

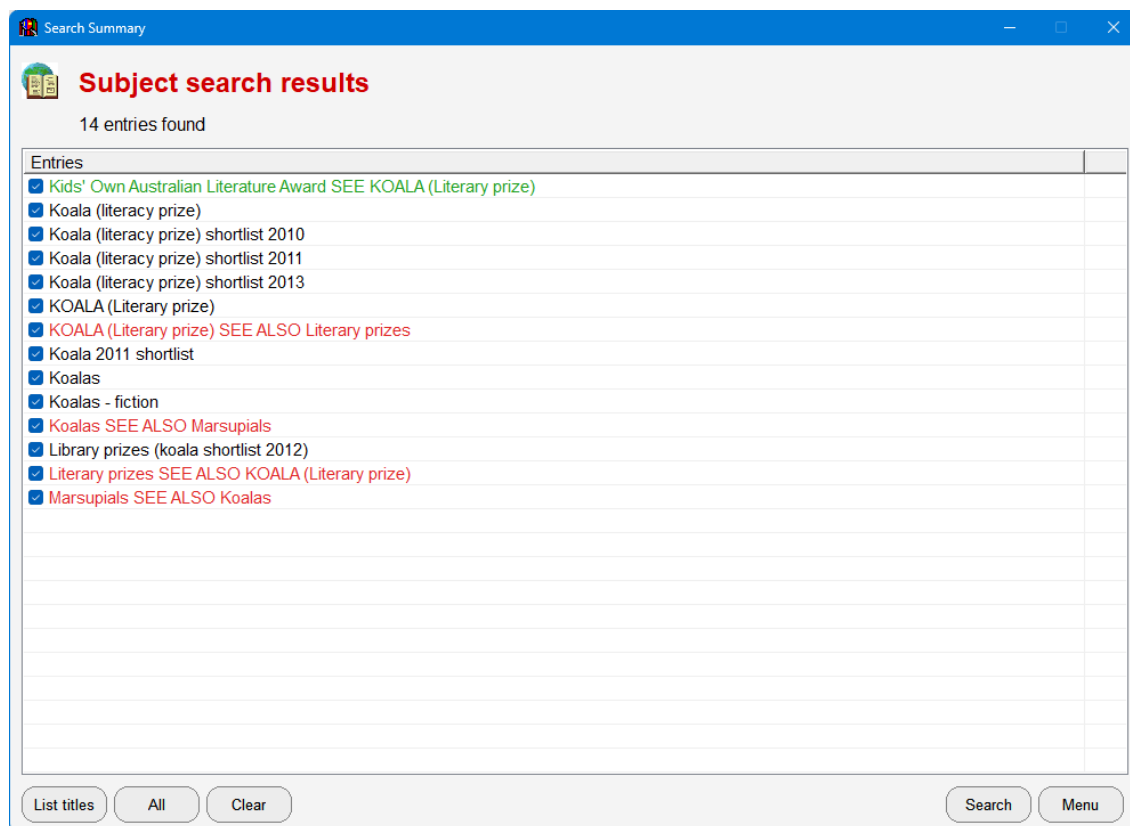
Bookmark Fact Sheet

SCIS Authority Files

December 2025

Authority data are lists of authors, series titles and subjects. These lists can be referenced when cataloguing to help with consistent entries.

When searching for subjects, authors, or series, the lists are presented by default. (Checkboxes in Search Controls / Switches can bypass the presentation and go straight to listing items.) Users can select all or some of the entries.



Bookmark maintains its own set of authority lists, including authors and subjects. The lists include every subject heading, author, and series title in the catalogue. They can also contain additional non-catalogued entries, and cross references.

These are also known as "See" and "See Also" references. These entries direct users to other entries when searching. Examples:

Astronomy See Also Space (a cross reference)
Chookies See Poultry (a more appropriate heading)

SCIS provides their authority lists for inclusion into library management systems. Bookmark can import these.

The SCIS authority lists contains tens of thousands of see and see also references. The full subjects authority list has nearly 200,000 entries, of which about 65,000 are references.

For Bookmark, you can import just the references that match your existing entries, or you can import all the references whether they match or not, or you can import the entire huge SCIS authority file.

Keep in mind that only a fraction of your actual catalogued data is contained in the SCIS lists. Importing the full lists bloats the database with unused data. Searches can turn up many entries for which there are no items. It is therefore better to stick to the reference-only lists.

