Headings–General Information

All headings used, regardless of tag, must be searched in the Library of Congress/NACO Authority File (LC/NAF) for the AACR2 or AACR2-compatible form of heading. According to CONSER practice, when an established heading is not found, the AACR2 form must be supplied.

Usage

NAME HEADINGS may be used in catalog records as:

Main entries	1XX (100-111)
Subject added entries	6XX (600-611)
Name added entries	7XX (700-711)
Series added entries	8XX (800-811)

Fields 6XX, 7XX, and 8XX are repeatable; 1XX fields are not repeatable.

Procedures described here are applicable to all the above functions of name headings. Specific procedures unique to individual fields are given with the instructions for that field, or in the general instructions for the particular category of headings.

There are three categories of NAME headings. These categories remain the same regardless of the function. The second and third characters of the numeric tag define the category. The three categories are:

Personal name	X00
Corporate name	X10
Conference name	X11

Thus, a corporate body used as a main entry will be tagged 110; as a subject added entry, 610; as an added entry, 710; and as a series added entry, 810.

UNIFORM TITLE headings may be used in catalog records as:

Main entries	130
Subject added entries	630
Name added entries	730
Series added entries	830

Fields 630, 730, and 830 are repeatable; field 130 is not repeatable.

Editing instructions

1. Omit initial articles in all languages occurring at the beginning of name heading fields and at the beginning of a subfield, except when the heading/subfield begins with a personal or geographic name and the intent is to file on the article.

2. Omit initial articles occurring in the title portion of an author/title added entry in 6XX, 7XX, and 8XX fields.

3. Input terminal punctuation unless the field ends in some other form of punctuation: -) ? or !

4. Input one space after an open date in a heading.

```
710 2# Scientific Society of San Antonio (1904- )
700 12 De Crane, Ray, 1914- . $t Cut your own taxes.
```

First indicator

The first indicator describes the form of the name.

Personal name headings (X00)

0 Forenames.
Consider as forenames: names having the structure of forenames, initials in direct order, or a characterizing phrase in direct order. In case of doubt as to whether a name is a forename or a surname, consider it a forename.

```
600 00 Norodom Sihanouk, Prince, $d 1922-
700 0# Father Divine.
700 0# Adunis, $d 1930-
```

1 Surname.
Consider as surnames: names formatted in inverted order (surname, forename) or names without forenames when known to be surnames. If there is uncertainty that a name without forename(s) is a surname, use first indicator value "0." Phrases, when formulated with inversion and an entry element similar to a surname are treated as a surname.

```
100 1# Lasker, Toy.
100 1# VanCleemput, W. M. $q (William Magda), $d 1945-
700 1# Leverette, Clarke E., $d 1936-
700 1# Van Atta, Dale.
```

```
100 1# Chiang, Kai-shek, $d 1887-1975.
100 1# Rousseau-Darnell, Lyse.
700 1# Senger und Etterlin, Ferdinand Maria von.
700 1# Verez de Peraza, Elena Luisa, $d 1919-
```

3 Family name.

[600 only; pre-*AACR2* for 100, 700, 800] Consider names of families, clans, dynasties, houses or other such groups to be a family names. The name may be constructed in direct or inverted order.

```
600 3# McAllister family.
600 3# Premyslid dynasty.
600 3# Norfolk, Dukes of.
```

Corporate name headings (X10)

0 Inverted name [Pre-*AACR2*].

1 Jurisdiction name.

Use when the corporate body is a jurisdiction or is entered subordinate to a jurisdiction. Use also for meetings entered subordinately to a jurisdiction and corporate body.

```
710 1# Great Britain.
710 1# United States. $b Dept. of Agriculture.
```

2 Name in direct order.

Use for all corporate bodies entered directly under their own name. Use also for meetings entered subordinately to a corporate body.

```
110 2# Scientific Society of San Antonio (1892-1894)
710 2# Université de Rouen. $b Centre d'étude de la civilization
       médiévale.
110 2# American Medical Association. $b Meeting.
```

Conference headings (X11)

0 Inverted name [Pre-*AACR2*].

1 Jurisdiction name [Pre-*AACR2*].

2 Name in direct order.

Use for all *AACR2* conference headings.

```
711 2# International Meeting on Future Trends in Inflammation.
```

Second indicator

Consult individual fields for instructions on the use of the second indicator.

Subfields

Following are the definitions of the subfields for name heading fields. Many are rarely or never applicable to serials. Examples of those commonly used in serial records are given with the individual fields. Examples provided below illustrate the use of the subfields only, and many are not from serial records.

