
Authority Verification

_____ **D1.** If there is a series authority record in Voyager, retrieve it to determine if the series is classed together. Check also to see if other titles in the series have been cataloged in Voyager to determine whether the series is classed together. (Searching Voyager (staff headings title search) is usually the easiest way to determine series classification practice.) Notify your supervisor or the designated catalog librarian if the series is classed together for your location but the treatment has not been recorded on the series authority record.

_____ **D2.** If there is no series authority record in Voyager, search in LC Authorities or in OCLC. If a series authority record is found in LC Authorities or OCLC, follow the classification decision. If no series authority record is found, route to a catalog librarian to establish the series.

_____ **D3.** Are there non-series headings requiring authority records? Check the authorized headings for personal and corporate names. If a personal name with a prefix or a compound surname does not have a corresponding authority record, or there is an authority record for someone with the same name, but it appears to represent a different person, route to a catalog librarian to establish the heading.

Detailed policies and procedures at: [Authority control workflow for C&T staff](#) [1]

Source URL: <https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/authority>

Links

[1] <https://web.library.yale.edu/cataloging/authorities/ctworkflow>