The main reason to import the SCIS authority lists is to obtain the cross references.

SCIS provides both the full lists and reference only lists. The reference-only list just contains the See and See Also entries.

Putting the SCIS authority files into Bookmark requires two stages:

Stage 1 – Download and save the SCIS authority file.

Stage 2 – Import the authority file into the relevant Bookmark authority list.

Stage 1 - Download the SCIS Authority Files

Go to the SCIS website, log in and click on the Authority Files tab at the top.

Download Authority Files

SCIS Authority Files enable the optimal browsing experience for your staff and students. We recommend that you download both *Subject* and *Name Authority Files* for upload into your library management system.

SCIS recommends downloading the reference only files. For more information, [please visit the SCIS help center](#).

Reference only files

Authority Files	Updated	Download (MARC format)
Subject Authority Files	Sep 2025	Download file (6.36 MB)
Name Authority Files	Sep 2025	Download file (6.71 MB)
Series Authority Files	Sep 2025	Download file (3.12 MB)

Full files

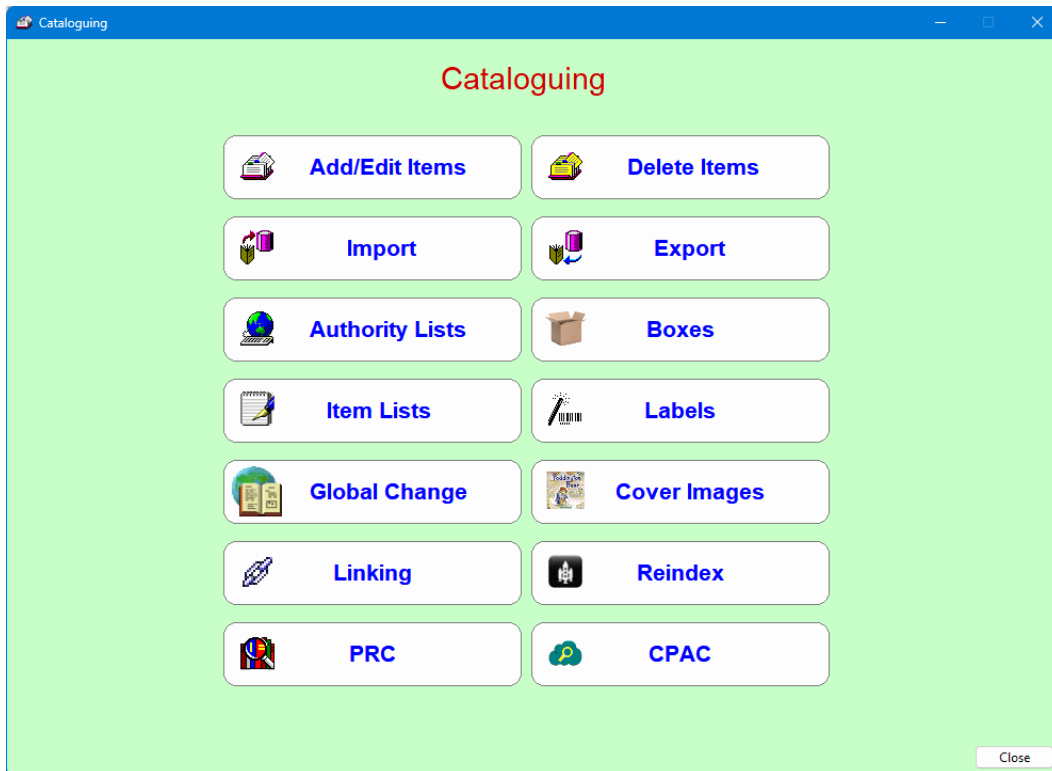
Authority Files	Updated	Download (MARC format)
Subject Authority Files	Sep 2025	Download file (38.9 MB)
Name Authority Files	Sep 2025	Download file (117 MB)
Series Authority Files	Sep 2025	Download file (14.4 MB)

Bookmark imports only the MARC format files, so click on the Download file button to download and save an authority file. Save the ones you wish to include in Bookmark.

Take note of the location to which the files are saved. If unsure, check the Downloads folder.

Stage 2 – Importing the SCIS Authority Files into Bookmark

Open Bookmark. Click on Cataloguing to open the Cataloguing module.



