

CCM Module 18

Authorized Access Points for Persons, Families, Places, and Corporate Bodies

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Module 18. Authorized Access Points for Persons, Families, Places, and Corporate Bodies

Authorized access points include persons, places, and corporate bodies. Corporate bodies are used in serials as access points, as qualifiers for authorized access points coded in the 130 field, and occasionally as subject headings. They are, by far, the primary access point for serials and are the type of access point that serials catalogers are most likely to use. Persons may be given as the first access point (rarely) or as an added access point, but in most cases are not given access in serial records. Place names are most often used in conjunction with corporate bodies, either as a jurisdiction used as the entry element or as a qualifier. Most place names are already established in the Name Authority File.

This module focuses on the instructions that are most often applied for corporate bodies. It discusses how to determine the preferred name and how to interpret (but not create) a name authority record. Also not covered are instructions for variant names (*RDA* 11.2.3) and specific instructions for special types of corporate bodies (*RDA* 11.2.2.16-*RDA* 11.2.2.29).

This module will discuss:

- An overview of identifying persons, families, and places
- An order for applying the instructions and policy statements for identifying corporate bodies
- How to determine the preferred name of a corporate body
- How to determine when a corporate body should be recorded subordinately
- How to determine whether a unit of hierarchy can be omitted
- What to omit and add when constructing the authorized access point for a corporate body
- How to determine the preferred name of a conference
- How to recognize a change of name

References

RDA/LC-PCC PS

- General Guidelines: *RDA* 8
- Identifying Persons: *RDA* 9
- Identifying Families: *RDA* 10
- Identifying Corporate bodies: *RDA* 11
 - Preferred Name: *RDA* 11.2.2
 - Variant names: *RDA* 11.2.3
 - Additions: *RDA* 11.3-7
 - Place: *RDA* 11.3
 - Date: *RDA* 11.4
 - Associated Institution: *RDA* 11.5
 - Omissions: *RDA* 11.2.2.8-*RDA* 11.2.2.11
 - Subordinate and related bodies: *RDA* 11.2.2.13-*RDA* 11.2.2.14
 - Direct or indirect subdivision: *RDA* 11.2.2.15
- Identifying Places: *RDA* 16

CEG

C4. Authority records; Headings--General information; fields 100-111, 700-711

CCM

Module 4. Persons, Families, and Corporate Bodies Associated with a Work or Expression

Descriptive Cataloging Manual, Z1 (instructions for establishing name and series authority records)

MARC 21 Format for Authority Data. Prepared by Network Development and MARC Standards Office. Washington : Cataloging Distribution Service, Library of Congress, 1999- (instructions for tagging name authority records)

NOTES

Definitions of terms used in this module

Authorized Access Point. The standardized access point representing an entity. *(RDA)*

Conference. 1. A meeting of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest. 2. A meeting of representatives of a corporate body that constitutes its legislative or governing body. *(RDA)*

Corporate Body. An organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit. *(RDA)*

Family. Two or more persons related by birth, marriage, adoption, civil union, or similar legal status, or who otherwise present themselves as a family. *(RDA)*

Person. An individual or an identity established by an individual (either alone or in collaboration with one or more other individuals). *(RDA)*

Place. A location identified by a name. *(RDA)*

Preferred Name. The name or form of name chosen to identify a person, family, corporate body, or place. It is also the basis of the authorized access point representing that person, family, corporate body, or place. *(RDA)*

Source of Information. The source of data from which a description (or portion thereof) is prepared. *(RDA)*

Subordinate Body. A corporate body that forms an integral part of a larger body in relation to which it holds an inferior hierarchical rank. *(RDA)*

Variant Access. PointAn alternative to the authorized access point representing an entity. *(RDA)*

Variant Name. A name or form of name by which a person, family, or corporate body is known that differs from the name or form of name chosen as the preferred name for that person, family, or corporate body. *(RDA)*

18.1. Identifying persons and families

Authorized access points for persons are constructed following the instructions in *RDA* 9. The preferred name for a person is generally the name by which they are commonly known (*RDA* 9.2.2.3). It may be a real name, pseudonym, title of nobility, nickname, initials, or other appellation. Determine the preferred name from the sources given at *RDA* 9.2.2.2, following the order of preference given there. If the name consists of several parts (e.g., forename(s) and surname), record as the first element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her own language, country of residence, or country of activity (*RDA* 9.2.2.4). For most persons it is the surname (*RDA* 9.2.2.9). For instructions pertaining to compound surnames and hyphenated surnames, see *RDA* 9.2.2.10. To determine whether to include or drop a separately written prefix such as an article or preposition, see *RDA* 9.2.2.11.

Dates of birth and death are CORE elements; period of activity is CORE when needed to distinguish a person from another person with the same name (*RDA* 9.3). Other additions may include the title of the person (*RDA* 9.4), fuller form of the name (*RDA* 9.5), or other designation associated with the person (*RDA* 9.6). For special instructions for names in certain languages and alphabets, see *RDA* appendix F.

Authorized access points for families are constructed following the instructions in *RDA* 10. Families are rarely associated with serials.

18.2. Identifying places

Authorized access points for places are constructed following the instructions in *RDA* 16. The *LC-PCC PS* for 16.2.2.2 lists sources of information for the preferred names of places in the Australia, Canada, New Zealand, the UK, and the US; for other names base the preferred name on the form found on the piece, “together with a consideration of the form found on the GEOnet Names Server (GNS).” Create a new authorized access point each time a place name changes (*RDA* 16.2.2.7).

