How to create a new RDA authority for fiction authors

Tutorial

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Example of a bibliographic record in SIRSI with an unauthorized heading for a fiction author.

Create a new authority if you have already established that there is no existing Library of Congress authority for this literary author.

Also, please consult Guidelines for Creating Name Authorities to determine if a new authority record is required.
1. To create a new authority, click on Validate Headings button and then on Propose Authority button.

2. The Authority Tab for the new authority we’ve just proposed includes the following automatically generated fields:
   - Field 040 with our library’s institutional code (in this case, Robarts Library CaOTU)
   - Field 100 with the subfield |d for date of birth which, under RDA, is now an required element of the heading (if available)
   - Field 670 with the information found on the item

Before editing any of these fields, edit the Control Tab:
3. In the Control Tab, the following two edits should be made:
   - Change the **date**: From **NEVER** to **TODAY**
   - Change the **Authorization level** from “Provisional” to “Authorized”

Going back in the Authority Tab:
   - insert Field 667 with your initials (instruction for Robarts Cataloguers only)
4. In order to make the authority record **RDA-compliant**, do the following two edits:

- Edit the value of the fixed field “Rules”: change it from the default “a” to “z” (for ‘other rules’-meaning non-AACR2)
- In **Field 040**: add subfield |era|d
5. The form of the name heading should be justified with the information found on the item as recorded in field 670. Record the information about the date of birth (a required element under RDA) in field 670 (in this case, this information is available on the back cover of the item).

6. For literary authors, record the classification number and the author cutter in Field 053, second indicator 4 (Robarts Library practice). At the end of field 053, also insert the institutional code |5CaOTU. Click OK to save all changes to the authority record.
Summary of all new edits when creating a new RDA-compliant authority:

- The value of fixed field “Rules” is set to “z”
- Add |erda to end of Field 040
- Include dates for personal name authorities if available

Thank you for taking the tutorial on RDA Authorities.