Click on Authority Lists



If importing the SCIS subjects authority file, click on Subjects.
If importing the SCIS names authority file, click on Authors.
If importing the SCIS series authority file, click on Series.

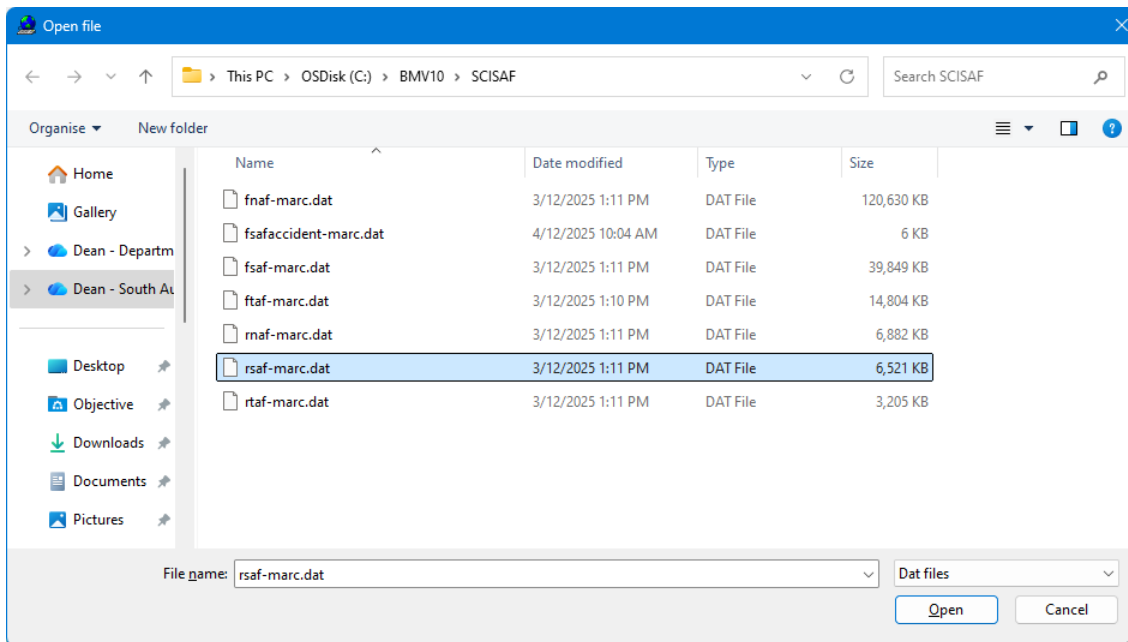
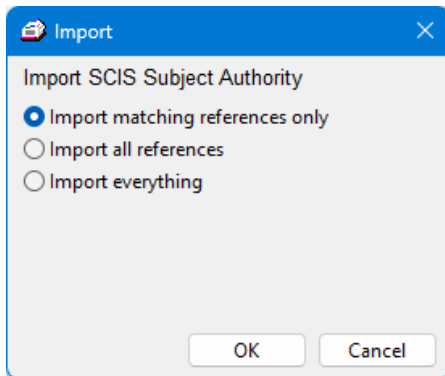
Authority entry	Items
Aardvarks - fiction	1
Aardvarks - poetry	1
Ability	1
Ability - fiction	12
Ability - poetry	1
Ability grouping in education	3
Abominable snowman	2
Abominable snowman - fiction	8
Aboriginal communities	16
Aboriginal communities - poetry	1
Aboriginal community	1
Aboriginal literature	1
Aboriginal peoples	78
Aboriginal peoples - anecdotes	1
Aboriginal peoples - animals	1
Aboriginal peoples - Arnhem Land (N.T.) - Biography	1
Aboriginal peoples - Autobiography	2
Aboriginal peoples - biography	6
Aboriginal peoples - ceremonies	5
Aboriginal peoples - civil rights	6
Aboriginal peoples - civil rights - biography	1
Aboriginal peoples - Civil rights - Fiction	26

(Suggestion: Rebuild first to clean up the list before importing. This gets rid of any headings no longer used against items, left over from deleting.)

Click on the *Import* button at the top.

Make sure the dot is next to "Import SCIS authority data". Click OK.