Add the name of the larger jurisdiction to places below the state or provincial level. For names of such places in Australia, Canada, the US, the former Soviet Union, and the former Yugoslavia, add the name of the state, province, territory, or constituent republic (*RDA* 16.2.2.9.2), abbreviated, when applicable, following the instructions at appendix B.11; e.g., Vancouver (B.C.), San Francisco (Calif.), Moscow (Russia), but do not qualify names of states, provinces, or territories in Australia, Canada, or the US, or of constituent republics of the former Soviet Union or Yugoslavia (*RDA* 16.2.2.9.1); e.g., New South Wales, not New South Wales (Australia). For names of places in the UK, add England, Northern Ireland, Scotland, or Wales (*RDA* 16.2.2.10); e.g., Cambridge (England), Edinburgh (Scotland), etc. For places in all other countries, qualify with the name of the country (*RDA* 16.2.2.12); e.g., Chennai (India), Paris (France), etc. Give the name of the larger jurisdiction in its current form (*LC-PCC PS* for 16.2.2.4); e.g., Salisbury (Zimbabwe), not Salisbury (Southern Rhodesia). For further additions that may be made to distinguish otherwise identical names, see *RDA* 16.2.2.13.

18.3. Identifying corporate bodies

Authorized access points for corporate bodies are created according to the instructions in *RDA* 11. Such authorized access points may be used in MARC 21 serial records in the appropriate “main entry fields” (110, 111), “added entry fields” (710, 711), and “subject access fields” (610, 611).¹ They may also be used as additions to preferred titles for works in the appropriate fields (130, 630, 730). Note that the term “corporate body” includes conferences.

18.3.1. General instruction. According to *RDA* 11.2.2.3, “When choosing the name for a corporate body, choose the name by which the corporate body is commonly identified,” unless it falls into one of the types given under *RDA* 11.2.2.14 (see *CCM* 18.5.). For guidance on punctuation in headings, see *LC-PCC PS* for *RDA* 1.7.1.

University of Detroit
Centro de Estudios de Estado y Sociedad
Tappantown Historical Society
Institute on Acquisitions and Takeovers--West Coast
Banco Português do Atlântico

Under earlier rules, the first choice for the preferred name of a corporate body heading was the “official” name of the body (i.e., the name established by law). Under *RDA*, the official name is the last choice for a preferred name. For instance, the name Manitoba Health is presented on publications of the Manitoba Department of Health. While “Department of Health” is the official name, “Manitoba Health” is chosen as the preferred name because this is the form presented in the item and is the form under which a user is most likely to search.

In most cases, use the form of the name that is found on the preferred source of information. Exceptions are explained below.

18.3.2. Decision process

- A. Is there a corporate body? (*RDA* Glossary)
- B. Is the body in a special category (*RDA* 11.2.2.18 [Government Officials] - *RDA* 11.2.2.29 [Papal Diplomatic Missions, etc.])? If so, go to the instructions for that category.
- C. Are there variant forms of the name?
 1. On one piece → *RDA* 11.2.2.5
 2. On different pieces → consider whether it is a name change → *RDA* 11.2.2.6 and *LC-PCC PS* 11.2.2.6
 3. Full form vs. acronym or initialism → *RDA* 11.2.2.5
 4. More than one language → *RDA* 11.2.2.5.2 and *LC-PCC PS* 11.2.2.5.2
- D. Is there a corporate hierarchy?
 1. No → apply general instruction (*RDA* 11.2.2.3) → for omissions, apply *RDA* 11.2.2.7-11; for additions, apply *RDA* 11.3-7
 2. Yes → evaluate against the types of name in *RDA* 11.2.2.14

¹ Although the concepts of “main entry” and “added entry” do not exist in *RDA*, they continue to be used to identify these fields in the *MARC 21 Bibliographic Format*.

18.3.3. Interpreting the Name Authority Record (NAR). The following examples illustrate some of the fields and situations encountered in NARs.

Example 1. Authorized access point with several variant forms.

```

Type:           z   Upd status:      a   Enc lvl:       n   Source:        #
Roman:          #   Ref status:      a   Mod rec:       #   Name use:      #
Govt. agn:     #   Auth status:    a   Subj:         a   Subj use:      a
Series:        n   Auth/ref:      a   Geo subd:     n   Ser use:       b
Ser num:       n   Name:          n   Subdiv tp:    n   Rules:        z

1.    010    ##    $a n 91079126
2.    040    ##    $a DLC $b eng $e rda $c DLC $d DLC
3.    005    ##    $a 20130314114355.0
4.    110    1#    $a Massachusetts. $b Division of Waterways
5.    410    1#    $a Massachusetts. $b Waterways, Division of
6.    410    1#    $a Massachusetts. $b Department of Environmental
Management. $Division of Waterways
7.    510    1#    $w r $i Hierarchical superior: $a Massachusetts. $b
Department of Environmental Management
8.    670    ##    $a Lewis, L.R. The state of our harbors, 1990: $b
t.p. (Commonwealth of Massachusetts, Department of
Environmental Management, Division of Waterways)

```

Explanation

- Line 1 =** Control number
- Line 2 =** Originating, inputting, and revising agency (Library of Congress), language of cataloging (English), descriptive rules or instructions used (RDA)
- Line 3 =** Date and time of latest transaction
- Line 4 =** Authorized access point
- Line 5-6 =** References from variant forms
- Line 7 =** Reference from authorized access point for related body. Note: the relationship specified in \$i is the inverse of the relationship that would display in the catalog (see \$w r). This field as coded would generate the reference:

Massachusetts. Department of Environmental Management
Search also under its hierarchical subordinate:
Massachusetts. Division of Waterways

Example 2. Authorized access point with references from variant forms and superseded authorized access point. This example illustrates a name that also appears in different forms and in another language. There is also a superseded authorized access point for the name.

```

Type:          z   Upd status:    a   Enc lvl:      n   Source:       #
Roman:         #   Ref status:    a   Mod rec:     #   Name use:     a
Govt. agn:    #   Auth status:   a   Subj:        a   Subj use:     a
Series:       n   Auth/ref:     a   Geo subd:    n   Ser use:      b
Ser num:      n   Name:         n   Subdiv tp:   n   Rules:       z

1.   010   ##   $a n 81072936
2.   040   ##   $a DLC $b eng $e rda $c DLC
3.   110   2#   $a AISAM
4.   410   2#   $a International Association of Mutual Insurance
      Companies $w nna
5.   410   2#   $a Association internationale des sociétés
      d'assurance mutuelle
6.   410   2#   $a International Association of Mutual Assurance
      Societies
7.   410   2#   $a A.I.S.A.M.
8.   670   ##   $a Its Lexikon Deutschland.

