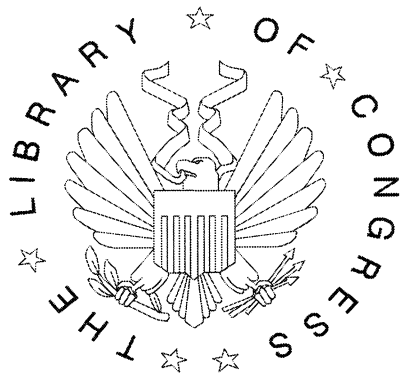

NACO Training for RLG libraries

Revised June 2000

FOREWORD TO JUNE 2000 REVISION

The schedule for updating the NACO Training for RLG Libraries binder is irregular. Cooperative catalogers and cataloging policy specialists first published the binder in connection with the Training the NACO Trainer class in 1995, and revamped it for the second class in 1997. The current changes in the manual are due mainly to changes in the cataloging environment at the Library of Congress over the last several months.

Users are welcome to send suggestions for improvements to cast@loc.gov.

MARC 21

The Library of Congress and many other libraries have implemented changes in MARC tagging and coding contained in the new MARC 21 Authority Format. Three major changes affecting NACO are:

1. 040 now contains $b eng
2. Second indicators for headings which previously were zero (0) are now blank.
3. 2 is no longer used for the first indicator of multiple-element surnames.

Exercises for Chapters 22-25 now reflect MARC 21 fields and coding, but have not changed significantly in content.

NACO NORMALIZATION RULES AND CHART

Appendix A, Supplementary documents, includes the rules used in NACO Normalization and a chart showing the converted values of many characters found in names.

CANADIAN NAMES

The NACO Day 2 section no longer contains the former Library of Congress Descriptive Cataloging Manual (DCM) C2 on creating authorities for names on Canadian imprints. Updated instructions will be integrated into the DCM Z1 Yellow pages in the future, which are supplied to NACO libraries by the Coop Team. A CDS Technical Notice in this binder describes a new LC process to add NLC authority records to the National Authority File.

LC ILS

LC's new integrated database is called LC ILS, and can be searched via the LC web site. NACO Day 5 includes printouts from the LC and PCC web sites and points the way to searching the new LC ILS OPAC. Outside searchers can see bibliographic records. Projected software changes will make full MARC name and subject authority records visible in the OPAC by the end of 2000.

LC WEB AND PCC WEB SITES AND ONLINE FORMS

Many documents in this binder appear on the current web sites for the Library of Congress and for the Program for Cooperative Cataloging. The web environment is dynamic, and users are encouraged to check the currency of web documents and scout for helpful new items on the PCC web site.

Among the new web-based documents in this binder are examples of several online items used in support of PCC programs, including guidelines and forms for submitting LC subject heading proposals, LC subject heading change proposals, LC classification proposals, and a request form for an 053 cutter number for a literary author.

PRINTING CONVENTIONS

Current production of some NACO documentation relies on scanning camera-ready copy. In order to make it easier in the future to convert documents to electronic files, LC's Cataloging Policy and Support Office is adopting the conventions of using a dollar sign ($) to indicate a subfield delimiter symbol, and using a number symbol (#) for a blank. Newer pages in this update use these conventions; older pages do not.

NACO Training for RLG libraries

Revised June 2000

DAY 1

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NACO TRAINING

Course Summary

This course trains new NACO participants to create and revise name authority records for contribution to the National Authority File; it also provides guidance for submitting proposals for new and revised LC subject headings for inclusion in LCSH.

Learning Objectives

At the end of the course NACO participants will be able to:

1. Use the documentation relevant to the creation and revision of authority records.
2. Search the database for relevant access points.
3. Create and revise name authority records according to AACR2 and the LCRIs.
4. Apply content designation in accordance with the *MARC 21 Authority Format*.
5. Evaluate existing name authority records.
6. Update and modify existing name authority records.
7. Optionally: Complete the LC subject heading proposal form.

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NACO TRAINING OUTLINE

DAY 1

Introductions, housekeeping, outline, PCC history, etc.
MARC 21 Authority Format (focus on Z1 (yellow pages); fixed fields & 670)

AFTERNOON

Searching (why, where, how much is required)
Practicum in utility input/update procedures, searching, etc.

DAY 2

Chapter 22 Personal names (review AACR2 & focus on LCRIs)
Chapter 26 References (personal names)

AFTERNOON

Practicum in searching and establishing personal names

DAY 3

Chapter 24--Corporate bodies (review of AACR2; focus on LCRIs)
Chapter 26--References (corporate names, focus on LCRIs)

AFTERNOON

Practicum in searching and establishing corporate names

DAY 4

Chapter 26 References (continued); review of corporate, personal names
Chapter 23 Geographic names (focus on LCRIs)
Chapter 25 Uniform titles (focus on LCRIs)

AFTERNOON

Practicum in establishing corporate, geographic, and personal names, etc.

DAY 5

Review and wrap-up
Administration and communication
SACO: contribution of subject heading proposals
Optional demo of LC online catalog, etc.

NACO PROGRAM BACKGROUND

The Name Authority Cooperative Project (NACO) began in 1977 as a joint project between the Library of Congress and the U.S. Government Printing Office (GPO) to use and maintain a common authority file which would reduce the cost of authority work, the most expensive aspect of cataloging. With the success of this initial project, NACO expanded to encompass many institutional participants. As of 1999, there are well over 300 libraries contributing as separate institutions or in one of the many NACO funnel projects.

