

Update Information
2015 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	Introduction – Added information on justifying elements in a name authority record with a source citation. Replace.
Z1	Name and Series	008/10 – Descriptive Cataloging Rules. Added information on use of value “z” and to note exceptions. Replace.
Z1	Name and Series Authority Records	046 – Special Coded Dates. Added information on requirements to supply justification for 37X fields. Replace.
Z1	Name and Series Authority Records	368 – Other Attributes of Person or Corporate Body. Added information on use of subfields \$u and \$v. Replace.
Z1	Name and Series Authority Records	670 – Source Data Found. Added information on justifying other elements in the 046 and 3XX fields. Replace.
Supplement to the MARC 21 Format for Authority Data	008/10 Descriptive Cataloging Rules	Replace. Added information for use of value z and to note exceptions.
Supplement to the MARC 21 Format for Authority Data	046 Special Coded Dates	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	336 Content Type	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	368 Other Attributes of Person or Corporate Body	Replace. Removed references to 008/10.

Update Information
2015 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	370 Associated Place	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	371 Address	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	372 Field of Activity	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	373 Associated Group	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	374 Occupation	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	375 Gender	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	376 Family Information	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	377 Associated Language	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	378 Fuller Form of Personal Name	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	380 Form of Work	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	381 Other Distinguishing Characteristics of Work or Expression	Replace. Removed references to 008/10.

Update Information
2015 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	382 Medium of Performance	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	383 Numeric Designation of Musical Work	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	384 Key	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	385 Audience Characteristics	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	386 Creator/Contributor Characteristics	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	672 Title Related to the Entity	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	673 Title Not Related to the Entity	Replace. Removed references to 008/10.
Supplement to the MARC 21 Format for Authority Data	678 Biographical or Historical Data	Replace. Removed references to 008/10.

Update Information
2015 Update Number 2

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INTRODUCTION

These instructions address the creation and update of name and series authority records (NARs and SARs). They do not address subject authority records. For the purposes of this document, “authority record” applies to both name and series authority records. “Authority file” applies only to the name and series authority records that constitute the LC/NACO authority file (LC/NAF).

LC staff members and libraries participating in the Name Authority Cooperative (NACO) component of the Program for Cooperative Cataloging (PCC) contribute records to the authority file.

In constructing authorized access points, variants, and recording information, NACO participants and LC catalogers not working in the LC Database may make use of all records in the file against which the searching and cataloging is being done: OCLC, British Library, SkyRiver, etc. NACO participants may choose to use only LC records found in the file being searched. For LC catalogers working in the LC Database, the file is the set of records comprising the “LC database” (see the 670 section of this document). In this document, “database” refers to whatever file is being used for searching and cataloging.

Use this document (DCM Z1) in connection with RDA: Resource Description and Access, *Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)*, and other sections of the *Descriptive Cataloging Manual (DCM)*. This document supplements the MARC 21 Format for Authority Data and generally does not repeat information found in the format. The examples are given in MARC 21 style; an exception is the use of a blank space before and after the delimiter/subfield code combination. The symbol “#” represents a blank in an indicator position; the symbol “\$” is used for the delimiter.

This Introduction covers the following topics:

- Name authority records (NARs)
- Series authority records (SARs)
- Justification of access points and elements
- NACO normalization
- Should an SAR be made?
- How many SARs should be made?
- Series Statement appears only on ECIP data view at galley stage
- Priorities for series/multipart items
- Searching series

Name authority records (NARs)

A name authority record has the following basic contents: 1) the authorized access point

(MARC 21 field 1XX), 2) the sources for justification of the authorized access point, including additions that are part of the authorized access point, variant access points, some identifying elements, and 3) any related access points used to express relationships (MARC 21 fields 4XX/5XX). Additional information may be recorded in fixed fields (008) and in note areas of the authority record (MARC 21 fields 667, 675 or 678). Optional MARC fields such as 046 and 3XX may also be given. Control data and content designation are also included for proper identification and manipulation of the data.

NARs are not made for personal names when the only clue to the person's identity is a nonalphabetic or nonnumeric device, topical subject headings, or geographic features. Under RDA, a name may be used and an authority record may be created for entities that were formerly only used as subjects such as, family names, fictional characters and non-human entities (e.g., animals) when these purport to be responsible for the creation of, contribution to, etc. a work or expression.

Generally, make a name authority record for any person, corporate entity (including geographic), or family name that may be used as an access point in a bibliographic record, whether the name is actually first used as a descriptive or subject access point. Under certain LC workflow procedures, e.g., Minimal Level Cataloging, an authority record may not be created for every access point assigned.

NACO libraries are not obligated to contribute authority records for every access point generated by their cataloging. However, any NAR contributed to the LC/NAF must have all necessary elements of the access point established in the following cases:

All bodies that are part of an established hierarchy; e.g., when establishing a corporate entity that is entered subordinate to its parent body, the parent body must also be established. In other words, if an NAR for the parent body or an intervening subunit is not present in the LC/NAF, it must be established. This means that more than one NAR will be created for the LC/NAF, and some of those headings may not be used in bibliographic records.

All bodies added to the NAR to reflect a relationship with the 1XX ; e.g., if an entity is entered independently and a variant form is given through a higher body or bodies, the higher body/bodies needs to be represented in the authority file as well. Thus, catalogers may need to create other NARs in addition to the one needed for use in the catalog even if that name is not used on a bibliographic record.

All names and corporate bodies used in a related entry (5XXs) must also be represented in the authority file. For example, when establishing a name for an author who uses a pseudonym, or a corporate heading representing an earlier and later change of name, the cataloger will need to connect the headings by means of see also references. In order to avoid blind references, the cataloger will need to make sure that the corresponding heading is established.

Names used in some qualifiers, such as geographic names used in locations on conference headings, must also be established before they can be used.

Certain elements of a name/title access point must also be established; e.g., when an

NAR for the conventional collective title “Works” is created under an author who is not established in the LC/NAF, an NAR for the author must be contributed as well.