```

Explanation

Line 1 = Control number

Line 2 = Originating and inputting agency (Library of Congress), language of cataloging (English), descriptive rules or instructions used (RDA)

Line 3 = Authorized access point

Line 4-7 = References from variant forms

Line 4 = Reference from superseded authorized access point (see \$w)

Line 5 = Reference from full form of name (in French)

Line 6 = Reference from full form of name in English

Line 7 = Reference from initialism with internal punctuation

Example 3. Authorized access point with name changes. This example illustrates a name that has changed several times. The NAR gives references from the authorized access points for both the earlier and later names.

```
Type:          z   Upd status:    a   Enc lvl:      n   Source:       #
Roman:         #   Ref status:    a   Mod rec:     #   Name use:    a
Govt. agn:    #   Auth status:   a   Subj:        a   Subj use:    a
Series:       n   Auth/ref:     a   Geo subd:   n   Ser use:     b
Ser num:      n   Name:         n   Subdiv tp:  n   Rules:      z
```

```
1.   010   ##   $a n   81103650
2.   040   ##   $a DLC $b eng $e rda $c DLC $d DLC-S
3.   110   2#   $a National Council of Engineering Examiners
4.   410   2#   $a NCEE
5.   410   2#   $a N.C.E.E.
6.   510   2#   $w r $i Predecessor: $a National Council of State
Boards of Engineering Examiners
7.   510   2#   $w r $i Successor: $a National Council of Examiners
for Engineering and Surveying
8.   670   ##   $a Its Digest of court ... 1969
9.   670   ##   $a A Task analysis of licensed engineers, 1981: $b
v. 1, t. p. (National Council of Engineering
Examiners) v. 1, p. A1 (NCEE)
10.  670   ##   $a National Council of Examiners for Engineering and
Surveying. Meeting. Yearbook ... proceedings of the
... meeting of NCEES, 1989-1990: $b p. 237 (name
changed from National Council of Engineering
Examiners to National Council of Examiners for
Engineering and Surveying)
```

Explanation

- Line 1 =** Control number
- Line 2 =** Originating, inputting, and revising agencies (DLC-S = Serial Record Division, LC), language of cataloging (English), descriptive rules or instructions used (RDA)
- Line 3 =** Authorized access point
- Line 4-5 =** References from variant forms
- Line 4 =** Initialism found on a different source (see line 9)
- Line 5 =** Initialism with internal punctuation added [no longer practiced]
- Line 6-7 =** References from the authorized access points for the earlier and later names. Note that line 6 is not justified by a source (field 670). This record was originally converted from a manual catalog record. At the time of conversion to AACR2 not all references previously appearing on manual cards were justified in the record.
- Line 8-10 =** Sources in which the preferred name or its variant forms have been found
- Line 8 =** Original source (no info. provided)
- Line 9 =** Additional source (for preferred name and variants)
- Line 10 =** Source of information for the later name change

If the name does not appear on the piece in the official language of the country, but it can be found in this language in a reference source, take it from this source. Otherwise, use the name as found on the piece. When applied to subordinate bodies the resulting authorized access point may consist of a parent body in one language and its subordinate body in another. Such authorized access points are identified as “provisional” in the Name Authority File and are changed when the name of the subordinate body appears in another source in the language of the parent body.

If there is more than one official language and one of these is English (e.g., for a body located in Canada or South Africa), choose the name in English as the preferred name (*LC-PCC PS* for *RDA* 11.2.2.5.2). Otherwise, choose as the preferred name the form of name in the language used predominantly in resources associated with the body (*RDA* 11.2.2.5.2).

On piece: *Republiek van Suid-Afrika, Buro vir Statistiek*

Republic of South Africa, Bureau of Statistics

Published in South Africa – *English, Afrikaans, and nine other languages are official*

Authorized access point: *South Africa. \$b Bureau of Statistics.*

b. International bodies. An international body is one that includes representatives from more than one country. If the name of an international body appears in English on resources associated with it, choose that form as the preferred name (*LC-PCC PS* for *RDA* 11.2.2.5.3). Use the English form when it appears on the piece, even if none of the members of the body are from English-speaking countries. For example, the Gulf Cooperation Council comprises six Arabic-speaking countries in the Arabian peninsula. Because the name of the body is given in English on its publications, use the English rather than the Arabic form as the preferred name.

18.4.3. Names of governments. When more than one form of the name of a government appears on a piece, use the conventional form rather than the official name (*RDA* 11.2.2.5.4). The conventional form is the name of the area over which the government exercises jurisdiction.

Rhode Island

not State of Rhode Island and Providence Plantations

Massachusetts

not Commonwealth of Massachusetts

18.4.4. Name of an official vs. name of an agency. Avoid using the title of an official who is the chief officer of a corporate body as the preferred name of the corporate body, even when this name is given on a preferred source. Look to other sources in the piece and reference sources, if necessary, to find the name of the organization or agency. For instance, if the title is “Annual report of the Minister of Transport” and “Ministry of Transport” appears in a letter of

transmittal, use “Ministry of Transport.” (*RDA* 11.2.2.18.5). If no other name is available, use the title of the official. Such authorized access points are usually identified as “provisional” in the name authority record.

