*BACKGROUND: Most name headings are usable not only as main or added entries, but also as subject headings.   There are some situations, however, where a valid name heading may not be assigned as a subject heading because there are overriding subject cataloging policies. Catalogers are responsible for being aware of, and being able to identify, those situations where a name heading is inappropriate for subject use.   They are also responsible, in situations where a name heading **is** appropriate and required for use as a subject heading or subdivision, for determining that it is a currently valid name heading.   Information regarding the current status of a name heading is available in the name authority record for that heading.   This instruction sheet describes the techniques for determining whether a required name heading is authorized for use in RDA cataloging, and illustrates how to interpret the data found in displays of name authority records.*

1. Name headings used by descriptive catalogers.   If a required name heading appears in the bibliographic record for a work being cataloged, either as the main entry or as an added entry, it may be assumed that it is a valid AACR2 or RDA heading.   Use such headings as subject headings without further searching.

2. Searching name headings in the LC Database.   If a name heading is required for use as a subject heading and does not appear in the bibliographic record or has not been provided by the descriptive cataloger, search the LC Database to determine whether it has been established and whether it is currently valid.   If the required name heading is not found, establish it or request a descriptive cataloger to do so.

3. Determining whether a heading found in the LC Database may be assigned as a subject heading.   In order to determine whether a heading found in the LC Database is valid for subject use, examine the heading and its authority record to determine whether it meets all of the following criteria:

- *RDA and AACR2 coding.*   The heading must be coded as conforming to either RDA or AACR2.   Authorized RDA headings are indicated by the presence of the value **z** in field 008/10. Authorized AACR2 headings are indicated by the presence of the value **c** in field 008/10.

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3. Determining whether a heading found in the LC ***Database may be assigned as a subject heading***.

- ***RDA and AACR2 coding.***   *(Continued)*

  *Note: In the LC ILS, field 008/10 corresponds with the box labeled **Descriptive cataloging rules** on the 008 input screen.   To display this screen, click the 008 button on the authority record display.   To return to the authority record display from the 008 input screen, click **Cancel**.   When examining the 008 input screen, subject catalogers should take care not to inadvertently change any of the values that have been set.   Clicking **Cancel** instead of **OK** to exit the screen ensures that any changes that may have accidentally been made are not saved.*

  If the heading is not coded AACR2 or RDA, upgrade the heading to RDA form, or request a descriptive cataloger to do so.

- ***Subject heading usage coding.*** The value **a** must appear in field 008/15, indicating that the heading is valid for use as a subject .

  *Note: In the LC ILS the value **a** in field 008/15 corresponds with **a : Appropriate** beside the box labeled **Heading use-subject added entry (008/15)** on the 008 input screen. To display this screen, click the 008 button on the authority record display.   To return to the authority record display from the 008 input screen, click **Cancel**.*

  If the value **b** is present in field 008/15, there is normally a 667 **SUBJECT USAGE** field in the record describing what heading should be used instead (see illustration #2). If this field is not present, refer the matter to the Policy, Training, and Cooperative Programs Division.

  *Note: The value **b** in field 008/15 corresponds with **b : Not appropriate** beside the   box labeled **Heading use-subject added entry (008/15)** on the 008 input screen.   To display this screen, click the 008 button on the authority record display.   To return to the authority record display from the 008 input screen, click **Cancel**.*

3. Determining whether a heading found in the LC Database may be assigned as a subject heading.

- *RDA and AACR2 coding.   (Continued)*

    *All newly created name authority records are automatically assigned value **a** in field 008/15.   The value is changed to **b** only when a proposal has been made and approved to have a 667 **SUBJECT USAGE** note added to the record to explicitly prohibit use of the heading as a subject (cf. H 432).   Thus the presence of the value **a** in field 008/15 means only that no conscious decision has been made that the heading is inappropriate for use as a subject, and does not in itself mean that the heading **is** appropriate without regard to the other criteria listed in this section.*

- *Name headings that conflict with subject cataloging policies.*   Use of the heading must not conflict with any established policies for the assignment of name headings as subjects or the construction of topical subject headings.

    Example #1:   Even though the heading **California.   Governor (1967-1975 : Reagan)** meets all other criteria for subject usage, it may still not be assigned as a subject heading, because it is subject cataloging policy to assign the personal name form, i.e., **Reagan, Ronald**, rather than the corporate form when assigning names of government officials as subjects.

    Example #2:   Even though there is an authority record in the name authority file for the heading **Twain, Mark, 1835-1910.   Adventures of Tom Sawyer.   Ukrainian**, it may not be assigned in that form because it is subject cataloging policy to omit elements such as language when assigning uniform titles as subject headings to commentaries (cf. H 1435).

    Example #3:   Even though the authority record for **Rampling, Anne, 1941-** meets the criteria for subject usage, it may not be assigned as a subject heading because it is subject cataloging policy for literary authors who write under various names and have more than one name heading to use the heading that serves as the "base heading" for the author, that is, the heading having the complete set of references for the author.   In this case, that heading is **Rice, Ann, 1941- .**

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3. Determining whether a heading found in the LC Database may be assigned as a subject heading.

- *Name headings that conflict with subject cataloging policies. (Continued)*

> *Example #4:*   Many headings that represent the earlier names of current jurisdictions have **a : Appropriate**   in the **Heading use-subject added entry** box on 008 input screen of the authority record.   Such headings may not, however, be assigned as subject headings because it is subject cataloging policy to assign only the latest name of a jurisdiction.   When a heading of this type is encountered, a proposal should be submitted, in accordance with H 708, to add a 667 field to its authority record.   When the proposal is approved, the value is changed to **b : Not appropriate**.

If use of any heading would violate standard subject cataloging policy, follow the policy and do not use the heading.