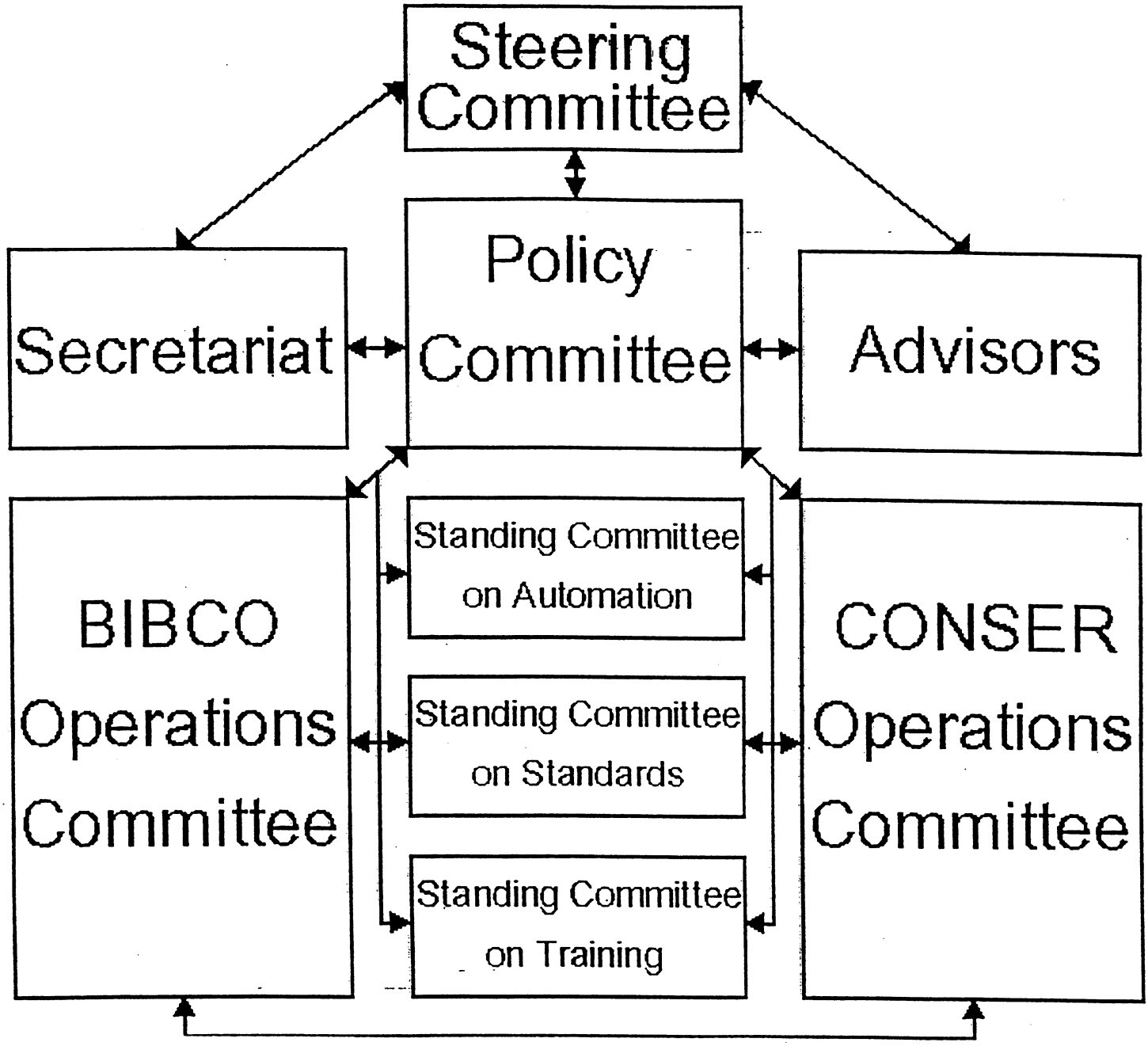
For the first ten years of the project, participating libraries contributed name and series authority records on paper worksheets to the Library of Congress where they were re-keyed and distributed to the bibliographic utilities via MARC distribution tapes. Today, most libraries contribute to the master file in the LC database via their bibliographic utility (OCLC or RLIN), creating an authority file which is truly national in scope and increasingly becoming international. Copies of all new and changed records are re-distributed by LC on a daily basis to our bibliographic utility partners in order to synchronize the three files. This exchange is now accomplished using the Internet's File Transfer Protocols (FTP).

NACO's benefits are many--not just to LC and the cooperating libraries, but to the national and international cataloging communities which benefit from these records as well. Not only are the costs of authority work shared, but duplication of effort is reduced, timeliness is improved, and coverage of the National Authority File (NAF) is expanded. NACO members share their expertise with the library community by serving as trainers and representatives to the governing body of NACO.