18.5. Subordinate and related bodies recorded subordinately

18.5.1. Names recorded directly. Record a corporate body directly under its own name when:

- 1) It is not subordinate to another body or jurisdiction (*RDA* 11.2.2.4)

Nova Scotia Business Capital Corporation
Norske bankforening
American Watercolor Society

- 2) It is subordinate to another body or jurisdiction but doesn't fit under one of the types in *RDA* 11.2.2.14 (see below).

San Diego Museum of Contemporary Art
South Carolina Museum Commission
AID Rural Satellite Program (U.S.)

Note that the emphasis of *RDA* is on direct entry. *RDA* 11.2.2.13 provides for direct entry of a subordinate body under its own name (i.e. applying *RDA* 11.2.2.4) **except** when it falls under one of the types. When a name is recorded directly, the next consideration is whether the name needs to be distinguished by a parenthetical addition. (See *CCM* 18.6.2.)

18.5.2. Names recorded subordinately

a. Establishing names in hierarchies. A corporate body that is part of a corporate hierarchy often appears on the piece with the names of the higher bodies to which it is subordinate. Authorized access points for corporate bodies in hierarchies are created from top to bottom--i.e., in order to create an authorized access point for the lowest unit in the hierarchy, you must first determine how the higher bodies are recorded. When name authority records are created, records for more than one unit in the hierarchy may need to be created in order to create the one needed for the piece being cataloged.

b. Determining subordination. To determine whether one body is subordinate to another or which is the subordinate body and which is the parent, consider the layout on the preferred source, other sources in the piece such as letterheads, and consult reference sources when necessary. If the body is subordinate to another, apply *RDA* 11.2.2.13-14.

c. Related bodies. Note that *RDA* 11.2.2.13-14 are for “subordinate and related bodies.” The glossary defines a related corporate body as “A corporate body that is associated with the person,

family, or corporate body being identified (e.g., a musical group to which a person belongs, a subsidiary company). Related corporate bodies include corporate bodies that precede or succeed the corporate body being identified as the result of a change of name.”

d. Government bodies vs. non-governmental bodies. Government bodies include agencies that are directly subordinate to a jurisdiction and those subordinate to a parent body that is itself directly subordinate to the jurisdiction. In *AACR2*, as well as the earliest releases of *RDA*, there was a difference in the treatment of governmental and non-governmental bodies regarding subordinate entry. Those differences are no longer made in *RDA* for the most part. To determine the authorized access point, such bodies are tested against the types under rule *RDA* 11.2.2.14.

Whether a subordinate body falls under one of the types depends on the words in the name, not the type of body. For instance, a city museum whose name was simply “Museum” would fall under *RDA* 11.2.2.14.3 (words that are general in nature) and would be recorded subordinate to the authorized access point for the city, while another museum whose name was more specific (e.g., Mead Art Museum) would not fit into any of the categories and would be recorded under its own name.

***RDA* 11.2.2.14.1**

Names containing terms that by definition imply that the body is part of another (e.g., Department, Division, Section, Branch and their equivalent in other languages).

Record a body that contains one of these terms as subordinate to the higher body or jurisdiction.

Example 1. On piece: State of Louisiana
Department of
Employment and Training

Discussion: This is a state government body and is covered by *RDA* 11.2.2.14.1 because the name of the subordinate body contains the word “department.”

Authorized access point: **Louisiana. \$b Department of Employment and Training.**

Example 2. On piece: Virginia Department of Historic Resources

Discussion: Because the word “Department” appears in its name, this body is covered by *RDA* 11.2.2.14.1. It doesn't matter that the name of the state appears with the name. Do not repeat the name of the state (*RDA* 11.2.2.14).

Authorized access point: **Virginia. \$b Department of Historic Resources.**

RDA 11.2.2.14.2

**Names containing a word that normally implies administrative subordination (e.g., Committee, Commission, Office, Board, etc.)
-- provided that the name of the higher body or government
is needed for identification of the subordinate body.**

For a more complete list of words in English, French, and Spanish that fit this category, see the *LC-PCC PS* for this instruction. Keep in mind that if the name of the higher body or jurisdiction is included in the name of the subordinate body, the subordinate body is entered directly.

Example 1. On piece: Oregon

State Water Board {The word Oregon does not appear with the phrase State Water Board on the piece}

Discussion: The term “Board” is one of the words included in the expanded list in the *LC-PCC PS* so this body is covered by *RDA 11.2.2.14.2*. The jurisdiction “Oregon” is not considered part of the name of the subordinate body because it does not appear directly with it.

Authorized access point: **Oregon. \$b State Water Board.**

But

Example 2. On piece: Oregon State Lottery Commission

Discussion: In this case the name of the body includes the jurisdiction and thus the name of the higher body or jurisdiction is **not** needed for identification.

Authorized access point: **Oregon State Lottery Commission.**

RDA 11.2.2.14.3

Names that are general in nature or simply indicate a geographic, chronological, or numbered or lettered subdivision of the parent body.

RDA 11.2.2.14.3 defines “general in nature” as a name that “contains neither distinctive proper nouns or adjectives, nor subject words.” Most institutions (e.g., libraries, museums, hospitals, etc.) are tested against this type. (For subordinate bodies of universities, however, see *RDA 11.2.2.14.5*). Names that contain general subject terms, such as “Science Library,” that are

entered directly according to this rule will probably need a parenthetical addition (*RDA* 11.13.1.1).

Example 1. On piece: Oregon Department of Forestry
Central Oregon District

Discussion: The Department is covered by *RDA* 11.2.2.14.1 and is set up subordinate to Oregon. The District falls under *RDA* 11.2.2.14.3 because the name indicates no more than a geographic subdivision of the department.

