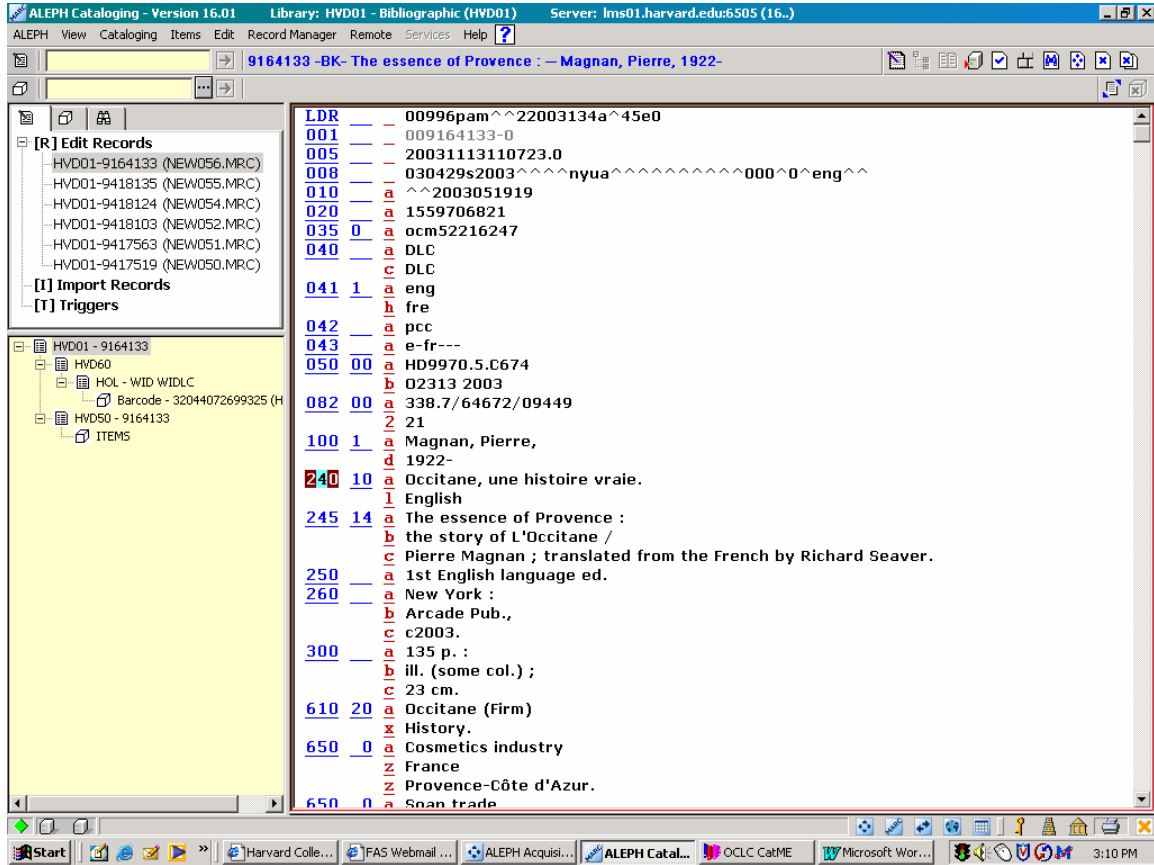


Searching for the Author/title 1xx/240 Authority Record

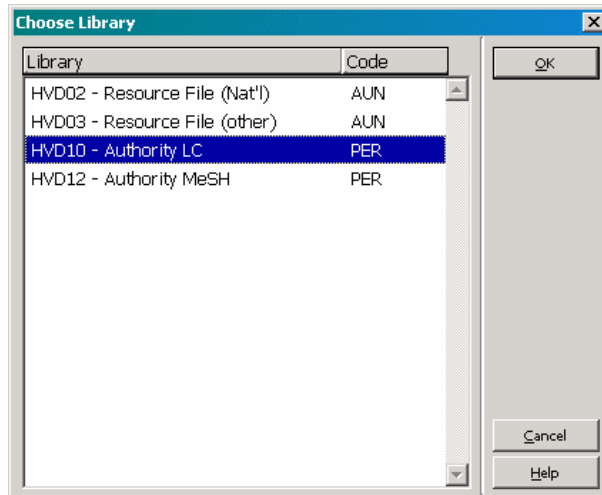
10 August 2004

This document describes how to search in HVD10 for the 1xx authority record that corresponds to the 240 uniform title that appears on a bibliographic record in HVD01.

If your bib. record contains a 240 field, you will need to search for its **Authority Record**.

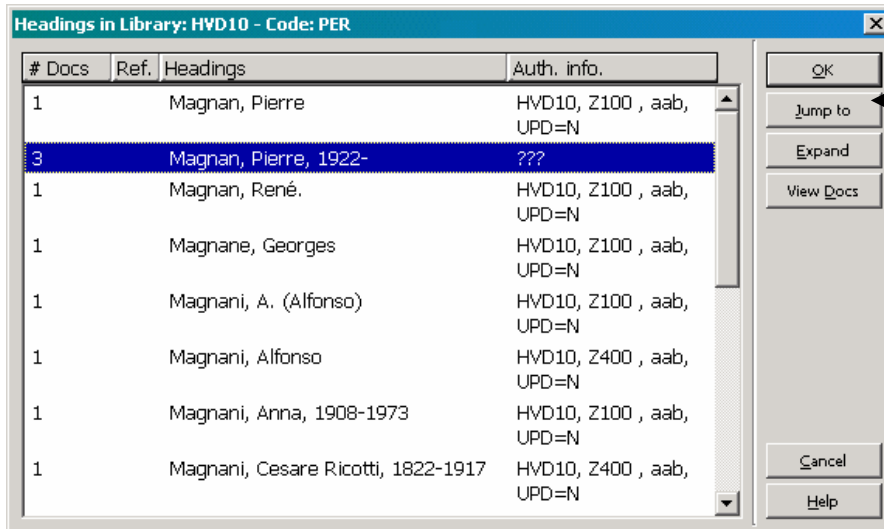


To do so, place the cursor on the **100** field, and hit **CTRL + F3**.