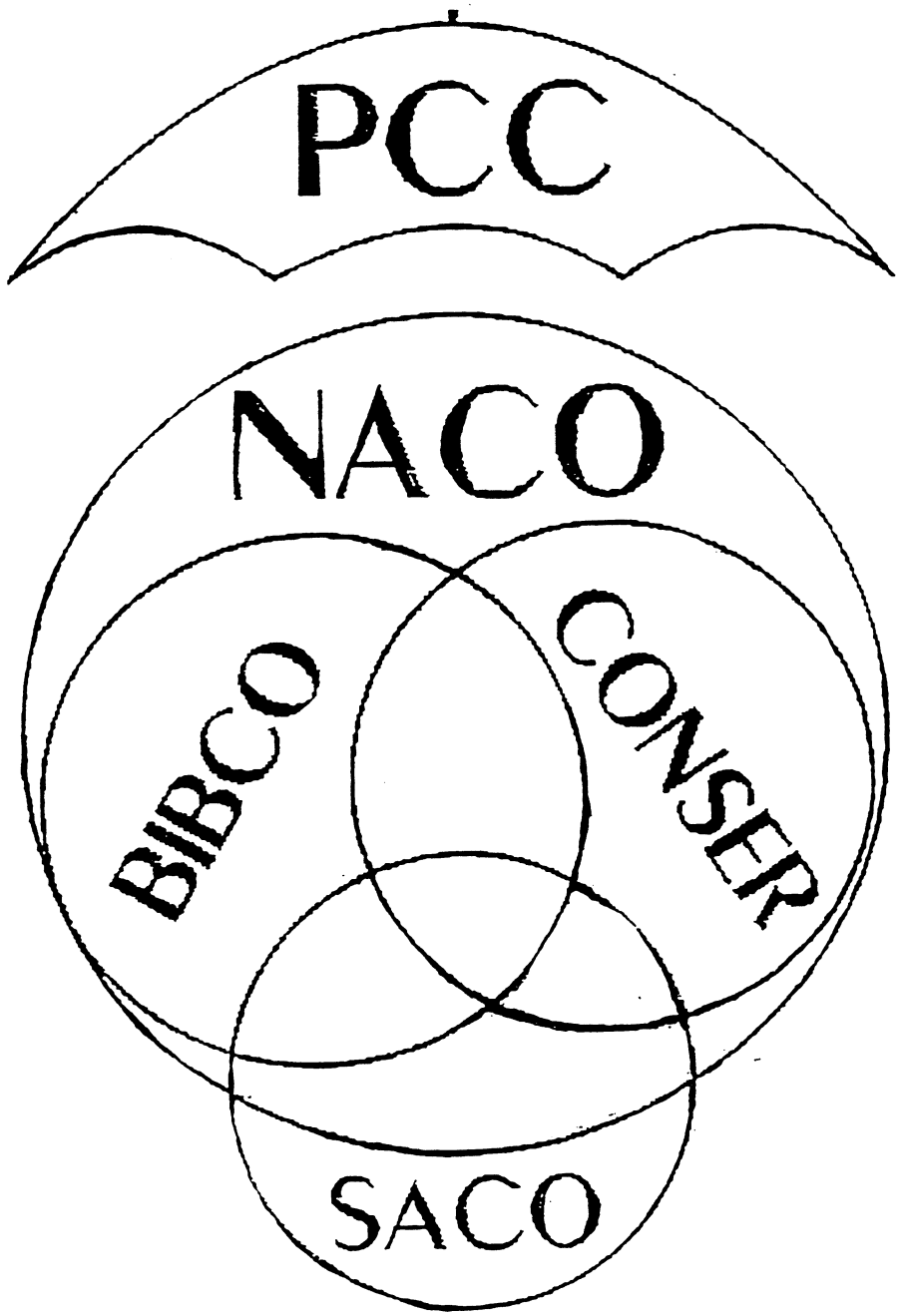
As NACO has matured from a two-library program to one which involves over 300, contributions to the file have also risen dramatically. NACO-contributed records accounted for roughly one half of all new name and series records added to the authority file in fiscal year 1998 (the Library of Congress accounts for the remainder). Fiscal Year 1996 witnessed the one millionth contribution to the file--an amazing feat accomplished only through cooperative efforts.

Membership in NACO is a prerequisite for contributing to BIBCO, the bibliographic component, and CONSER, the serials component of the Program for Cooperative Cataloging (PCC). SACO (Subject Authority Cooperative Project) is the fourth component of the PCC.

PCC Structure



PCC Programs Overview



NACO PARAMETERS

The following is a brief outline of the fundamental parameters within which all NACO participants agree to work.

The underlying principle of the U.S. National Authority File (USNAF or NAF) is that participants agree to follow a common set of standards and guidelines when creating or changing authority records in order to maintain the integrity of a large shared authority file. During the week of NACO training these guidelines are discussed and built upon with an ever growing awareness of the need to streamline efforts while building a consistent and predictable file that will reduce the efforts of the global library community and maximize its resources.

BASIC DOCUMENTATION NEEDED

The basic principle of the NACO program is that all authority contributions are to be formulated using the following documentation:

The *Anglo-American Cataloging Rules* (second revised edition) Chapters 22-26 and index.
The *MARC 21 Authority Format* (including the Z1 addition issued by the Library of Congress (known as the **yellow pages**))
The *Library of Congress Rule Interpretations* (LCRIs) Chapters 22-26
The *Library of Congress Subject Cataloging Manual* (SCM) Memo H405 (known as the **division of the world**))

NEW NAME AUTHORITY RECORD CONTRIBUTIONS

NACO participants may contribute new **name authority records** (NARs) and may make changes to existing authority records in the National Authority File, with some exceptions.

NACO libraries may contribute **series** authority records and **music uniform title** authority records only after completing the appropriate **additional** training. Information on joining the NACO-Music funnel project and a schedule of series training workshops are available on request from the Cooperative Cataloging team.

NACO libraries are **not obligated** to contribute **all** authorities generated by their cataloging or any one individual heading, **except in the following cases:**

1. All bodies that are part of an established hierarchy; e.g., when establishing a body that is entered subordinately to its parent body, if an NAR for the parent body is not present in the USNAF, it must be established and contributed as well.

For this NAR:	1xx	$a **Parent body**. $b Subordinate body
Another NAR is needed:	1xx	$a **Parent body**

2. All bodies referred through in cross references; e.g., if a heading is entered independently and a reference is given through a higher body, the higher body needs to be represented in the authority file as well, this may mean that the library will need to create an additional name authority in addition to the one the library needs to use in its catalog.

For this NAR:	1xx	$a Government agency (**Jurisdiction**)
	4xx	$a **Jurisdiction**. $b Government agency
Another NAR is needed:	1xx	$a **Jurisdiction**

3. All names and corporate bodies used in see also references (5XXs); e.g., when establishing a name for an author who uses a pseudonym, or a corporate heading representing an earlier and later change of name, the library will need to connect the headings by means of see-also's. In order to avoid blind references the participant will need to make sure that the corresponding heading is established.

For this NAR:	1xx	$a Current name of business
	5xx $wa	$a **Earlier name of business**
Another NAR is needed:	1xx	$a **Earlier name of business**
	5xx $wb	$a Current name of business

4. All headings under which uniform titles are entered; e.g., if a NAR for the uniform title *Works* is entered under an author who is not established in the USNAF, a NAR for the author must be contributed as well.

For this NAR:	1xx	$a **Author**. $b Title
Another NAR is needed:	1xx	$a **Author**

5. Although NACO libraries are **not required** to contribute uniform title NARs, if one is contributed, all eligible elements must be represented in the USNAF as set out in DCM Z1, Introduction, p. 2.