Authorized access point: **Oregon. \$b Department of Forestry. \$b Central Oregon District.**

Example 2. On piece: Colored Pencil Society of America
Ohio District Chapter

Discussion: The chapter is no more than a geographic subdivision of the Society, so *RDA* 11.2.2.14.3 is applicable.

Authorized access point: **Colored Pencil Society of America. \$b Ohio District Chapter.**

Meetings

Also included in this category are names of meetings that consist of no more than the general term “meeting”, “convention”, etc. and that are not grammatically linked to the corporate body. These names are included in this type because they are “general in nature.” For other omissions from conference headings see *CCM* 18.7.32. For meeting names that are grammatically linked to the corporate body, see *RDA* 11.2.2.14.6.

Example 3. On piece: 13th Annual Convention
Old Dartmouth Library Association *{made up example}*

Discussion: The term “Convention” is considered to be the subordinate body and is recorded under the Association because it is “general in nature.” The heading is tagged 110 or 710 (rather than 111 or 711).

Authorized access point: **Old Dartmouth Library Association. \$b Annual Convention.**

RDA 11.2.2.14.4

**Names that do not convey the idea of a corporate body
and do not contain the name of the higher body.**

Included in this category are bodies that might normally fit under 11.2.2.14.1 but lack the word “department,” “division,” etc.

Example On piece: British Library
Collection Development

Discussion: The subordinate body lacks any of the terms commonly used to denote a division or department and so is entered subordinate to the Library under *RDA* 11.2.2.14.4.

Authorized access point: **British Library. \$b Collection Development.**

RDA 11.2.2.14.5

**University faculty, school, college, institute, laboratory, etc.,
with name that simply indicates a particular field of study.**

This type applies to most universities, government or non-government, since they are usually set up under their own name (e.g., a subordinate body of Michigan State University would be tested against this type.) Names of subordinate bodies that are rejected from this type are most often schools, institutes, libraries, etc., that contain a personal name. This type applies only to bodies that are subordinate to universities; do not confuse with names covered by *RDA* 11.2.2.14.3.

Example 1. On piece: Fine Arts Center
University of Rhode Island

Discussion: “Fine Arts Center” indicates no more than a discipline and thus qualifies under *RDA* 11.2.2.14.5.

Authorized access point: **University of Rhode Island. \$b Fine Arts Center.**

But

Example 2. On piece: Mead Art Museum
Amherst College

Discussion: Because the museum contains a person's name, the name is not “general in nature” and does not qualify under *RDA* 11.2.2.14.5.

Authorized access point: **Mead Art Museum (Amherst College)** (see *CCM* 18.6.2 for when to make a parenthetical addition).

RDA 11.2.2.14.6

Non-governmental body with name that includes the entire name of the higher or related body.

Names of this type contain both the name of a subordinate body and its parent body. The different elements within the name may be grammatically linked by words such as “of the.” *RDA* 11.2.2.14.6 allows the cataloger to switch the order, creating an authorized access point that is more likely to be searched by users. It only applies, however, when the name of the higher body as given on the piece is its preferred name (i.e., as found in the Name Authority File, minus any parenthetical additions (*LC-PCC PS* for 11.2.2.14.6).

Example 1. On piece: Office of Women's Affairs of the Graduate Theological Union.

Discussion: The subordinate body is grammatically linked to the preferred name of the higher body.

Authorized access point: **Graduate Theological Union. \$b Office of Women's Affairs.**

Example 2. On piece: Yale University Library

Discussion: The preferred name of the university is Yale University. Therefore, the name contains the entire name of the parent body and the library is recorded subordinately to the University.

Authorized access point: **Yale University. \$b Library.**

But

Example 3. On piece: Cambridge University Library

Discussion: The preferred name of the parent body is University of Cambridge; therefore, the name of the parent body is not considered to be part of the name and the name of the library is recorded directly under its name.

Authorized access point: **Cambridge University Library.**

Example 4. On piece: The Ex-Students' Association of the University of Texas

Discussion: The preferred name of the parent body is University of Texas at Austin; therefore, the name of the subordinate body does not contain the entire name of the parent body and is recorded directly under its name.

Authorized access point: **Ex-Students' Association of the University of Texas.**

Named meetings

RDA 11.2.2.14.6 also includes named meetings that are grammatically linked to the name of a corporate body (see *CCM 18.7.*). For named meetings that are not grammatically linked and that consist of general terms, see *RDA 11.2.2.14.3.*

Example 5. On piece: Annual Meeting of the Society of Friends

Discussion: Meetings, conventions, conferences, etc. that do not have a distinctive name of their own and that are grammatically linked to the name of the corporate body are recorded subordinately (tagged X10).

Authorized access point: **Society of Friends. \$b Annual Meeting.**

Government bodies that contain the entire name of the higher or related body

Government bodies that contain the name of the higher or related body are recorded subordinately only if they fall into one of the other types under *RDA 11.2.2.14. LC-PCC PS 11.2.2.14.6* contains an instruction for cases where the subordinate body's name contains the entire name of a U.S. government body that is entered under its own name rather than "United States" except that one body uses "United States" and the other body uses "U.S."

Example 6. On piece: South Carolina Advisory Committee to the U.S. Commission on Civil Rights

Preferred name of higher or related body: United States Commission on Civil Rights

Authorized access point: **United States Commission on Civil Rights. \$b South Carolina Advisory Committee**

RDA 11.2.2.14.7

A ministry or similar major executive agency of government that has no other agency above it.

Government corporate bodies in this category are those that exist at the highest level directly subordinate to the jurisdiction.

Example 1. On piece: Province of British Columbia

Ministry of Tourism and Provincial Secretary

Heading: **British Columbia. \$b Ministry of Tourism and Provincial Secretary.**

Example 1. On piece: Environmental Protection Agency

Heading: **United States. \$b Environmental Protection Agency.**

RDA 11.2.2.14.8-14 covers specific kinds of government bodies (e.g., courts, military services, embassies, etc.). For instructions on constructing these headings, see *RDA*.