Additional guidelines for the creation of titles of works or expressions are listed below:

LC practice: For titles or name/titles, an authority record is often made when one or more of the conditions listed below applies. Apply these criteria to each element of the full access point (main title, language, part, etc.) and make a separate authority record for each element that meets the criteria.

- (1) a reference will be traced on **that** authority record; or,
- (2) extensive research done to establish that heading must be recorded; or,
- (3) the heading is needed for a related work access point or subject entry and the related work is not represented by a bibliographic record in the LC database, or, for serials, by a CONSER record in OCLC; or,
- (4) certain information needs to be recorded, e.g., citation title for a law.

Note: Currently, authority records are **not** automatically created for each element of a uniform title heading e.g., when creating a name/title NAR for an expression record such as: Queneau, Raymond, 1903-1978. \$t Fleurs bleues. \$l English it is not necessary to create an NAR for the work record: Queneau, Raymond, 1903-1978. \$t Fleurs bleues.

LC music cataloging practice: As of August 16, 1999, authority records are created for ALL title and name/title headings. When a name/title see also reference needs to be made, make an authority record for the name/title referred from if such a record had not been made in accordance with the above guidelines.

PCC practice: NACO participants may contribute name authority records for works or expressions as needed for cataloging.

Series authority records (SARs)

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

LC series practice: As of June 1, 2006, LC does not create or update SARs.

PCC series practice: Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

A series-like phrase record also can be made to record information of general interest or application, e.g., the 1XX in the record is an imprint rather than a title.

A series authority record has the following basic contents: 1) type of series code (i.e., monographic series, analyzable multipart item, a serial other than a monographic series, series-like phrase), 2) form of heading, 3) series treatment (classification, analysis, and tracing), 4) series numbering, 5) an LC call number, if classified as a collection, 6) place of publication and publisher/issuing body, 7) the source(s) on which the form of series heading is based, 8) cross references leading to the heading from variant forms and from/to related headings. Additional information may be recorded in fixed fields and in note areas of the authority record. Control data and content designation are also included for proper identification and manipulation of data.

Until 1983, series authority records created at LC, for the most part, reflected solely LC holdings and practices. However, now the authority file is a national authority file that accommodates holdings and practices of other institutions.

Series treatment information reflects institution-specific decisions. Therefore, the fields containing series treatment information require the identification of institution(s) following that practice. Because series treatment decisions in an institution can change, certain series treatment fields provide the means for indicating variations in practice within an institution.

In August, 2008, the PCC Steering Committee approved a recommendation to allow the creation of post-cataloging series authority records. The intent is to allow libraries to do series authority control after cataloging without the piece in hand when authority control was not done at the time of cataloging. When a title is first cataloged, the series statement in the bibliographic record is formulated while examining the piece. Post-cataloging authority records are created based on that series statement by catalogers who are fully trained and authorized to contribute series authorities. The authority file must be consulted at that time to prevent conflicts, add qualifiers, etc. It is recognized that SARs created post-cataloging may lack some references, so they are to be coded as preliminary records. They must also have a nonpublic general note indicating their origins. The authorized form is then added as a series tracing to the bibliographic record.

Justification of access points and elements

The preferred form of name or title, additions in the authorized and variant access points, and other identifying elements recorded in the 046 or 3XX fields generally should be justified using one of the methods described in the 046 and 670 sections of this document. When the information recorded is obvious from the 1XX form or the 670 field for the work for which the authority record is being established, additional justification is not needed. When updating an authority record, additional justification is not needed if already present or obvious in the existing fields. For example, if the preferred title for the work is Best short stories, it is not necessary to provide additional justification when recording "Short stories" as a form of work recorded in the 380 field.

For specific information about justification of data recorded in a 046 or a 3XX, see the instructions for that field and the 670 section in this document.

Additions and changes to authority records

Almost as common as the need for a new authority record is the need to alter an existing record. New information can be received in various ways (e.g., new cataloging, investigation in response to a query) and may be significant enough to add to the permanent authority record.

Normally a new reference or a change in the authorized access point must be justified by the addition of new information to the authority record. Many other types of data can be added to the authority record when judged useful for proper identification.

In order to minimize the impact of database maintenance with associated bibliographic records and/or related authority records, catalogers are urged to refrain from making unnecessary changes to 1XXs. Although there are guidelines in the RDA instructions and/or LC-PCC PSs that indicate when changes are or are not necessary, the necessity for other changes may be evident only to the agency making the change (for example, to break a conflict when the searching universe for the changing agency and the agency observing the change are different). Assume that such changes are valid.

Change an authority record when errors in the authorized access point or in a variant access point is discovered. When the published work for an item cataloged through the CIP program shows a change in the form of name of a person, corporate body, preferred title, or series, change the authority record; add the published source after the CIP source in the 670 field to document the change. Changes in the imprint date, choice of a primary access point, and title proper do not require changes to authority records created for CIP items.

NACO normalization

When a new authority record is added to the authority file or when a new field is added to an existing NAR, each new access point is compared against access points already in the file to determine whether the new access point is adequately differentiated from existing authorized access points. All partners involved in the exchange of LC/NAF authority data have agreed to a specific set of rules for normalization, and these rules are posted at:
<http://www.loc.gov/aba/pcc/naco/normrule-2.html>

Briefly, the process of normalization removes all diacritics and most punctuation, and converts all letters to uppercase and all modified letters to their unmodified equivalents. Subfield delimiters and subfield codes are retained in the normalized form. The normalized form

of the name differs from the authorized form of the name as an access point. For example:

Authorized form: Île-de-Montréal (Québec)
 Normalized form: ILE DE MONTREAL QUEBEC

The only mark of punctuation that is retained during normalization is the first comma in subfield \$a. This exception means that the following two access points normalize to different forms:

Authorized form: Chung, Hui
 Normalized form: CHUNG, HUI

Authorized form: Chung-hui
 Normalized form: CHUNG HUI

To conform to the NACO standard, participants must adhere to the following policies:

Authorized access points. If access points do not differ after character normalization rules have been applied, they are considered to conflict and must be further distinguished. If personal names cannot be distinguished after exhausting all remedies identified in RDA, create an undifferentiated personal name authority record. The authorized access point can represent only one form of the name (it does not matter which), but the 670 fields for each person should make it clear what the catalog entry form should be, and that form, not necessarily the form in the 100 field, should be used in the entry on the bibliographic records. For example:

```
100 1# $a Ku, Chun
400 1# $a Gu, Zhun
400 1# $a Gu, Qun
670 $a [Editor of Hsia jih ti hui i]
670 $a Lo, Y.L. Hsia jih ti hui i, 1977: $b t.p. (Ku
    Chün)
670 $a [Joint author of Chung-kuo cheng fu k'uai chi
    chih tu]
670 $a P'an, H.L. Chung-kuo cheng fu k'uai chi chih tu,
    1941: $b t.p. (Ku Chun)
```

Form of access point on bibliographic records for the first author: Ku, Chün.

Form of access point on bibliographic records for the second author: Ku, Chun.

Variants. Do not trace a 4XX variant that normalizes to the same character string as an existing authorized access point in the 1XX in the LC/NAF, including the access point in the record to which the variant is made. This policy also applies to the *optional* linking variants to forms of the name created under previous cataloging rules. If a linking variant and the access point in the same record normalize to the same form, do not trace a 4XX linking variant.

4XX variant access points are allowed to conflict across records, but a 4XX variant access point should not conflict with another 4XX on the same record. Apply these guidelines to variants on new authority records and to existing authority records when making some other change to the record.

Should an SAR be made?

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

Series authority records should not be made for the following categories:

- (1) a republication that does not include the original series statement (see “Republications” section in 64X yellow pages);
- (2) generally, a periodical (includes several separate articles by several contributors, frequency of publication more often than annual, and usually has both numeric and chronological designations) even if the issue in hand consists of a single contribution (e.g., a festschrift, proceedings of a conference) or may have a special title giving the overall theme of the issue;
- (3) a hardcover (sometimes even softcover) edition of a selected issue of a periodical.

Several publishers (e.g., Haworth Press, Pergamon Press) publish separate editions, with special titles, of selected issues of their periodicals. These editions are published in addition to the unbound issues received by subscribers. The Library generally acquires the separate edition whether or not it subscribes to the periodical.

Do not consider such a separate edition to be an integral part of the periodical; do not prepare an SAR. Make a separate bibliographic record for it. Add a note explaining its relationship to the periodical, e.g., “Published also as v. 15, no. 2 of the *Journal of children in contemporary society*.” Give a related work added entry for the periodical on the bibliographic record (cf. LCRI 21.30G).

It is not always clear, especially at CIP galley stage, whether the item in hand is an integral part of the periodical or a separate edition. Some publishers make clear statements, e.g., saying the title “has also been published as [title of journal], v. _____, no. _____.” Others make ambiguous or misleading statements, e.g., saying that the edition is “Published as a special issue of the journal _____, v. _____, no. _____ and supplied to subscribers as part of their normal subscription.” The latter statement seems to indicate that the volume in hand is the only one issued and constitutes an integral part of the periodical. If the information given in the item is ambiguous, check the issue of the periodical or contact the publisher.

How many SARs should be made?

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

Because the entities represented by series authority records offer limitless possibilities for variation and change, it is sometimes difficult to determine how many authority records should exist.

- (1) How many authority records are made if the title or the series-like phrase changes?

Is the change in the series-like phrase or in the title proper of the monographic series/other serial a major change or a minor change? (Consult AACR2 21.2C, LCRI 21.2C.) If it is a major change, make a new SAR. If it is a minor change, give a 670 citation and a 4XX reference for the different form.

Is a separate SAR made when the title of a multipart item changes? No; give the other title proper as a 4XX reference.

- (2) How many authority records are made if the volumes of a monographic series are in different languages? Consult LCRI 1.6, 21.14, and 25.5C.
- (3) How many authority records are made if the same volumes in a series are published separately by publishers in the same language in the United States and in another country (e.g., England)? A separate SAR is made for the series from each publisher; if the titles of the series are the same, add a LCRI 25.5B qualifier to the SAR made later.
- (4) How many authority records are made if the volumes of a monographic series switch from having numbers to lacking numbers and vice versa? Consult LCRI 25.5B.
- (5) How many authority records are made for main series and subseries? Consult LCRI 1.6H and LCRI 1.6.
- (6) Has there been a change in responsibility (i.e., different person/body, body's name changes, uniform title changes)? Consult 21.3B.
- (7) When reestablishing a series, is the apparent difference between the “earlier” form of title and the current title due to different transcription practices? If so, make only one SAR. *Optionally*, give the “earlier” form as a 4XX/667 old catalog heading (see 4XX yellow pages).

Possibilities include the following:

- (a) A change in the ALA/LC policy for romanization or word division results in a different title.

130 #0 \$a Makedonikē vivliothēkē

430 #0 \$w nna \$a Makedonikē bibliothēkē

- (b) The title is in a language containing a symbol or numeral that under earlier rules was replaced by the corresponding word or words.

130 #0 \$a Soldatenschicksale des 20
 Jahrhunderts als Geschichtsquellen
 430 #0 \$w nna \$a Soldatenschicksale des
 zwanzigsten Jahrhunderts als
 Geschichtsquellen

- (c) The title of the series was transcribed in truncated form under previous rules.

130 #0 \$a Occasional papers of the California
 Academy of Sciences
 410 2# \$w nnaa \$a California Academy of
 Sciences, San Francisco. \$t
 Occasional papers

- (d) The series title consists solely of the name of a corporate body and the same form of the same series was under earlier rules considered to lack a title.