CHANGES TO EXISTING NAME AUTHORITY RECORDS

All headings in the USNAF are eligible to be changed by NACO participants with the following caveat:

Participants should notify their Cooperative Cataloging liaison of any changes needed on the English Short Title Catalogue (codes: ESTC, CU-RivES) headings (1XXs only) and notify the British Library when making a change to British Library (Uk) headings (1XXs only). This is because these catalogs are authoritative in their respective fields and the NACO program has agreed to factor in usage in those institutions' catalogs before making changes to their headings.

CANCELLATION OF NAME AUTHORITY RECORDS

The construction of the master file database utilized by the USNAF does not allow for online cancellation of authority records by participants using the bibliographic utilities' software. Therefore, when candidates for deletion are identified (usually because of duplication) NACO participants are encouraged to forward requests for cancellation of NARs to their Coop Cat liaison.

BIBLIOGRAPHIC FILE MAINTENANCE (BFM)

In order that LC bibliographic records (as distributed by CDS) remain in synch with the NAF, we ask that NACO participants notify Coop Cat to perform bibliographic file maintenance if a heading (1XX) is changed and that heading has been used on LC bibliographic records. You may also need to notify or upgrade bibliographic records in the utilities because of these changes.

AUTHORITY (NACO) NORMALIZATION

Normalization is a program requirement that has been agreed to by all copy holding participants of the USNAF (LC, OCLC, RLIN) in order to detect duplicate records. This may affect how certain headings and cross references are formulated (e.g., libraries may need to create "non-unique" headings in order to avoid duplicates due to normalization or add certain references only to local files).

CUTTER NUMBERS (053s)

Libraries with large collections of literature often find that the presence of 053s (LC classification number for literary authors) on authority records are helpful in improving the efficacy of their workflow. NACO libraries, while not obligated, are encouraged to add 053s to their newly created authority records for literary authors. However, in order to maintain the integrity of the LC Classification Schedules, 053s may be added only if these class numbers have appeared on LC-issued records. If a class number has not yet been assigned by LC, the Coop Cat team will provide the LC classification number.

September 28, 1999
z:\training\parameters w exmpls.rlg.wpd

LC Cataloging Directorate

Program for Cooperative Cataloging Statistics--NACO/BIBCO/SACO

Fiscal Year 1999 (October 1, 1998 - September 30, 1999)

TOTAL SUMMARY STATISTICS

Category	*FY 1998*	*FY 1999*	*FY 1999 as % of FY 1998*	*TOTAL PCC TO DATE*
Bibliographic Records (BIBCO)	37559	58848	157%	291795
Bibliographic Record Changes	7908	2901	37%	81544
New Name Authority Records (NACO)	161446	130128	81%	1413240
New Series Authority Records (NACO)	9233	10370	112%	60919
Changed Names (NACO)**	37326	35531	95%	
Changed Series (NACO)**	1886	3206	170%	
Total Changed NARs/SARs (NACO)	39212	38737	99%	310905
New Subject Headings (SACO)	2159	2027	94%	16221
Subject Heading Changes (SACO)	515	397	77%	4803
New Class Numbers (SACO)	883	992	112%	5961
Class Number Changes (SACO)	111	44	40%	423

***Prior to FY98, these figures were not reported separately*

z:\qpdata\yearendfy99.wb3 yetitle 1/5/2000

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
	BIBCO LIBRARIES									
AzTeS	Arizona State University*	1164	820	192	91	528	23	3	0	0
UPB	Brigham Young University	1466	349	228	92	702	24	0	0	0
NBL	Brooklyn School of Law	338	27	106	23	713	2	2	3	0
ICRL	Center for Research Libraries	526	57	257	14	343	1	0	0	0
OCl	Cleveland Public Library	2696	486	525	73	3876	51	3	1	0
NNC	Columbia University	3091	278	406	60	3897	45	0	0	0
NIC	Cornell University	7734	1495	1540	249	14591	10	5	10	0
MH	Harvard University	634	36	283	33	354	54	2	0	0
InU	Indiana University	3130	401	840	66	2486	244	8	4	0
InIU-L	Indiana University School of Law at Indianapolis	148	0	5	0	33	0	0	0	0
DNAL	National Agricultural Library	853	108	114	25	422	1	0	0	0
DNLM	National Library of Medicine	1668	40	520	37	3040	0	0	0	0
NN	New York Public Library	1709	253	170	27	254	0	0	0	0
NNU	New York University	456	7	233	10	131	3	0	0	0
IEN	Northwestern University	1118	104	70	2	391	0	0	0	0
OO	Oberlin College	156	43	60	20	297	9	0	13	0
OkS	Oklahoma State University	299	120	37	11	382	1	0	0	0
NjP	Princeton University	8735	104	1555	22	5516	66	4	2	0
NJQ	Queens Borough Public Library	1041	22	55	1	495	0	1	0	0
MoSU-L	Saint Louis University School of Law	1162	58	225	17	266	3	2	3	0
CSt	Stanford University	3132	174	987	38	1956	6	0	2	0
LNT	Tulane University	477	0	220	0	314	1	1	0	0
CU	University of California, Berkeley	887	104	170	8	1957	6	0	0	0
CLU	University of California, Los Angeles	1446	69	315	22	1101	7	3	2	0
ICU	University of Chicago	2588	611	235	68	4085	12	3	1	0
CoU	University of Colorado at Boulder	573	697	199	68	622	0	0	0	0
FU	University of Florida	1322	274	184	61	958	4	1	0	0
MdU	University of Maryland	1753	207	272	48	336	29	1	0	0
NmU	University of New Mexico	1739	338	995	82	2022	6	3	0	0
NcU	University of North Carolina, Chapel Hill	1385	239	330	52	1170	4	2	1	0
PU	University of Pennsylvania*	832	112	135	16	753	2	0	1	0
TxU	University of Texas, Austin	1133	75	280	23	833	0	0	0	0
WaU	University of Washington	2255	182	658	175	925	217	80	78	12
WU	University of Wisconsin-Madison	1888	0	264	1	2487	0	0	0	0
TNJ	Vanderbilt University	1269	158	257	51	460	8	1	0	0
CtY	Yale University	1506	0	355	1	49	15	1	6	0