18.5.3. Direct and indirect subdivision: when to omit units of the hierarchy (*RDA* 11.2.2.15). Once a body is determined to fit one of the types listed at *RDA* 11.2.2.14, the next consideration is whether there are intervening units in the hierarchy that can be omitted or whether the entire hierarchy should be retained. Record the body as a subdivision of the authorized access point representing the lowest organizational unit in the hierarchy that is recorded directly under its own name.

a. Omitting other units in the hierarchy. Omit the intervening unit when it is unlikely that another body within the same parent organization or jurisdiction would have the same name. Names commonly omitted are those that are very specific and those that include some of the same words as the parent body.

Alaska
Department of Commerce and Economic Development
Division of Occupational Licensing ← lowest unit recorded directly under Alaska
Games of Chance and Skill Section

The Division is the lowest organizational unit recorded directly under Alaska; therefore, consider whether the Division needs to be retained in the heading. Is it possible that another section within the state might be called the Games of Chance and Skill Section? Because the name is so distinctive, it is highly unlikely; therefore, the Division is not needed in the authorized access point.

Authorized access point: **Alaska. \$b Games of Chance and Skill Section.**

Oregon
Department of Forestry
Fire Control Division

Authorized access point: **Oregon. \$b Fire Control Division.**

United States

Federal Aviation Administration

Office of Aviation Policy ← lowest organizational unit recorded directly under United States

Aviation Forecast Branch

Authorized access point: **United States. \$b Aviation Forecast Branch.**

American Medical Association
Department of Foods and Nutrition
Nutrition Advisory Group

Authorized access point: **American Medical Association. \$b Nutrition Advisory Group.**

b. Retaining other names in the hierarchy. Retain the intervening body when the name is very general and has been or could be used by other bodies within the same organization or jurisdiction. Consider also whether the intervening body indicates a geographic or other type of division under which there could be subordinate bodies with the same name.

Oregon
Department of Forestry
Protection Division

The term “protection” is general enough that it could be used for a division under another department; therefore, the Department of Forestry is retained in the authorized access point.

Authorized access point: **Oregon. \$b Department of Forestry. \$b Protection Division.**

Oregon
Department of Forestry
Fire Control Division ← lowest organizational unit recorded directly under Oregon
Studies and Development Section

There could be a number of sections with this name since it is so general; therefore, the division is retained in the authorized access point.

Authorized access point: **Oregon. \$b Fire Control Division. \$b Studies and Development Section.**

United States
Department of Agriculture
Forest Service ← lowest organizational unit recorded directly directly under United States
Southern Region
Fisheries, Wildlife, and Range Management Staff Unit

There is likely to be another unit with the same name under a different region.

Authorized access point: **United States. \$b Forest Service. \$b Southern Region. \$b Fisheries, Wildlife, and Range Management Staff Unit.**

American Medical Association
Department of State Legislation
Division of Legislative Activities

Authorized access point: **American Medical Association. \$b Department of State Legislation. \$b Division of Legislative Activities.**

American Medical Association
Department of Federal Legislation
Division of Legislative Activities

Authorized access point: **American Medical Association. \$b Department of Federal Legislation. \$b Division of Legislative Activities.**

c. **Unsure?** In case of doubt: Do not omit the other units of the hierarchy.

United States
Atomic Energy Commission
Los Alamos National Laboratory ← lowest organizational unit recorded directly under its own name
Earth and Space Sciences Division
Geochemistry Group

Authorized access point: **Los Alamos National Laboratory. \$b Earth and Space Sciences Division. \$b Geochemistry Group.**

18.6. Omissions and additions

18.6.1. Omissions from the name (*RDA* 11.2.2.8-*RDA* 11.2.2.11). There are four types of omissions:

1. Omit an initial article unless the name is meant to be accessed under the article (*RDA* 11.2.2.8 alternative and *LC-PCC PS* 11.2.2.8).

On the piece: Le Musée du Louvre

Preferred name: Musée du Louvre

but

On the piece: Le Mans

Preferred name: Le Mans (France)

[*Most catalog users would be expected to search for the place as “Le*

Mans” rather than “Mans”]

2. Omit phrases citing an honor or order awarded to the body (*RDA 11.2.2.9*).

Leningradskii gornyi institut im. G.V. Plekhanova

not

Leningradskii ordena Lenina, ordena Oktiabr'skoï Revoliutsii i ordena

Trudovogo Krasnogo Znameni gornyi institut im. G.V. Plekhanova.

Leningradskii gornyi institut im. G.V. Plekhanova

3. Omit terms indicating incorporation, state ownership, or the type of incorporated entity (e.g., Aktiebolaget, Gesellschaft mit beschränkter Haftung, Kabushiki Kaisha, Società per azione) unless they are an integral part of the name or are needed to indicate that the name represents a corporate body (*RDA 11.2.2.10*).

On piece: The American Racing Pigeon Union, Inc.

Preferred name: **American Racing Pigeon Union**

On piece: International Federation of American Homing Pigeon Fanciers, Inc.

Preferred name: **International Federation of American Homing Pigeon Fanciers**

but

Preferred name: Arthur D. Little, Inc.

Preferred name: Apple Computer, Inc.

Preferred name: Films Incorporated

4. Omit the number and/or year of convocation from the name of a conference (see *CCM 18.7* below)

18.6.2. Additions to the name. A corporate body recorded directly under its own name receives an addition when:

- The name does not convey the idea of a corporate body (*RDA 11.13.1.2*)
- The name conflicts with that of another body (*LC-PCC PS* for *RDA 11.13.1.1*)
- The addition assists in the identification of the body (*RDA 11.13.1.3-5*)

a. The name does not convey the idea of a corporate body (*RDA 11.13.1.2*). Among names included in this category are firms that consist of a person's name, ships, galleries, and performing groups. Corporate bodies found on serials that are most likely to need such an addition include business firms, projects, and programs.