130 #0 \$a Centre de recherches d'histoire
 ancienne (Series)
 410 2# \$w nnaa \$a Centre de recherches
 d'histoire ancienne. \$t Publication

(pre-AACR2 form of heading: Centre de
 recherches d'histoire ancienne.
 [Publication])

- (e) Evidence indicates that a word such as Bibliotheca, Collection, Edice was always present as the first word of the title but was not considered to constitute a part of the title proper.

- (8) How many series-like phrase heading SARs are made for the same phrase used by different bodies?

There should be only one SAR. If an SAR already exists, use it as an undifferentiated phrase record; delete from the existing heading any qualifier other than "(Series)."

If the heading on an undifferentiated phrase record consists of a combination of letters that is the same as an acronym/initialism or name of a corporate body, use the qualifier “(Series).” If the heading on an undifferentiated phrase record conflicts with the title of a serial (monographic series or non-analyzable serial), add a qualifier to the heading for the serial on its bibliographic record.

Give the 643 field as “Various places : various publishers.” Do not give a 667 for publisher variations.

Include two 667 fields. The first should be either “Give phrase as a quoted note” or “Do not give phrase as quoted note.” The second 667 should be the following: “Undifferentiated phrase record: Covers all instances when this character string used by any publisher is considered to be a series-like phrase; if character string is considered to be a series, separate SAR has been made.”

Series statement appears only on ECIP data view at galley stage (LC partner practice)

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

- (1) Series is new to the Library.

Return the ECIP data view to CIP Division with request that CIP return the data view to publisher to “refresh” associated text file to include the series information.

- (i) When revised copy is received, establish series according to regular partner procedures.

- (ii) If revised copy is not received within five to eight work days, the ECIP Data Application will be deleted automatically from ECIP system and publisher will be required to resubmit in order to obtain CIP data for the item. Cancel any CIP record which may have been created in the partner database.

- (2) Series is already represented by an SAR.

(a) Series title on data view matches form of title in the SAR: Transcribe the series statement without brackets in the bibliographic record. Trace the series if appropriate according to regular partner procedures.

(b) Series title on ECIP data view is considered to be variant form of the title in the SAR:

(i) Clarify the data with publisher, transcribe the series statement without brackets, and trace the series if appropriate according to regular partner procedures.

(ii) Add reference(s) to the SAR for any valid variant form.

(c) Series title on ECIP data view might represent a title change or situation might require a change in heading from that in the SAR:

(i) Clarify the data with publisher and, if appropriate according to regular partner procedures, return the CIP data view to CIP Division with request that CIP contact the publisher (see (1) above for procedures to follow).

(ii) When information from publisher is received, follow regular partner procedures and either add information and reference(s) to the existing SAR or create a new SAR as appropriate.

(iii) If information is not received within five to eight work days, the ECIP Data Application will be deleted automatically from the ECIP system and the publisher will be required to resubmit in order to obtain CIP data. Cancel any CIP record which may have been created in the partner database.

(3) Series is represented by analytic bibliographic records but there is no SAR: Create SAR for series according to regular partner procedures.

Searching series

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

Searching is the most important step in series processing. You must determine whether your series is already represented in the database; if not, you must know what other series are

already in the database so your series will “fit” and not conflict with headings on authority and bibliographic records (also see LCRI 25.5B).

Remember that the bibliographic records in the database include series handled under different cataloging codes. Some of the differences affecting series access are summarized below.

Choice of entry:

AACR 1 had a special rule for serials. Generic titles were entered under body. Titles containing name or initialism of body were entered under body.

AACR 2 has no special rule for serials. Most are entered under title per 21.1C1.

Title truncated:

For a time AACR 1 eliminated from the series title the name or part of the name of the body. “Bulletin of the Department of Education” became “Bulletin.” “Research Department study” became “Study.”

Space-hyphen-space:

Revised chapter 6 of AACR 1 specified that space-hyphen-space plus the body's name should be added to generic titles to create titles proper. The body's name was given in the form found on the item (which could change from one issue to the next). “Report - Department of Health” might be “Report - Virginia Department of Health” on the next issue and “Report - Commonwealth of Virginia Department of Health” on another issue. The form in the series added entry depended upon which issue was used when establishing the heading.

Subseries:

AACR 1: If subseries title was “weak,” the subseries was entered subordinately to the main series; if subseries title was “strong,” the subseries was entered independently.

AACR 2: If the main series and subseries are on the same source in the preliminaries, the subseries is entered subordinately to the main series; if the main series and subseries aren't on the same source in the preliminaries, the subseries is entered independently.

Also remember that series titles including initial articles appearing on pre-1979 records and in series statements for untraced series (490 0) do not have the filing indicator set for the initial article. If the series title on item in hand includes an initial article, do a search

including the initial article as well as a search without it.

008/10 Descriptive Cataloging Rules*General*

All new name authority records created and contributed by LC/PCC catalogers must use code 008/10 “z” and include subfield \$e rda in the 040 (Cataloging source) field.

When an existing NAR using code “a”, “b”, “c”, or “d” is modified in any way, evaluate the NAR and re-code it to RDA, changing the 008/10 code accordingly.

Exception 1: If an existing NAR using code “c” is modified only to change or add a 5XX field, catalogers are strongly encouraged, but not required, to evaluate the NAR and re-code it to RDA, changing the 008/10 code accordingly.

Exception 2: Existing undifferentiated name authority records coded 008/10 “c” may be modified to remove one or more identities in order to create differentiated RDA authority records. When modifying an existing undifferentiated name authority record for this purpose, the updated undifferentiated name authority record must retain the existing 008/10 code.

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046 Special Coded DatesGeneral

Best practice: When encoding date information, give the fullest information about the date that is readily available (the date in 046 may be more precise than a date used in the 100 subfield \$d). When revising existing authority records, record dates in 046 even if the heading itself does not have dates in 100 subfield \$d, when the information is readily available.