Subfields are divided into four categories:

1) Name portion of heading

   $a, $b, $c, $d (X00), $e, $k, $q

2) Title portion of heading

   $f, $g, $h, $l, $m, $n, $o, $p, $r, $s, $t, $u, $v

3) Subject subdivision

   $x, $y, $z

4) Control subfields

   $2 (6XX), $3 (6XX, 7XX, 8XX) $4 (7XX), $5 (7XX), $x (4XX, 7XX, 8XX)

$a Personal name. (X00)
    Corporate name or jurisdiction name as entry element. (X10)
    Meeting name. (X11)
Subfield $a contains the name or first unit of the name. In the X10 fields it may contain a jurisdiction to which the corporate body is subordinate. Explanatory data that follows the corporate name–but that does not pertain to a conference–is included in subfield $a.

```
710 2# Unifrance film (Organization)
```

$b Numeration. (X00)
This subfield is used only with forenames in personal name heading fields. When a roman numeral appears with a surname, it is input in subfield $c.

```
700 0# Alfonso $b XIII, $c King of Spain, $d 1886-1941.
```

```
700 0# Gustaf $b II Adolf, $c King of Sweden, $d 1594-1632.
```

$b Each subordinate unit in hierarchy. (X10)

```
710 1# United States. $b Employment and Training Administration. $b
        Office of Financial Control and Management Systems.
```

$b Number (of conference). (X11) [Pre-*AACR2*]

$c Titles and other words associated with the name. (X00)
This subfield identifies:

1) Titles designating rank, office, nobility, terms of address, initials of an academic degree or denoting membership in an organization, or other words or phrases associated with the name;

2) A roman numeral used with a surname heading;

```
700 1# Evans, Montgomery, $c II.
```

3) Words or phrases added to distinguish identical names (Cf. *AACR2* 22.19).

```
700 0# Vivekananda, $c Swami, $d 1863-1902.
700 0# Thomas $c (Anglo-Norman poet)
600 00 Norodom Sihanouk, $c Prince, $d 1922-
```

$c Location of meeting. (X10 and X11)
Includes both place names and names of institutions where conferences were held. Subfield $c is not repeatable. If subfield $c is the only subfield present, the subfield code precedes the parenthesis. If the heading contains two place names, because all sessions of the conference are held in the same two places, both names are included in the same subfield.

```
711 2# Refresher Course on Cats $d (1980 : $c University of Sydney)
111 2# Mostra-mercato nazionale del mobile antico $c (Cortona, Italy)
711 2# International Conference on Mesons and Recently Discovered
        Particles  $d (1957 : $c Padua and Venice, Italy)
```

Subfield $c is only used in X10 fields for place names of meetings entered subordinately to a corporate body. It is very rarely used for serials. Do **not** use $c to qualify a corporate name.

```
110 2# American Library Association. $b Conference $c (Washington,
        D.C. and London, England)
```

$d Dates associated with a name. (X00)
Dates may be qualified by letters, month and day, and/or marks of punctuation. Common date qualifiers are "b.", "d.", "ca.", "fl.", etc.

$d Date of meeting or treaty signing. (X10 and X11)
If used without subfield $n, subfield $d precedes the parentheses. This subfield is rarely used for serials; instead the subfield $d information is recorded with an institution's holdings.

```
711 2# Paris Peace Conference $d (1919-1920)
```

$e Relator term. (X00 and X10)
Identifies the relationship of the name to the work in the following usages:

1) Legal designations (e.g., defendant, complainant) added to names. Not used according to CONSER policy (Cf. *LCRI* 21.36C).

2) Designation of function (e.g., ed., comp., etc.). Not used according to CONSER policy (Cf. *LCRI* 21.0D).

3) Rare serials cataloging: The Rare Books and Manuscripts Section of the Association of College and Research Libraries has developed a list of standard relator terms for use with rare materials. Subfield $4 (relator code) is used to identify the standard list from which the term is taken. When the term pertains to a "copy-specific" added entry, subfield $5 (copy-specific institution) is also used.

$e Subordinate unit. (X11)
Subfield $e contains a subordinate subheading used with the name of a conference.

```
111 2# International American Conference. $e Delegation from Haiti.
```

$f Date of a work. [Pre-*AACR2* in 1XX fields]
Used with *AACR2* only after subfield $t in 6XX, 7XX, and 8XX fields when subfield $t is derived from field 240 on the related record.

```
700 1# Hills, John, $c surveyor. $t Sketch of Allens town, June 1778.
     $f 1976.
```

$g Miscellaneous information. [Pre-*AACR2* in fields 110, 111, and 711]
Subfield $g is used for any miscellaneous data element that occurs in a heading and which cannot be identified by any other subfield code.

```
110 1# Minnesota. $b Constitutional Convention $d (1857 : $g
     Republican)
```