The addition to such a name generally consists of one or two descriptive words that identify the name as a corporate body (e.g., firm, gallery, program, etc.). Give the descriptive words in English, regardless of the language of the name (*LC-PCC PS*). Note: “Firm” is often added to for-profit companies while “Organization” is often added to non-profit bodies.

Planning Network (Firm)
Solar Liaison (Firm)
Pyramid (Firm)
Tercüman Gazetesi (Firm)
Intercosmos (Program)
Action Research on Change in Schools (Project)
Gabus (Gallery)
Planning Network (Firm)
Minnesota Beautiful (Organization)

- b. The name CONFLICTS with that of another body** (*LC-PCC PS* for *RDA* 11.13.1.1). Any time two corporate bodies have the same name (excluding forms found in variant access points), make an addition to each (*LC-PCC PS* for *RDA* 11.13.1.3). This may require revising an existing authorized access point.² The addition may consist of the place in which the body is located, the jurisdiction to which it pertains, or the name of a higher or related body entered directly under its own name.

Trinity College (Dublin, Ireland)
Trinity College (Hartford, Conn.)
Trinity College (University of Cambridge)
Trinity College (University of Melbourne)
Trinity College (University of Oxford)

- c. There is NO CONFLICT but the addition assists in the identification of the body** (*RDA* 11.13.1.3-*RDA* 11.13.1.3.5). This is most often the case when the body’s name consists of common words and the body has an associated geographical scope of activity.

subordinate body: Climate Analysis Center

parent body: United States. \$b National Weather Service.

authorized access point: **Climate Analysis Center (U.S.)**

other examples:

² Note that this practice differs from that of making additions to authorized access points for works because of title conflicts (where the cataloger does not go back and revise the authorized access point of the existing serial).

Rock Art Protection Program (Australia)

Indian and Inuit Affairs Program (Canada)

Center for Research (U.S.)

Geological Survey (U.S.)

Federal Data Procurement Center (U.S.)

but

Canada Man and the Biosphere Program

18.6.3. Choice and form of addition. The following guidelines for choice of addition cover those situations not given explicitly in *CCM* 18.6.2.

a. Place or jurisdiction. The place in which a body is located or the political jurisdiction that controls it (e.g., country, state or province, county, etc.) is usually the most appropriate addition. Give the name of the place in its established form. Use the current form of the name (as established in the Name Authority File), regardless of what is on the piece, and update the authorized access point for the body when the name used in the addition changes. See *RDA* 11.13.1.3 and *LC-PCC PS* 11.13.1.3 for specific instructions.

b. Associated Institution. If a body is subordinate to an institution, generally use the name of the associated institution as the addition when this provides better identification than the local place name (*RDA* 11.5, *RDA* 11.13.1.4). Use the preferred name of the associated institution in the addition (*RDA* 11.5.1.3).

parent body: Massachusetts Institute of Technology
subordinate body: Dewey Library (Massachusetts Institute of Technology)

c. Year. Use the date or dates associated with the body when the place and/or associated institution does not distinguish the body (*RDA* 11.13.1.5).

d. Other additions. Add a term indicating type of jurisdiction when needed to further distinguish one jurisdiction from another (*RDA* 11.13.1.6 and *LC-PCC PS* 11.13.1.6). When none of the preceding types of addition is sufficient or appropriate to distinguish two headings, add any suitable designation (*RDA* 11.13.1.7).

18.7. Identifying conferences

Conferences, meetings, and exhibits are considered to be corporate bodies (*RDA* 11.0). Determining the preferred name of a conference is often more difficult than doing so for other corporate bodies because one must first determine whether the conference is *named*. The conference name may be cited in a preferred source or may only appear in less prominent places, such as in the preface (*RDA* 11.1.1).

18.7.1. Named vs. unnamed conferences (*RDA* 11.0). A corporate body must have a name in order to be represented by an authorized access point. A name of a corporate body consists of words that are a specific appellation rather than a general description.

For example:

- Named:** Included are papers presented at the fourth Annual Meeting of the Society of Friends.
Preferred name: Society of Friends. \$b Annual Meeting.
- Unnamed:** Included are papers presented at a meeting held by the Society of Friends in January 1991.

Under *RDA* a conference name need not contain a word denoting a meeting to be considered a name. Additions may be added to names not conveying the idea of a corporate body (*RDA* 11.7.1.4 and LC-PCC PS 11.7.1.4).

For example:

Freedom & Faith (Conference)

CAV (Conference)

Digital Library Futures: User Perspectives and Institutional Strategies
(Conference)

18.7.2. Determining the preferred name of a conference. Regardless of the type of conference, omit from the name of the conference the number of the conference and/or year of convocation (*RDA* 11.2.2.11). While *RDA* 11.3.2 provides for the addition of the place of a conference, *RDA* 11.4.2 for the addition of the date of a conference, and *RDA* 11.6 for the

number of a conference, these are generally not appropriate in authorized access points for conferences given on serials, since these change with each issue. The place may be added if the conference, exhibition, or event always occurs in the same place.

Unless a conference name falls under *RDA* 11.2.2.14.3 or *RDA* 11.2.2.14.6, record the preferred name by applying the basic instructions at *RDA* 11.2.2.4.

Conference on Workers' Compensation.

Congreso Español de Estudios Clásicos.

Symposium on Colloid Chemistry.

World Forestry Congress.

Pittsburgh International Exhibition of Contemporary Painting.

