

Management of Authors

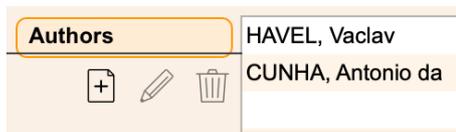
Your library's holdings contain various documents, most of which mention their author(s). The list of these authors can be consulted independently of the documents and is the subject of an *authority file*.

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1. Entering Authors when Cataloguing

The document entry grid offers various fields including two fields AUTHORS and SECONDARY ENTRIES (this second field is only available in the PRO version) to indicate the author(s) of the document.



These fields are linked to the Authors file - accessible via the **Data** menu - which fulfills several functions:

- Ensure consistent entry of author names
- Speed up author name entry during cataloging

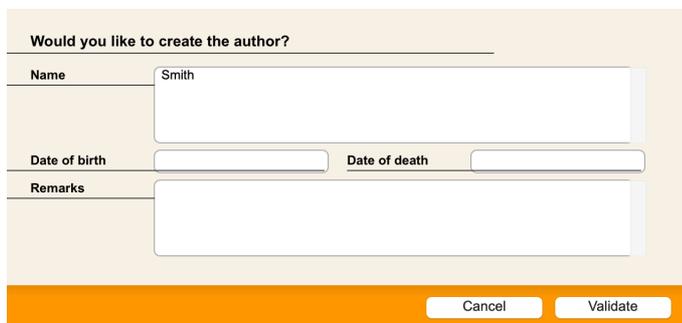
When cataloging documents, all entries in the AUTHORS and SECONDARY ENTRIES fields are automatically checked against the entries in the Authors file, in order to avoid double entries with different spellings.

The cataloguing rules prescribe that the form of the author is always *Last name, First name* and the usage with BiblioMaker is to limit the entry of the first letters of the last name in order to minimize typing errors.

The following situations may occur when entering an author in the document entry grid:

- The value entered is unknown in the authors file: the program proposes to add this value as a new entry in the Authors file.

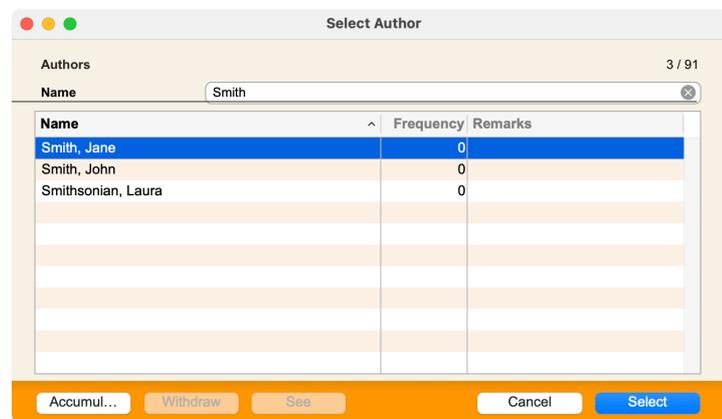
Example: entered value = *smith*, if no author starts with this name, it must be entered in its full form *Smith, John*.



- The value entered corresponds to an entry (or its beginning) in the Authors file: the program establishes a link between the entry and the document record. If the entered value was incomplete (last name without the first name or its beginning), the name is completed.

Example: input value = *smith*, the author *Smith, John* is in the Authors file, the program completes the author's name with *Smith, John*.

- The value entered corresponds to several entries in the Authors file: the program displays a dialog with the list of possible entries. Once the entry has been chosen, the program establishes a link between the entry and the document file. If the entered value was incomplete (last name or its beginning), the name is completed.
Example: input value = smith, the program finds several authors *Smith*, *Smithsonian*, etc., the program displays the different possible authors. Once the author is chosen, the program completes the input value with for example *Smith, John*.



Thanks to this control mechanism and by taking the precaution of limiting its input to the first characters of the family name, the Authors file should remain coherent, guaranteeing the quality of the input, which will facilitate searches by author.

2. Managing the Authors file

The Authors file is accessible via the **Data** menu of the software. It is presented as a list of authors' names sorted alphabetically.

This list should be reviewed periodically to find possible duplicates and eliminate them or to edit incorrect forms of authorship.

Note: Authors marked "Anonymous" are titles of documents in which no author has been entered. They can be ignored, as they are managed exclusively by the software.

2.1 Adding an entry

The entry of a new author is most frequently done from the document entry grid (see chapter 1). However, it is possible to use the **Action>New** command or the corresponding button in the main Author window.