The next popup dialog is used to import just the relevant references – the ones that match your existing entries – or all of the references or everything. For the full SCIS authority file, this includes all entries, even if you do not have these catalogued against items. The first choice is best.



Locate the saved SCIS authority file.

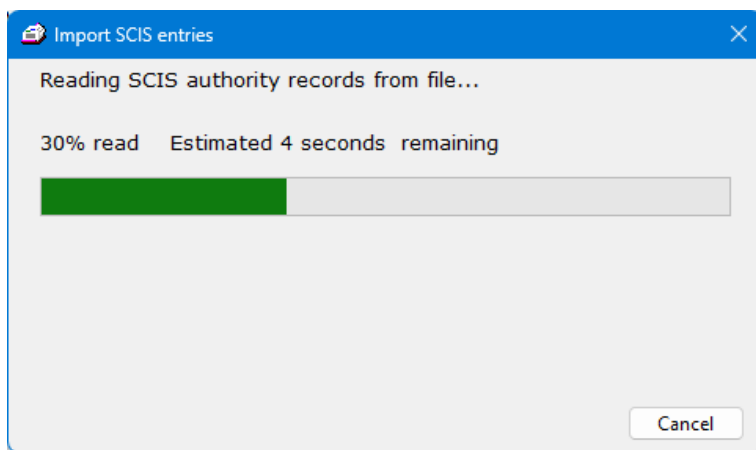
Filenames starting with “f” are the full list. “r” is the reference only list. Click on the one to import to highlight.

- fnaf and rnaf are the names or authors lists
- fsaf and rsaf are the subjects
- tsaf and rtaf are the series

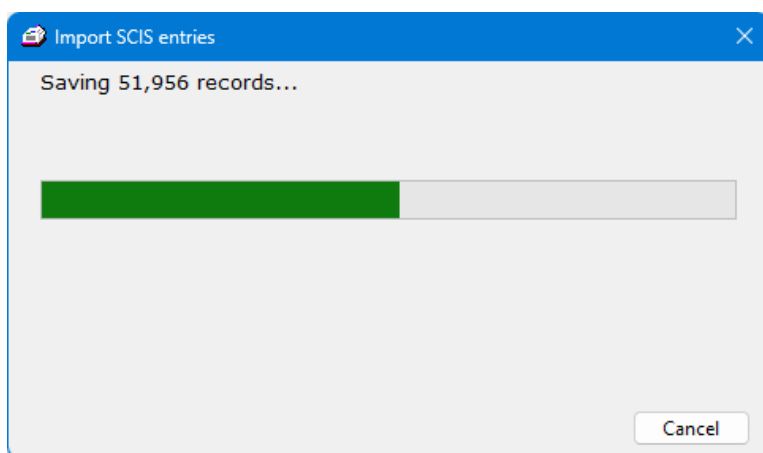
Make sure to choose the correct file to match the area being imported – i.e. Fsaf or Rsaf for Subjects if importing into the subjects list. Bookmark does not check, and if an error is made, author names could appear in the subjects lists.

Open.

The SCIS authority file is first read into the computer's memory.



The entries are then saved to the Bookmark database. *This can be a very slow process!*



When finished, close the authority list and re-open to read in the new entries.

Note: entries are case sensitive. Rabbit and rabbit are two different entries.

Below is a list after importing the full subjects authority list.

Subject Authority	
File Edit	
Subject Authority	
List items Find Add Change Remove Import Export Print Rebuild	
212,297 entries	Filter: All entries
Authority entry	Items
Digestion SEE ALSO Hunger	
Digestion SEE ALSO Nutrition	
Digestion SEE ALSO Physiology	
Digestion SEE ALSO Plant physiology	
Digestive organs	2
Digestive organs - Diseases	
Digestive organs - Encyclopaedias	
Digestive organs - Fiction	
Digestive organs - Study and teaching	
Digestive system	2
Digestive system SEE Digestion	
Digestive systems - Animals SEE Animals - Digestion	
Diggers (Performing group)	
Digging dishes SEE Coolamons	
Digging sticks	
Diggins, Jessie	
Diggles, Silvester	
Digimon (Fictional character)	
Digimon (Television program)	
Digital art SEE Electronic art	
Digital books SEE E-books	
Digital Camera World	

Black entries are entered against items.

Blue entries are See Also cross references.

Green entries are See (the correct) references.

Red are entries without items.