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
	NACO LIBRARIES									
TxAbC	Abilene Christian University	202	0	3	0	0	0	0	0	0
MWA	American Antiquarian Society	1363	0	361	1	0	0	0	0	0
IArlh	Arlington Heights Memorial Library	351	0	21	0	0	0	0	0	0
ViNSC	Armed Forces Staff College	512	41	7	0	0	2	2	0	0
AAP	Auburn University	110	0	15	0	0	0	0	0	0
OrLoB	Blackwell/North America	0	0	0	0	0	0	0	0	0
MdBo	Bowie State University	0	0	0	0	0	0	0	0	0
OBgU	Bowling Green State University	266	0	22	0	0	0	0	0	0
MWalB-C	Brandeis Univ Libraries, Creative Arts Section	10	0	0	0	0	0	0	0	0
Uk	British Library	14977	0	7308	0	0	265	12	1	2
RPB	Brown University	1714	47	69	0	0	3	1	0	0
UkCU	Cambridge University	676	0	128	1	0	29	2	1	0
OClW	Case Western Reserve University	144	0	14	0	0	0	0	0	0
WaEIC	Central Washington University	50	0	245	0	0	10	39	0	0
IC	Chicago Public Library	5	0	0	0	0	0	0	0	0
MxMxEC	Colegio de Mexico	0	0	0	0	0	0	0	0	0
NNC-EA	Columbia University, East Asiatic Library	99	0	11	0	0	0	0	0	0
MCo	Concord Free Public Library	68	0	4	0	0	0	0	0	0
IAhCCS	Cooperative Computer Services	1031	369	474	53	0	5	6	0	0
TxDa	Dallas Public Library	1496	0	76	0	0	0	0	0	0
CtWfDGI	Donohue Group, Inc.	0	0	0	0	0	0	0	0	0
GEU	Emory University	302	0	7	0	0	0	0	0	0
ESTC-NA	English Short Title Catalog/North America	37	0	2	0	0	0	0	0	0
Uk-ES	English Short Title Catalogue, British Library	404	0	0	0	0	0	0	0	0
CU-RivE	English Short Title Catalogue, U California, Riverside	65	0	24	0	0	0	0	0	0
Uk/ESTC-	English Short Title Catalogue/United Kingdom	3	0	0	0	0	0	0	0	0
FTaSU-L	Florida State University Law Library	150	40	17	20	0	0	0	0	0
PP	Free Library of Philadelphia	0	0	0	0	0	0	0	0	0
DFG	Freer Gallery of Art	61	13	12	1	0	0	0	0	0
DGU	Georgetown University	358	209	22	5	0	0	0	0	0
CBGTU	Graduate Thelogical Seminary	5	0	2	0	0	0	0	0	0
Mh-L	Harvard University Law Library	336	81	138	27	0	0	0	0	0
CSmH	Henry E. Huntington Library	339	0	335	0	0	0	0	0	0
DHU-MS	Howard University, Moorland-Springarn Research Ctr.	15	0	0	0	0	0	0	0	0
InHi	Indiana Historical Society	135	0	1	0	0	0	0	0	0
InU-L	Indiana University, Law Library	27	0	3	0	0	0	0	0	0
InIU	Indiana University-Purdue University at Indianapolis	129	1	63	1	0	0	0	0	0
DJBF	Joint World Bank/International Monetary Fund Libraries	1286	126	80	7	0	0	0	0	0
Vi	Library of Virginia	63	0	3	0	0	0	0	0	0

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
LU	Louisiana State University	54	0	16	0	0	0	0	0	0
LU-L	Louisiana State University Law Library	60	0	1	0	0	0	0	0	0
MCM	Massachusetts Institute of Technology	80	8	105	15	0	0	0	0	0
CaNfSM	Memorial University of Newfoundland	289	0	24	0	0	0	0	0	0
MiEM	Michigan State University	238	0	57	0	0	0	0	0	0
MnHi	Minnesota Historical Society	25	1	44	1	0	0	0	0	0
NjWIM	Monmouth University	0	0	0	0	0	0	0	0	0
Mt	Montana State Library	33	0	3	0	0	0	0	0	0
UkLNAL	National Art Library (Great Britain)	0	0	0	0	0	0	0	0	0
UkENL	National Library of Scotland	917	0	109	0	0	2	2	0	0
WlAbNL	National Library of Wales**	0	0	0	0	0	0	0	0	0
Nv	Nevada State Library and Archives	72	0	6	0	0	0	0	0	0
N	New York State Library	212	0	22	1	0	0	0	0	0
IEN-L	Northwestern University Law Library	152	0	10	0	0	0	0	0	0
OCoLC	OCLC	50	0	1069	47	0	0	0	0	0
OrPOCIP	OCLC CIP Upgrade Unit (Portland, OR)	201	6	259	5	0	0	0	0	0
OCoLC-P	OCLC Technical Processing Dept. (Dublin, OH)	750	0	25	0	0	0	0	0	0
OU	Ohio State University	886	17	209	4	0	0	0	0	0
DCU-IA	Oliveira-Lima Collection, Catholic University	444	0	53	0	0	0	0	0	0
Or	Oregon State Library (Oregon)	63	0	12	0	0	0	0	0	0
UkOxU	Oxford University	0	0	3	0	0	50	2	0	0
NNPC-L	Pace University School of Law	0	0	0	0	0	0	0	0	0
PSt	Pennsylvania State University	138	0	10	0	0	5	0	0	0
OrPS	Portland State University	0	0	0	0	0	0	0	0	0
PPPrHi	Presbyterian Church Department of History	457	0	63	0	0	0	0	0	0
NjP-G	Princeton University, Gest Library	150	0	65	0	0	0	0	0	0
IOrQBI	Quality Books Inc.	64	0	8	0	0	0	0	0	0
UPRA	Retrolink Associates, Inc. (Donohue)	0	0	0	0	0	0	0	0	0
NjR	Rutgers University	258	0	159	1	0	5	2	2	0
CSf	San Francisco Public Library	309	0	19	0	0	0	0	0	0
DSI	Smithsonian Institution Library	496	101	71	14	0	14	10	0	0
CSt-Law	Stanford University Law Library	229	0	24	0	0	0	0	0	0
O	State Library of Ohio	439	0	32	0	0	0	0	0	0
P	State Library of Pennsylvania	191	0	110	0	0	0	0	0	0
NBuU	State University of New York at Buffalo	789	0	50	1	0	0	0	0	0
NBuU-L	State University of New York at Buffalo, Law Library	0	0	0	0	0	9	3	0	0
FDS-L	Stetson University College of Law	0	0	0	0	0	0	0	0	0
PSC-Hi	Swarthmore College, Friends Historical Library	73	0	4	0	0	0	0	0	0
TxCM	Texas A & M University	512	0	21	0	0	1	0	0	0
Tx	Texas State Library	183	0	3	0	0	0	0	0	0
IeDuTC	Trinity College, Dublin**	0	0	0	0	0	13	1	0	0
TxSaT	Trinity University (San Antonio, Tex.)	140	0	23	0	0	0	0	0	0