When supplying dates in field 046, use ISO 8601 and supply dates using the pattern yyyy, yyyy-mm, or yyyyymmdd. For probable, uncertain, and approximated dates use the Extended Date Time Format (EDTF) schema, specifying that source in subfield \$2 (edtf). See date table in LC-PCC PS 9.3.1.3.

Examples:

```
046 ## $f 18900101 $g 19850308
100 1# $a Ramdohr, Paul,$d 1890-1985
670 ## $a Wichtige neue Beobachtungen an Magnetit, Hämatit,
      Ilmennit und Rutil, 1939: $b t.p. (Paul Ramdohr)
      preface (b. Jan. 1, 1890; d. Mar. 8, 1985)

046 ## $s -0199~ $2edtf
100 0# $a Hellanicus $c (Grammarian),$d active
      approximately 200 B.C.
670 ## $a Brill's new Pauly online, Aug. 2, 2011 $b
      (Hellanicus; Alexandrian grammarian; ca. 200 BC)

046 ## $f 1946-06
100 0# $a Vickers, Roy Henry, $d 1946-
670 ## $a Solstice, c1988: $b t.p. (Roy Henry Vickers) jkt.
      (native Indian artist; b. June, 1946, Greenville,
      British Columbia)
```

Subfield \$2 - Source of date scheme

When using the EDTF schema, add subfield \$2 edtf

Note that the 046 field must be repeated when subfield \$2 does not apply to all dates.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the Information

The following represents PCC practice on recording sources of information in \$u and \$v in fields where they are defined, and/or in field 670:

1. 670s must be used to support information used as part of a heading in 1XX and 4XX.
2. For 046, 37X, 381:
 - a. use of \$v is optional if the same information/source is already cited in the 670

- b. use \$v if the information/source is not cited in a 670
- c. use of \$u is optional, and should always be preceded by \$v.

Subfield \$v – Source of the Information

Follow the same basic citation principles when recording data in subfield \$v (Source of information) of fields 046, 37X and 381 that currently apply to field 670 subfield \$a (Source citation).

Supply specific citation information (page number, sub-page of website) in subfield \$v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in 046, 37X, 381 is in the same form as found in the source, there is no need to cite usage information. If the information recorded in 046, 37X, 381 is in a different form from that in the source, use 670 \$b (Information found).

For tangible sources:

If the information was derived from a tangible source (e.g., a print book, removable digital media) subfield \$v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database. This can usually be limited to title proper and imprint or date. If that combination is not unique, the title citation may be preceded by the preferred access point form of the creator's name.

For online resources:

Provide information sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date accessed (for a less formal resource). Optionally include subfield \$u.

For example:

```
100 1# $a Lazzarini, Sérgio G.
372 ## $a Industrial relations $2 lcsb $v Lazzarini, Sergio G.
CV-English, viewed Feb. 22, 2012 $u
http://www.sergiolazzarini.insper.edu.br/indexelazza.html
670 ## $a Capitalismo de laços, 2011: $b t.p. (Sergio G.
Lazzarini)
```

Subfield \$u and \$v not defined

Subfields \$u and \$v are not defined for use in these fields: 377, 380, 382, and 384. Provide a 670 if needed to justify information recorded in one of those fields.

368 Other Attributes of Person or Corporate Body*General*

Prefer controlled vocabulary for terms, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a, \$b and \$c.

Do not record professions or occupations in subfield \$c (Other designation). Profession or occupation may be recorded in field 374.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the Information
Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

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670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying variant access points
- Justifying other elements
- Transcription of other data
- Special types of citations

LC–PCC: practice: Follow the best practice guidelines for using subfield \$u (*Uniform Resource Identifier*) and subfield \$v (*Source of the Information*) provided in the 046 field.

LC series practice: As of June 1, 2006, LC does not create or update SARs.

PCC series practice: Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

General

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the entity, that justify the choice of the name and any additional elements used to construct the authorized access point (1XX). The information also justifies, as needed, variant forms of the name (4XX), other identifying elements (046 and 3XX), and clarifies relationships between the 1XX and other entities in the file.

Functions of the 670 field:

- To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters, Web sites), in support of the choice and form of the authorized access point, variants, and other identifying elements
- To store information that may be used to break a conflict later
- To identify a person with a particular work or as an author in a particular discipline or time period
- To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal names)
- To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other entities
- To record research required by the current rules
- To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate authorized access points and misattributions
- To support machine manipulation based on algorithms using information in the 670

The examples given throughout the following text have various conventions in regard to punctuation and style. These conventions are not prescriptive and should be considered as best

practices to facilitate the exchange of information in a shared database environment. Catalogers are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.

Generally, the first 670 field cites the work for which the authority record is being established, i.e., the work being cataloged; give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields, input by LC or by a NACO participant, when adding new 670 fields.

If the item being cataloged provides no information to justify the access point or variants, etc., cite the item being cataloged in a 675 field. Also cite in a 675 field other sources consulted that contain no information, when that very lack of information is considered worth recording for future users of the authority record.

It is not necessary to include a 670 field for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record. For example, an NAR does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body.

A 670 field should include the following:

(1) The title of the work being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with the creator's name that would begin the authorized access point for the work. The name may be abbreviated or replaced by a possessive pronoun. If the authorized access point for the work is the same as the title proper plus a qualifier, give that instead of the title proper.

In authority records created using an automated authority generation program, the 670 information may include the main entry name as it appears in the bibliographic record for which the authority record is being made. In order to maintain the cost effectiveness of this process, it is recommended that catalogers accept the additional information as generated.

(2) The date of publication. Also see the guidelines below for specific categories:

- Multipart monographs. If the part is the first part, give the date of publication as an open date.
- Serials other than monographic series. Generally, use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a "surrogate" was used.

670 \$a The Verdict, February 1975: \$b t.p. ([data])
not 670 \$a The Verdict, vol. 2, no. 1 (Feb. 1975): \$b
t.p. ([data])

670 \$a Studies in Confederate history, No. 1 (1966),
surrogate \$b cover ([data])
not 670 \$a Studies in Confederate history, 1966,
surrogate \$b cover ([data])

- Integrating resources. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating Web sites, update number or release number for updating loose-leaves).

