSORT only when there are cross-reference associated with it or when there might be confusion among names or headings.

Records in the CONSORT catalog receive authority processing from LTI: new records are “cleaned up” and new name and subject authorities are received monthly. Because of this, there is no need to routinely perform authority work while cataloging.

When performing original cataloging or copy cataloging with non-DLC records in OCLC’s Connexion software, “Control Headings” may be performed to catch problems, particularly with pre-AACR2 cataloging.

When creating or downloading a new bibliographic record, download an authority record **ONLY** in those cases where there might be immediate difficulty in identifying an item in CONSORT. This should only need to be done very infrequently.

When we do any authority work, it is done on all records in the database, not just WOO’s. The Cataloging & Systems Support Librarian at Denison University is the main contact for authority work in the CONSORT catalog.