2.2 Editing an entry

An Author record can be modified in several ways:

- From the document entry grid, select an author then click on the "pencil" button.
- From the main Author window, select an author and then call the **Action>Modify** command or click on the corresponding button.

Thanks to the principle of a relational database such as the one used by BiblioMaker, the modification of an author is automatically reflected in all the document records linked to this author.

2.3 Deleting an entry

An Author record can be deleted via the **Action>Delete** command or by clicking on the corresponding button in the main Author window.

A deletion is only possible if the Author record is no longer linked to any Document record, otherwise the program refuses the deletion.

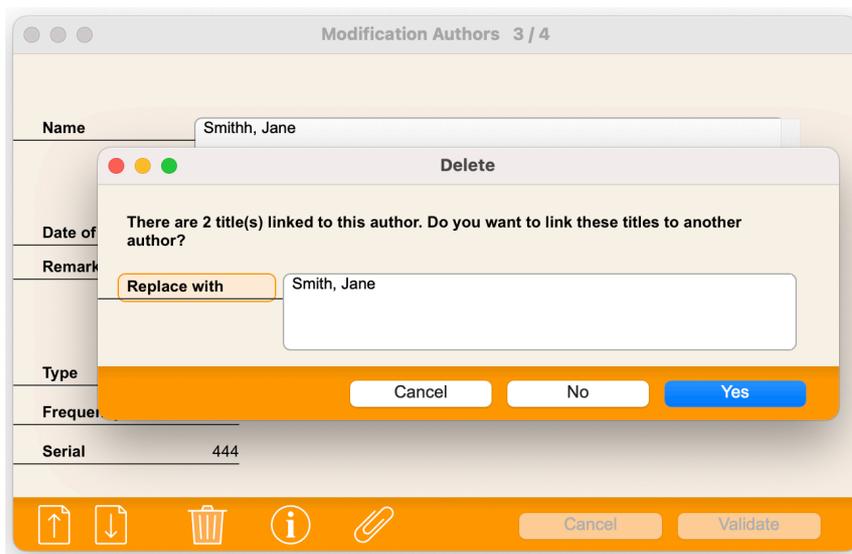
From the document entry grid, an author can be removed from the AUTHORS and SECONDARY ENTRIES fields using the "trash can" button next to the field. This action breaks the link between the author and the document, however the entry is not deleted in the Authors file.

2.4 Merging two entries

Practice shows that it is not uncommon to see the creation of duplicate records in the Authors file, most often as a result of data entry errors or the import of authors spelled differently.

BiblioMaker offers a simple function to merge two Author records. Here is how to proceed:

- In the Authors file, select the Author record to be deleted in favor of another record and call the **Action>Modify** command or click on the corresponding button.
- In the record being modified, click on the "Trash" button. The program displays a dialog telling you that this author appears in the Documents records and asks you if you want to link these documents to another author. Enter the name of the desired author, then click on the **Yes** button.



- Confirm the deletion of the author.

BiblioMaker deletes the Author record and replaces the deleted author in the linked Documents records by the author you have designated.

2.5 Updating Frequencies

In the main Authors window, each record is accompanied by a number called *Frequency*. This number indicates how many documents are linked to an author.

For optimization reasons, the frequency figure is not updated in real time. It can be updated in two ways:

- Manually: in Maintenance (accessible via the menu **File>Maintenance**), call the command **Other>Update frequencies**. Check the Authors box and validate the dialog. Depending on the number of authors, the operation can take from a few seconds to several minutes.
- Automatically: in the Maintenance Job Scheduler (accessible via the **File>Maintenance** menu, then the **Maintenance>Job Scheduler** menu), create a frequency update task. This task can run in the background at the desired frequency (daily, weekly...).

2.6 Managing referrals

Many authors are known by several names (pseudonyms, different spellings depending on the language, known institutions with a full name and an acronym, etc.).

BiblioMaker offers a function that groups the different versions of the author's name under a single name. Thus, if a reader searches for an author in a form not retained by the librarians, he will still find the documents of this author.

Entering a variant of the author's name is done as follows:

- In the main Authors window, select the selected form of the author and call the **Action>Referrals** command or click on the **Referrals** button at the bottom of the window.
- A dialog shows up. Click on the **Add** button and enter the rejected form of the name.
- You can enter several rejected forms for the same retained form.



During a search, if the user enters the rejected form, he/she will be automatically led to the retained form.