670 \$a Internet Broadway database, viewed on Jan. 21,
2003: \$b about IBDB (League of American
Theatres and Producers)

- MARC characters. With the exception of the eszett, the Euro, and the spacing circumflex (cf. LC-PCC PS 1.4) all characters found in the MARC code table: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File.

(3) The specific location(s) of the information found (e.g., t.p., jkt., label, map recto) when the work cited is other than a standard reference source, (e.g., an encyclopedia or a bibliographic file). Note that under RDA when citing sources abbreviations may continue to be used in the 670 field. For numbered multipart monographs, include the volume number of the item with the specific location. If the authorized access point (1XX) is being constructed from a CIP or ECIP at the galley stage, precede the first location with the “CIP” or “ECIP” as appropriate (e.g., CIP t.p., ECIP pref.).

Specific location was not given on “n42-” (retrospective) SARs.

For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). For SARs, always give each location separately.

PCC series practice:

In post-cataloging authority work without the piece in hand, use the location “resource not in hand.” If the piece is examined again and the authority record is updated, it is allowable to edit the corresponding 670 field to provide a location and additional forms of series titles as needed.

670 \$a From child to adult, 1970: \$b resource not in
hand(American Museum sourcebooks in anthropology)

(4) Information found. Following the location, cite the information found there, enclosed in parentheses. Automated authority record generation programs may supply additional information from the bibliographic record from which the authority record is being made, e.g., complete statements of responsibility. In order to maintain the cost effectiveness of these programs, use judgment in deciding what information can remain in the subfield \$b and what is really extraneous to the record being created and should be deleted.

As appropriate, give multiple occurrences of information from the same source following the location of the information. (Note: In SARs the parenthetical statement of the form of title proper was omitted until June 1989.)

If an SAR is for a republication only, begin the 670 with the term for the type of republication and a slash. Do not include a 670 for a republication if the SAR covers both the original and one or more republications. Do not add additional 670 fields for

other types of republications cataloged later. (See 64X yellow pages for more information about republications.)

670 \$a Large print edition/Fool's coach, c1989 \$b CIP
t.p. (An Evans novel of the West)

(5) When creating an undifferentiated NAR or converting a differentiated NAR to an undifferentiated one (i.e., 008/32=b), create a pair of 670 fields to group information about each individual covered by the NAR. The pair should consist of an "identifying" 670 field containing a descriptive term (e.g., the role the person played in the context of a particular work) and a "citation" 670 with the title of the particular work. All data in the identifying 670 should be in \$a and enclosed within square brackets. This 670 should be followed by one or more "citation" 670s, constructed according to normal practices, that relate to the "identifying" 670.

This pairing of identifying and citing 670 fields helps to provide a visual cue that the record represents an undifferentiated heading, and also assists in distinguishing individuals covered by the record should it become possible in the future to remove an individual to form a differentiated name (e.g., if additional information becomes available).

1001#\$a Smith, Arnold
670##\$a [Author of A book of dreams]
670##\$a A book of dreams, 1996: \$b t.p. (Arnold Smith)
670##\$a [Author of Coaching high school basketball]
670##\$a Coaching high school basketball, 2005: \$b t.p.
(Arnold Smith)
670##\$a [Director of High school confidential]
670##\$a High school confidential, 1965: \$b credits
(directed by Arnold Smith)

Transcription of names and titles

Transcribe names or series titles used in the authorized access point or variant access points in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

When preparing an authority record for the text of a law or a subject compilation of laws, if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

670 \$a Workers' compensation law of the state of
North Carolina, c1980: \$b t.p. (Workers' compen-
sation law of the state of North Carolina)
citation title, p. 49 (The North Carolina
Workers' Compensation Act)

For corporate name authorities, include in the data cited all the hierarchy required to justify needed variant access points, but do not include elements irrelevant to the particular entity being established, e.g., a subordinate body's name. Automated authority generation programs may supply

additional information beyond the specific corporate body's name; use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should be deleted.

For all of the above categories, if the only presentation of the name or title on the chief source of information is in the bibliographic title given in subfield \$a of the 670 citation, repetition of the name in subfield \$b may be omitted, provided no important information is lost.

If information about an earlier or later name or title is found in the same source as the name or title in the authorized access point, give all the information in the 670 field; do not separate the information about the earlier or later name or title in order to give it in a 675 field.

670 \$a Strafvollzug, 1985 \$b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium
Nordrhein-Westfalen)

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase [**in rom.**]. If a cataloger chooses to provide nonroman script variant access points, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

In such languages as Arabic and Hebrew, where vowels are commonly omitted from the orthography of texts, the cataloger supplies the missing vowels when transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

Internet resources

These instructions apply to electronic resources being cataloged and to those used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. Generally, apply the instructions at RDA 2.2.2.4.2 for determining the title of the online resource when citing information in subfield \$a. In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), as appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in subfield \$u of the 670 citation to link to the cited resource if it contains significant information related to the established entity that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the authorized access point (including additions) or variants (this information will continue to be available if the site changes or disappears). However, information found in online sources may be added to the 046 or 3XX fields with the appropriate citations in subfields \$v and \$u and not repeated in a 670 when that information is not used in the 1XX or a 4XX. If a URI is included in a 670, it must be given in subfield \$u.