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
BrSU	Universidade de Sao Paulo	344	0	20	0	0	0	0	0	0
UnM	University Microfilms International	7	0	3	0	0	0	0	0	0
ArPbUA	University of Arkansas, Pine Bluff**	0	0	0	0	0	0	0	0	0
AU	University of Alabama	254	21	3	2	0	0	0	0	0
ArLUA-L	University of Arkansas, Little Rock, Law Library	127	0	1	0	0	0	0	0	0
CU-L	University of California, Berkeley, Law Library	213	0	4	1	0	0	0	0	0
CU-S	University of California, San Diego	24	0	2	0	0	3	3	0	0
CU-SB	University of California, Santa Barbara	323	52	65	8	0	0	0	0	0
CtU-L	University of Connecticut Law Library	0	0	0	0	0	0	0	0	0
ODaU	University of Dayton	600	20	11	0	0	0	0	0	0
GU	University of Georgia	194	416	488	139	0	8	8	0	0
HU	University of Hawaii, Manoa	293	0	53	2	0	0	0	0	0
TxHU	University of Houston	47	0	2	0	0	0	0	0	0
TxHu-L	University of Houston O'Quinn Law Library	0	0	0	0	0	0	0	0	0
ICIU	University of Illinois, Chicago	23	0	0	0	0	0	0	0	0
IU	University of Illinois, Urbana/Champaign	0	0	0	0	0	0	0	0	0
KU	University of Kansas	100	0	25	0	0	0	0	0	0
KyU	University of Kentucky**	72	0	1	0	0	0	0	0	0
KyU-L	University of Kentucky Law Library**	4	0	0	0	0	0	0	0	0
KyU-M	University of Kentucky Medical Center Library**	1	0	0	0	0	0	0	0	0
FMU	University of Miami	2130	0	296	0	0	0	0	0	0
MiU	University of Michigan	736	0	120	0	0	0	0	0	0
MnU	University of Minnesota	18	0	25	0	0	1	1	0	0
MnU-L	University of Minnesota, Law Library	0	0	0	0	0	0	0	0	0
MoKU	University of Missouri, Kansas City	175	0	12	0	0	0	0	0	0
NbU	University of Nebraska, Lincoln	51	12	6	0	0	0	0	0	0
NbOU	University of Nebraska, Omaha	69	4	4	0	0	0	0	0	0
NcU-H	University of North Carolina, Chapel Hill, Health Sci Lib	54	0	7	0	0	0	0	0	0
NcU-L	University of North Carolina, Chapel Hill, Law Library	0	0	0	0	0	0	0	0	0
InNd	University of Notre Dame	24	0	1	0	0	0	0	0	0
OkU	University of Oklahoma	19	0	1	0	0	0	0	0	0
OrU	University of Oregon	500	108	248	43	0	0	0	0	0
PU-L	University of Pennsylvania, Biddle Law Library	292	0	32	0	0	0	0	0	0
PPiU	University of Pittsburgh	113	33	36	0	0	0	0	0	0
TU-L	University of Tennessee Law Library, Knoxville	14	0	0	0	0	0	0	0	0
TxArU	University of Texas, Arlington	0	0	0	0	0	0	0	0	0
TxU-L	University of Texas, Austin, Law Library	0	0	0	0	0	0	0	0	0
ViU	University of Virginia	227	116	112	17	0	0	0	0	0
WyU	University of Wyoming	444	0	93	1	0	0	0	0	0
DGPO	US Government Printing Office	1359	111	402	22	0	99	10	0	1
DHMM	US Holocaust Memorial Museum Library	441	0	58	0	0	4	0	2	3
DNA	US National Archives	26	0	2	0	0	0	0	0	0

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
ViBlbV	Virginia Polytechnic Institute and State University	299	43	142	14	0	1	0	0	0
KTW-L	Washburn University School of Law Library	106	0	30	0	0	0	0	0	0
MoSW	Washington University	80	0	12	0	0	0	0	0	0
MoWgW	Webster University	496	0	68	0	0	0	2	0	0
WaBeW	Western Washington University	361	0	122	0	0	1	1	0	0
WaOLN	WLN	437	0	162	1	0	0	0	0	0
CtY-D	Yale Divinity School	8	0	1	0	0	0	0	0	0
CtY-M	Yale University Medical School Library	12	0	2	0	0	0	0	0	0
CtY-BR	Yale University, Beinecke Rare Book Library	420	0	96	0	0	0	0	0	0
CtY-BA	Yale University, British Art Library	1	0	0	0	0	0	0	0	0
CtY-SSE	Yale University, Social Sci & Econ Growth Ctr	0	0	0	0	0	0	0	0	0