$k Form subheading.
Subfield $k contains standardized phrases added to a heading to gather together in a file the records for certain kinds of materials. Under *AACR2* these phrases are used to form the uniform title (field 240) and are not included in name headings; thus, this subfield is rarely used for

serials. The only form subheadings valid for *AACR2* are: Manuscript; Protocols, etc.; Selections.

```
110 2# British Library. $k Manuscript. $n Arundel 384.
710 1# France. $t Treaties, etc. $g Poland, $d 1948 Mar. 2. $k
       Protocols, etc. $d 1951 Mar. 6.
```

$l Language of a work.
Subfield $l is used in uniform title fields 130 and 240. It is also used following the subfield $t in the title portion of a name/title entry when the title is derived from field 240 on the related record. It contains the language of a translation used in conjunction with the title of the original work.

$m Medium of performance for music.
This subfield is applicable only to music.

```
100 1# Debussy, Claude, $d 1862-1918. $t Images, $m piano.
```

$n Number of part/section of a work. (X00 and X30)
Subfield $n contains the number of a part or section used in the title portion of a name/title entry. [Pre-*AACR2* for field 100.]

$n Number of part/section/meeting. (X10 and X11)
1) Used for the number of a part or section in the title portion of a name/title entry. 2) Used for the number of a conference. Subfield $n is rarely used with serials in conference headings since numbering information is generally recorded with an institution's holdings.

```
111 2# Vatican Council $n (1st : $d 1869-1870)
```

$o Arranged statement for music.
This subfield is applicable only to music.

$p Name of part/section of a work. (X30)
Subfield $p contains the name of a part or section following subfield $t in the title portion of a name/title heading. [Pre-*AACR2* for fields 1XX]

$q Fuller form of name. (X00)
Subfield $q contains parenthetical qualifiers which are expansions of initials in personal names. It may also contain an unused forename (i.e., a forename not represented by an initial).

```
100 1# Smith, Elizabeth $q (Ann Elizabeth)
```

$q Name if meeeting following jurisdiction name entry element. (111) [Pre-*AACR2*]

$r Key for music.
This subfield is applicable only to music.

$s Version.
Subfield $s is used only following subfield $t in the title portion of a name/title heading when the title is derived from field 240 on the related record, or to record uniform title tracing when necessary, in linking fields.

```
700 12 Harrison, Tinley Randolph, $d 1900- . $t Principles of internal
        medicine. $s 9th ed.
785 00 Great Britain. Parliament. $s Parliamentary debates (1892-1908)
```

$t Title of a work. [Pre-*AACR2* in fields 1XX]
Subfield $t contains the name of a title in a name/title heading. Subfield $t must be present in fields 800, 810, and 811.

```
700 1# Piave, Francesco Maria, $d 1810-1876. $t Traviata.
810 1# United States. $b Congress. $b House. $t Report.
```

$v Volume number/sequential designation.
This subfield is used with 8XX series fields and contains the volume or number of the series. Subfield $v is only used in specific cases on serial records when the numbering is limited to a few issues or remains constant on all issues.

```
830 #0 Air Force recurring publication ; $v 110-1.
```

Subfield $v is also used in 6XX fields. See: Subject Headings--General Information.

$x General subdivision. (6XX)
See: Subject Headings--General Information.

$x International Standard Serial Number (ISSN). (7XX, 8XX)

$y Chronological subdivision. Used in 6XX fields only.
See: Subject Headings--General Information.

$z Geographical subdivision. Used in 6XX fields only.
See: Subject Headings--General Information.

Control subfield codes

These codes specify the source of the data in a field or the institution to which the data is specific. They include the following:

$2 Source of heading or term. (6XX only)
See: Subject Headings--General Information.

$3 Materials specified. (6XX, 7XX, 8XX)
Part of the described materials to which the field applies.

$4 Relator code. (1XX, 7XX)
Codes are assigned from Part I of *MARC Code List for Relators, Sources, Descriptive Conventions*.

$5 Institution to which field applies.
This subfield contains the NUC symbol of the institution or sub-institution holding the copy to which the added entry applies. The subfield is not to be used to indicate the nature of the added entry with which it appears. It is used in an institution/copy-specific field that does not apply to the universal description of the item. It is not used for added entries applying to the universal description of the item even if such added entries are additional to those normally called for by the cataloging rules. Such an added entry is recorded without subfield $5, even though most libraries cataloging the item might not give the name as an added entry. (A complete list of the NUC symbols and their related institutions can be found in *MARC Code List for Organizations*.)

```
710 2# Bridgewater Library, $e former owner. $5 [NUC symbol]
```

$6 Linkage.
For instructions on the use of subfield $6, see field 880.

Related fields, etc.

Series--General Information, Subject Headings--General Information