670 \$a British Oceanographic Data Centre, 23 November 2009 \$b
about us (British Oceanographic Data Centre, National
Environment Research Council; BODC, is a national facility
for looking after and distributing data concerning the
marine environment) \$u <http://www.bodc.ac.uk/>

- 670 \$a N.Y. times (online), Apr. 13, 2003 †b (Seymour Lubetzky; librarian; b. Shmaryahu Lubetzky in Zelva, now Belarus; d. last Saturday [April 5, 2003] in Los Angeles, aged 104)
- 670 \$a Stephen King.com, the official Web site, viewed Feb. 28, 2006 \$b biography, etc. (Stephen Edwin King; b. Portland, Maine, 1947) site also includes listings of author's works \$u http://www.stephenking.com
- 670 \$a BNF in VIAF, Nov. 12, 2009 \$b (hdg.: Gaulle, Charles de, 1890-1970)
- 670 \$a Nat. Lib. Israel (Cyrillic), in VIAF, viewed Nov. 12, 2009 \$b (hdg.: СЕРБАНТЕССААВЕДРА, МИГЕЛЬДЕ, 1547-1616)

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the Information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the spelled out or abbreviated forms for months as the U.S. practice for recording dates using numerals differs from the practice in some other countries. Do not change the style of dates in existing records. As a best practice, if a date is not included in subfield \$d of the 100 field, consider adding a 046 field if dates are available.

Justifying variant access points

Justify names or titles given as variant access points by information cited from sources. However, justification is not required in the following cases:

- (1) Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies;
- (2) The variant title derived from the resource being cataloged, from other resources cataloged under the same access point, or from information in standard reference sources;
- (3) References for authorized access points of corporate bodies reflecting changes due to national orthographic reform, changes in names due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (4) Optional references from AACR2 or pre-AACR 2 forms on SARs and on retrospective NARs.

Justifying other elements

Information recorded in the 046 or 3XX of the authority record should generally be justified unless it is otherwise obvious from information recorded in subfield \$a of a 670 citation or it can be easily inferred from other identifying elements recorded, including the preferred name. For example, in the

authority record for Elizabeth I, Queen of England, 1533-1603, it is not necessary to justify “female” in the 375 field.

For the 046 field and many of the 3XX fields, a subfield \$u or subfield \$v recorded in the same field may be used instead of a 670. See the 046 section of this document for guidelines on subfield \$u and subfield \$v.

Transcription of other data

NARs. Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access point. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

Special types of citations

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

LC/NAF. When converting information found in obsolete or non-active MARC fields (e.g., 664, 665, 666) into a 670 note, cite the LC/NAF in a citation such as those provided in the examples below:

```
670 $a Info converted from 665 field in this record,[date
      of conversion] $b ([data converted from 665 field])
```

```
670 $a 665 info formerly in this record $b ([data moved
      from 665 field])
```

LC database. For LC catalogers not working in OCLC, “LC database” as used in a 670 subfield \$a equals name and series authority records and bibliographic records with the following values in the 906 \$b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.

For LC catalogers working in OCLC and for NACO participants, there is no change in what is considered to be the “LC database” as used in 670 subfield \$a.

NARs. Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the access point (or access points) found, even if it is the same as the current authorized access point.

If different forms of the name exist in the bibliographic records, record the access point and also any forms found, including usage identical to the authorized access point. Separate the access point from the other forms, and preface the other forms with an

appropriate label, e.g., **usage:**¹ or **variant:**² Do not normally cite specific bibliographic records or the exact location of the variations found.

670 \$a LC database, Jan. 31, 1992 \$b (hdg.: Rivière, Pierre, 1815-1840)

670 \$a LC database, Aug. 24, 1982: \$b (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)

670 \$a LC database, Mar. 11, 1996 \$b (hdg.: Swedish American Corporation; variant: Swedish American Corp.)

SARs. Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement found in that record.

670 \$a LC database, Nov. 28, 1983, Les Déchets ménagers, c1980 \$b (Les cahiers de l'AGHTM)

Minimal level cataloging records and less than fully authenticated serial records. Authority work normally has not been done for access points used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the construction of the authorized access point. If the authorized access point is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC access points. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

LC manual authority card. *LC practice:* When formulating the 670 citation for a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

¹ “Usage” on bibliographic records refers to literal transcriptions of the forms of name usually found in records' statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication statement, distribution statement, etc., and from series statements. Access points on the bibliographic record may never be provided as usage.

² “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication statement, distribution statement, etc. or in an unquoted note; normally, there is not a need to cite such a variant in a 670 field. This understanding of “variant” within the context of a database does not refer to the varying forms of name found on an item not selected as the preferred name.

Citing other files or catalogs. If an access point is found in a manual catalog or online database, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

```
670 $a LC in OCLC, date: $b ([data])
670 $a M/B/RS Collections Authority file $b ([data])
670 $a New Delhi MARC file $b ([data])
670 $a MWA/NAIP files $b (hdg.: ____; usage: ____; variants:
    _____)
670 $a NUC pre-56: $b ([data])
670 $a NRMM $b ([data])
```

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

```
670 $a nuc85-70017: Lower and middle Pennsylvania
    stratigraphy ... 1982 $b (hdg. on AAP rept.:
    Sutherland, Patrick Kennedy, 1925- ; usage: Patrick
    K. Sutherland)
```

Reference works. Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

```
670 $a DNB $b ([data])
670 $a Harvard dict. of music $b ([data])
670 $a Comp. diss. index: $b ([data])
670 $a WW sci. Europe, 1991 $b ([data])
670 $a Banker's alm./yrbk., 1991: $b ([data])
```

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

BGN. For geographic names established on the basis of information from the United States Board on Geographic Names,³ convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is chosen for the preferred name. Retain the phrases “[conventional],” “[language],” etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Use the degree sign (**not** superscript zero) to show degrees, use the miagkii znak (modifier letter prime) for minutes and the tverdyi znak (modifier letter double prime) for seconds. Note: In the published gazetteers the short form is shown with the use of boldface type.