MULTI-LIBRARY NACO PROJECTS

Arabic Project	180	0	49	0	0	0	0	0	0
ArtNACO	3690	136	685	66	0	8	1	0	0
ATLA	1339	0	58	0	0	0	0	0	0
DALNET	444	5	13	1	0	0	0	0	0
Dance Heritage	1871	0	333	0	0	0	0	0	0
DC Law	165	8	10	0	0	0	0	0	0
Hebraica Project	566	30	191	4	0	0	0	0	0
NACOMusic	9070	106	3474	21	103	6	3	0	0
North Dakota Project	428	0	13	0	0	0	0	0	0
Northern California Project	139	0	5	0	0	1	2	0	0
OLAC	2523	3	583	0	0	24	3	3	0

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
	SACO LIBRARIES									
CaAE	Edmonton Public Library	0	0	0	0	0	373	44	1	0
MnMHCL	Hennepin County Public Library	0	0	0	0	0	13	2	0	0
HuKeKLE	Lajos Kossuth University	0	0	0	0	0	1	0	0	0
WMM-L	Marquette University School of Law	0	0	0	0	0	0	0	4	0
CaQMM	McGill University	0	0	0	0	0	1	0	0	0
MShM	Mount Holyoke	0	0	0	0	0	3	0	0	0
CoGSE	National Renewable Energy Lab	0	0	0	0	0	8	0	0	0
AuCNL	National Library of Australia	0	0	0	0	0	30	12	1	1
CaOONL	National Library of Canada	0	0	0	0	0	21	5	0	0
Lit	National Library of Lithuania	0	0	0	0	0	1	0	0	0
OrCS	Oregon State University	0	0	0	0	0	1	0	1	0
IdU	University of Idaho	0	0	0	0	0	0	2	0	0
OCU	University of Cincinnati	0	0	0	0	0	0	0	0	0
NhU	University of New Hampshire	0	0	0	0	0	12	0	0	0
AuBrU	University of Queensland	0	0	0	0	0	0	0	0	0
AuSU	University of Sydney	0	0	0	0	0	34	25	0	0
CaOWA	University of Windsor	0	0	0	0	0	0	0	0	0
DDOE	US Dept of Energy	0	0	0	0	0	6	0	0	0
DFT	US Federal Trade Commission	0	0	0	0	0	0	0	0	0
DGAO	US General Accounting Office	0	0	0	0	0	0	0	0	0
WaPS	Washington State University, Pullman	0	0	0	0	0	7	0	0	0
ScSpW	Wofford College	0	0	0	0	0	0	0	0	0
	MULTI-LIBRARY SACO PROJECTS									
IEN	Africana Project	0	0	0	0	0	22	0	0	0
OCoLC	OCLC Fiction Project	0	0	0	0	0	33	0	0	0
	LC Coop Team	123	38	1916	1072	0	38	65	992	25
	TOTALS	130128	10370	35531	3206	58848	***2027	397	1135	44
		New names	*New series*	*Chg names*	*Chg series*	*BIBCO*	*New subj*	*Chg subj*	*New cls#*	*Chg cls #*

* Received BIBCO training in 2nd half of FY99
** Received initial or expansion NACO training in 2nd half of FY99
***LC ILS implementation caused a gap in SACO activity in FY99

z:\qpdata\yearendfy99.wb3 publfunlabb 12/3/99

NAME AUTHORITY RECORD COMPONENTS

SIMILARITIES between NARs and bibliographic records

MARC 21 indicators and variable field tag numbers are the same (i.e., corporate 110 - conference 111 - personal 100)

> **EXCEPTION: 151s (place names) convert to 110s when used as jurisdictions (cf. AACR2 24.3E1)**

MARC 21 subfield codes are the same

AACR2 rules and LC Rule Interpretations as to FORMULATION applied the same for both (Chapters 22-24)

> **EXCEPTION: Additions to ongoing conference hdg. not included in NAR (cf. LCRI24.7B)**

DIFFERENCES between NARs and bibliographic records

No periods at the end of 1XX, 4XX OR 5XX fields (unless field ends with initials or abbreviation)

> **Note: If making a change to a NAR that contains periods at end of field delete period(s)**

Fixed fields are different

Some variable fields are used differently:

use 4XX for variants NOT series fields
use 5XX for linking NARs NOT as note fields
use 6XX FIELDS as note fields not SUBJECT fields

SUBFIELD W used to denote "special relationships" (5XX or 4XX)

RLIN Blank NACO Workform

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]	
KRC:___ NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n	DF:[system supplied]	
RFE:___ CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC 21$b eng $c MARC 21

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 ___

670 ___

675 ___

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied] ST: s EL: ___ STH:___ MS: n UIP: __ TD:[system supplied]
KRC: ___ NMU: a CRC: UPN: ___ SBU: a SBC:__ DID: n DF:[system supplied]
RFE: ___ CSC: c SRU:b SRT:n SRN: n TSS: n TGA:? ROM:? MOD:[blank]

Variable fields:

0XX ___ [system supplied]
040 MARC 21$b eng $c MARC 21 [system supplied]

Heading: (required)

1XX ___ Heading, established following AACR2 and LCRI's

Cross references

4XX ___ Simple see references, established following AACR2 and LCRI's

4XX ___ **$ w** subfield See references linking pre-AACR2 form of heading (optional)

5XX ___ Simple see also references

5XX ___ **$ w** subfield See also references to other established AACR2 headings (earlier/later)

670 for work cataloged (required)

670 Title of work being cataloged, date of publication: $b location of data (data as found, enclosed in parentheses) location of other data from same work (other data, enclosed in parentheses)

Additional 670s, 675, 667s, etc.