If the name falls under *RDA* 11.2.2.14.3 or *RDA* 11.2.2.14.6, it is recorded subordinate to the higher or related body. The names in this category often consist of no more than one or more generic terms, such as *Annual Meeting*, *Constitutional Convention*, *Conference*, etc. and are usually presented in conjunction with the name of the corporate body. When this is the case, the term designating the meeting is considered to be a subordinate body. The terms may or may not be grammatically linked to the name of the corporate body. When not grammatically linked, *RDA* 11.2.2.14.3 applies; when linked, *RDA* 11.2.2.14.6 applies if the body is a non-governmental body. Note that in the latter case the name of the higher or related body must be its preferred name (*RDA* 11.2.2.14.6). Note also that when the name of the conference does NOT consist of one or more generic terms, the conference is not considered subordinate, regardless of whether its name includes the preferred name of the higher or related body (*RDA* 11.2.2.14.6). For names treated subordinately, the authorized access point is tagged 110 because it consists of the name of a corporate body and a subordinate body.

On piece: Proceedings of the 1989 Meeting, NCEES.

Preferred name:

110 2# \$a National Council of Examiners for Engineering and Surveying. \$b Meeting.

On piece: Annual conference of the Colored Pencil Society of America

Preferred name:

110 2# \$a Colored Pencil Society of America. \$b Annual Conference.

But

On piece: Miami University Conference on Sentence Combining and the Teaching of Writing

Preferred name:

110 2# \$a Miami University Conference on Sentence Combining and the Teaching of Writing

Not:

110 2# \$a Miami University. \$b Conference on Sentence Combining and the Teaching of Writing

[Name of conference is not generic.]

18.7.3. Interpreting the Name Authority Record (NAR). Prior to RDA, any indication of frequency present in the name of a conference was omitted from the authorized access point for that conference. Consequently, when evaluating name authority records for conformity with RDA, pay particular attention to the absence of an indication of frequency from the 110 or 111. Typically, these records will already be flagged (667) as possibly not being in conformity with RDA. In the example below, the first source citation (670) indicates that the name contains an indication of frequency, or did at the CIP galley stage. In this case, usage on the piece would be decisive in making a determination.

Type:	z	Upd status:	a	Enc lvl:	n	Source:	#
Roman:	#	Ref status:	n	Mod rec:	#	Name use:	a
Govt. agn:	#	Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	n	Subdiv tp:	n	Rules:	c

1.	010	##	\$a n 89107458
2.	040	##	\$a DLC \$b eng \$c DLC \$d DLC
3.	005	##	\$a 20130314114355.0
4.	110	1#	\$a American Society for Bone and Mineral Research. \$b Meeting
5.	667	##	\$a THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED
6.	670	##	\$a International Conference on Calcium Regulating Hormones and Bone Metabolism (10th : 1989 : Montreal, Quebec). Calcium regulation and bone metabolism, 1990: \$b CIP t.p. (Montreal, 9/9-14/89) galleys (Annual Meeting of American Society for Bone and Mineral Research)
7.	670	##	\$a NLM files, 2/23/90 †b (hdg.: American Society for Bone and Mineral Research. Meeting)

18.8. Changes in the name of a corporate body

According to *RDA* 11.2.2.6, if the name of a corporate body changes, a new authorized access point must be made. Since the same name is likely to be used on different publications and, for serials, on each consecutive issue, it is quite possible that there may be changes in the way the name is presented on different pieces (see also *CCM* 18.4.). In order to avoid making new authorized access points when there is little evidence that there really is a change in name, the *LC-PCC PS* for *RDA* 11.2.2.6 defines categories of variation that do not constitute a name change. The categories are similar to those defined for minor title changes: changes in the

representation of a word, changes to prepositions, or changes in punctuation. These criteria hold “in the absence of explicit evidence that a true name change has taken place.”

In order to prevent unnecessary maintenance of the Name Authority File and related bibliographic records, the policy statement instructs catalogers that, “if a variant name has already been treated as a name change, do not collapse multiple authorized access points into one authorized access point, unless there is additional, explicit evidence that only variant names are involved.”

Name change:

110	1#	\$a Manitoba. \$b Department of Health
510	1#	\$a Manitoba. \$b Manitoba Health
110	2#	\$a Yale College
510	2#	\$a Yale University
110	1#	\$a Idaho. \$b State Treasurer's Office
510	1#	\$a Idaho. \$b Treasury Department
110	2#	\$a Institute of Animal Technicians (Great Britain)
510	2#	\$a Institute of Animal Technology

Variant names:

110	2#	\$a Institut "Mihajlo Pupin"
410	2#	\$a Institute Mihajlo Pupin
410	2#	\$a Institute Mihailo Pupin
110	2#	\$a American Society for Abrasive Methods
410	2#	\$a A.S.A.M.
410	2#	\$a ASAM
110	1#	\$a Metropolitan Water Intelligence Systems Project
410	1#	\$a MWIS Project

SUMMARY

- When there are variant names on the serial, prefer the name that predominates on the preferred sources or the sources listed in RDA 11.2.2.2.
- Test names of corporate bodies against the types in RDA 11.2.2.14.
- If a name is not one of the types, record it directly under its own name and consider whether a parenthetical addition is needed (RDA 11.3-7).
- Some names recorded directly always receive additions (e.g., those that conflict with another, government bodies other than institutions), others receive additions when considered useful (e.g., government institutions, non-government bodies).
- When a name is recorded subordinately, consider whether part of the hierarchy can be omitted, according to RDA 11.2.2.15.
- A conference must be named in order to be recorded as a corporate body.
- Names such as “Meeting” or “Conference” constitute conference names but are recorded subordinate to the higher or related corporate body because they are general in nature (RDA 11.2.2.14.3).
- If the name appears on the piece in a form different from that found in the name authority record or on other pieces, consider whether the name has changed (RDA 11.2.2.6).