³ Published gazetteers or Web sites (GNIS (U.S. domestic names information: URL: <http://geonames.usgs.gov>); GEONet (foreign names information: URL: <http://earth-info.nga.mil/gns/html/>))

- 670 \$a GEOnet, June 13, 1989 \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
- or* 670 \$a BGN \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
- 670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45⁴⁸'N 8⁴⁸'E)
- or* 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45⁴⁸'N 8⁴⁸'E)
- 670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional]; Genève [native], PPL, 46¹²'N 6¹⁰'E; variants: Ginevra, Genf)
- or* 670 \$a BGN \$b (Genève [French], Geneva [conventional]; POPL, 46¹²'N 6¹⁰'E)
- 670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form = Cambridge]; ADM1, 52¹²'N 0⁰⁷'E)

Non-bibliographic sources. Give the non-bibliographic source, the date, and the information. The source can be given specifically ("Letter from author," "Phone call to publisher," etc.) or in general terms ("Information from author," "Information from publisher," etc.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

- 670 \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry Jones is real name of Lionel Jones)
- 670 \$a Letter from author, May 29, 1994 \$b (correct birthdate for _____ is Oct. 14, 1950)
- 670 \$a Information from publisher, Feb. 6, 1991 \$b (James Allan's middle name is Stephen, not Steven)
- 670 \$a Information from OCLC, Mar. 8, 1996 \$b (_____)

008/10 Descriptive Cataloging Rules

NACO:

For newly created name/series authority records code “z” is the only value used.

When existing NARs using codes a”, “b”, “c”, or “d” are modified in any way, they are re-coded to RDA and the 008/10 code is changed accordingly. Exceptions to this guideline are found in the *Descriptive Cataloging Manual Z1 008/10* section.

Do not use codes:

a, b, d, n, or the fill character

SACO:

Always use code n.

LC:

NAMES/SERIES:

For newly created name/series authority records code “z” is the only value used.

When existing NARs using codes a”, “b”, “c”, or “d” are modified in any way, they are re-coded to RDA and the 008/10 code is changed accordingly. Exceptions to this guideline are found in the *Descriptive Cataloging Manual Z1 008/10* section.

Do not use codes:

a, b, d, or the fill character.

LC uses code n (Not applicable) in traced reference records (008/09, code c).

SUBJECTS:

Always use code n.

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046 Special Coded Dates

NACO:

046 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SACO:

Contact LC's Policy and Standards Division (policy@loc.gov) before using field 046.

LC:

NAMES/SERIES:

046 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SUBJECTS:

Contact the Policy and Standards Office (policy@loc.gov) before using field 046.

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336 Content Type

NACO:

336 may be supplied in name/series authority records in the LC/NACO Authority File.

Do not use subfields:

\$3, \$6 or \$8

SACO:

Do not use 336.

LC:

NAMES/SERIES:

336 may be supplied in name/series authority records in the LC/NACO Authority File.

Do not use subfields:

\$3, \$6 or \$8

SUBJECTS:

Do not use 336.

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368 Other Attributes of Person or Corporate Body

NACO:

368 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 368.

LC:

NAMES/SERIES:

368 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 368.

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370 Associated Place

NACO:

370 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 370.

LC:

NAMES/SERIES:

370 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 370.

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371 Address

NACO:

371 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$4, \$6 or \$8

SACO:

Do not use 371.

LC:

NAMES/SERIES:

371 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$4, \$6 or \$8

SUBJECTS:

Do not use 371.

This page intentionally blank

372 Field of Activity

NACO:

372 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 372.

LC:

NAMES/SERIES:

372 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 372.

This page intentionally blank

373 Associated Group

NACO:

373 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 373.

LC:

NAMES/SERIES:

373 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 373.

This page intentionally blank

374 Occupation

NACO:

374 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 374.

LC:

NAMES/SERIES:

374 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 374.

This page intentionally blank

375 Gender

NACO:

375 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SACO:

Do not use 375.

LC:

NAMES/SERIES:

375 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SUBJECTS:

Do not use 375.

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376 Family Information

NACO:

376 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 376.

LC:

NAMES/SERIES:

376 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 376.

This page intentionally blank

377 Associated Language

NACO:

377 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 377.

LC:

NAMES/SERIES:

377 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 377.

This page intentionally blank

378 Fuller Form of Personal Name

NACO:

378 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SACO:

Do not use 378.

LC:

NAMES/SERIES:

378 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SUBJECTS:

Do not use 378.

This page intentionally blank

380 Form of Work

NACO:

380 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 380.

LC:

NAMES/SERIES:

380 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 380.

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381 Other Distinguishing Characteristics of Work or Expression

NACO:

381 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 381.

LC:

NAMES/SERIES:

381 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 381.

This page intentionally blank

382 Medium of Performance

NACO:

382 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 382.

LC:

NAMES/SERIES:

382 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 382.

This page intentionally blank

383 Numeric Designation of Musical Work

NACO:

383 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SACO:

Do not use 383.

LC:

NAMES/SERIES:

383 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SUBJECTS:

Do not use 383.

This page intentionally blank

384 Key

NACO:

384 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SACO:

Do not use 384.

LC:

NAMES/SERIES:

384 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$6 or \$8

SUBJECTS:

Do not use 384.

This page intentionally blank

385 Audience Characteristics

NACO:

385 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 385.

LC:

NAMES/SERIES:

385 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 385.

This page intentionally blank

386 Creator/Contributor Characteristics

NACO:

386 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 386.

LC:

NAMES/SERIES:

386 may be supplied in name/series authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 386.

This page intentionally blank

672 Title Related to the Entity

NACO:

672 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 672.

LC:

NAMES/SERIES:

672 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 672.

This page intentionally blank

673 Title Not Related to the Entity

NACO:

675 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 673.

LC:

NAMES/SERIES:

673 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 673.

This page intentionally blank

678 Biographical or Historical Data

NACO:

678 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:
\$6 or \$8

SACO:

Do not use this field.

LC:

NAMES/SERIES:

678 may be supplied in name authority records in the LC/NACO Authority File. |

The 678 field was previously used as originally defined to preserve useful biographical/historical information pertaining to the 1XX heading when manual NARs and SARs were converted to machine-readable form. Value blank was used in the First indicator position. Subfields \$b, \$u, \$6, \$8 were not used.

Do not use subfields:
\$6 or \$8

SUBJECTS:

Do not use this field.

This page intentionally blank