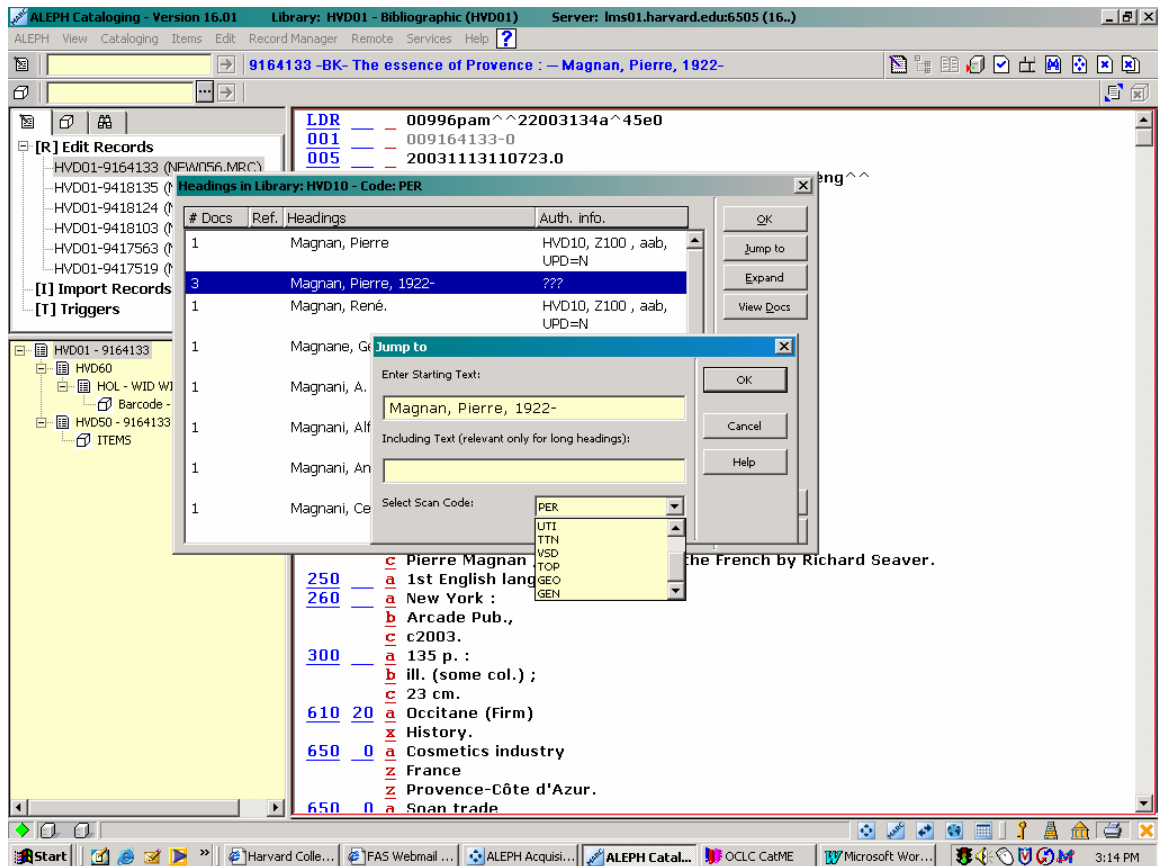


A new box appears, prompting you to “Choose Library.” Select “HVD10 – Authority LC,” and click “OK.”

A new box, “Headings in Library: HVD10 – Code: PER” appears. Your author should appear as the second listing under “Headings,” next to ???. With this selected, click on “Jump to” at the right side of the box.



In the "Jump to" box, open the drop-down menu next to "Select scan code:" select "GEN," and click "OK."



The box, “**Headings in Library: HVD10 – Code: GEN**” appears:

# Docs	Ref.	Headings	Auth. info.
1		Magnan, Pierre	HVD10, 1001 , aab, UPD=N
1		Magnan, Pierre, 1922-	HVD10, 1001 , aab, UPD=N
1		Magnan, Pierre, 1922- Grison d'Arcadie. English	HVD10, 1001 , aab, UPD=N
1		Magnan, Pierre, 1922- Innocence	HVD10, 4001 , aab, UPD=N
1		Magnan, Pierre, 1922- Maison assassinée. English	HVD10, 1001 , aab, UPD=N
1		Magnan, Pierre, 1922- Murdered house	HVD10, 4001 , aab, UPD=N
1		Magnan, René.	HVD10, 10010, aab, UPD=N
1		Magnane, Georges	HVD10, 1001 , aab, UPD=N

Look for your **240** title to appear next to your author under “**Headings.**” If it does not, as is the case here, search for this **Authority Record** in OCLC.

If it exists in OCLC, wait for the MARS Authority Processing service to automatically bring the record into HVD10.

If it does not exist in OCLC, set the book aside for a cataloger.