670 File searched, date **$ b** (hdg.: as found on 1XX, 6XX, 7XX in record; usage: as found in transcribed fields, such as the 245 **$ c**)

667 Information found to help others, but not biographical data

675 Reference sources where no information was found about this heading; **$ a** other reference sources, etc.

NACO NORMALIZATION EXERCISE

---

151 T'bilisi (Georgia)
451 Tiflis (Georgia)
451 Tbilisi (Georgia)
451 Tiflis [OLD CATALOG HEADING]
451 Tbilisi (Georgian S.S.R.) [EARLIER ESTABLISHED FORM]
451 T'blisi (Georgia)

---

110 2 Ballard-Carlisle Historical & Genealogical Society
410 2 Ballard-Carlisle Historical and Genealogical Society
410 2 Ballard-Carlisle Historical-Genealogical Society

---

110 1 United States. $b Office of the Under Secretary of Defense, Acquisition
410 1 United States. $b Office of the Under Secretary of Defense for Acquisition
410 1 United States. $b Under Secretary of Defense, Acquisition
410 1 United States. $b Office of the Under Secretary of Defense (Acquisition)

---

100 1 Torrealba Ramos, Isabela
400 1 Torrealba-Ramos, Isabela
400 1 Ramos, Isabela Torrealba

---

100 1 Epard, Jean-Luc
400 1 Epard, J.-L. $q (Jean-Luc)
400 1 Epard, Jean Luc

NORMALIZATION: THINGS TO REMEMBER

1. A 4XX may **NOT** normalize to the same string as a 1XX

2. A 4XX may **NOT** normalize to the same string as another string in the same NAR

3. A 4XX **MAY** normalize to the same string as a 4XX in another NAR

4. A 5XX **MUST** match a 1XX on another NAR in the name authority file

5. MARC tags (name heading types) are **NOT** taken into account when comparing heading strings for uniqueness

FIXED FIELD CONVERSION TABLE

RLIN	MARC 21	Name of Element	Values
EL	Leader/17	Encoding Level	o = early notice n = verified*
STH	008/33	Level of establishment	a = full* b = memo c = prov* d = prelim
UIP	008/31	Record Update in Process	a = verified* b = being updated
KRC	008/09	Kind of Record	a = heading*
CRC	008/10	Descriptive Cataloging Rules	a = earlier b = AACR 1 c = AACR 2* d = AACR 2-compatible*
UPN	008/32	Undifferentiated Personal Name	a = personal name* b = undifferentiated* n = not personal name*
SBC	008/11	Subject Heading System	a = LCSH*
RFE	008/29	Reference Evaluation	a = valid/evaluated* b = unevaluated n = no references*

*value most likely to be used by PCC library

"W" CONTROL SUBFIELDS IN 4XX AND 5XX FIELDS

Values

4XX	Byte 0 1st Position	Byte 1 2nd Position	Byte 2 3rd Position	Byte 3 4th Position
	n	**n**	**n** **a** **e**	**n** **a** **b**
	3rd Position:	a = pre-AACR2 heading (linking reference) e = earlier AACR2 heading		
	4th Position:	a = reference **not** made (displayed) b = cataloger-generated reference with 664 **(may find, but never make)**		
5XX	**a** **b** **n**	**n**	**n**	**a** **c** **n**
	1st Position:	a = earlier heading b = later heading n = default		
	4th Position:	a = reference **not** made (displayed) **(used in only one case)** c = cataloger-generated reference with 663 **(used with pseudonyms only)**		

"W" CONTROL SUBFIELDS IN 4XX AND 5XX FIELDS

Possible Combinations

	MARC 21	UTILITY	EXPLANATION
4XX	nnnn	**BLANK**	Simple cross reference Do **not** supply any ‡w values
	nnan	**nna**	Linking reference to a pre-AACR2 heading (optional)
	nnaa	**nnaa**	Pre-AACR2 heading is **not** a valid AACR2 reference
	nnen	**nne**	Valid cross reference was also an earlier AACR2 heading
	nnnb	**nnnb**	Reference not displayed; **664** field used **(may find but never use)**
5XX	nnnn	**BLANK**	Simple see also reference Do **not** supply any ‡w values
	annn	**a**	Earlier heading
	bnnn	**b**	Later heading
	nnnc	**nnnc**	See also reference for pseudonyms (**663** field used)
	nnna bnna anna	**nnna** **bnna** **anna**	Reference not made (displayed) cf. RI26.3B-C(1b), p. 2 **(unlikely ever to use)**

FUNCTIONS OF THE 670 FIELD

♦ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references.

♦ 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 separate individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings).

♦ 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 headings.

♦ 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 headings and misattributions.

♦ To support machine manipulation based on algorithms using information in the 670.

670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Justifying references
- Transcription of other data
- Special types of citations

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 heading, that justify the choice of the name used as the 1XX heading and references to it, and that clarify relationships between it and other headings in the file.

FUNCTIONS OF THE 670 FIELD
◆ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references. ◆ 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 separate individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings). ◆ 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 headings. ◆ 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 headings and misattributions. ◆ To support machine manipulation based on algorithms using information in the 670.

Note that the examples given throughout the following text have different conventions in regard to punctuation and style; unless a specific direction is given in the text, these conventions are not prescriptive. 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.

The first 670 field usually is the work for which the heading is being established, the "work cat;" if it doesn't contain the name being established, give "(name not given)" in subfield $b. 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.

Note that it is not always 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 an indication of the main entry of the work, which may also be abbreviated or in a NAR be replaced by a pronoun; if the main entry is the same as the title proper plus a qualifier, give the uniform title main entry 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 or the edition of the work. If the item is the first volume of a numbered multipart item, record the date of publication as an open date.

Generally, use a chronological designation instead of a publication date when giving a 670 for a serial other than a monographic series; 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, Feb. 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])

(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). For numbered multipart items, include the volume number of the item with the specific location. *LC practice*: If the heading is being established from a CIP at the galley stage, precede the first location with the word CIP, e.g., CIP t.p., CIP 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.

(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.

If the name being established is not in the first 670 for the "work cat.," give "(name not given)" in the subfield $b.

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)

To facilitate international contribution and use of authority records, when giving dates use the abbreviated forms for months given in AACR2 Appendix B.15. (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.

In citations for publications viewed electronically, either by direct or remote access, give information in subfield $a in the context of the publication rather than how it was viewed; in subfield $b, give location and information. For home pages, gophers, etc. on the Internet, see section "Home page, gopher, etc. on the Internet" below.

```
670 $a McMillan newsletter, Jan.-Feb. 1995: $b t.p.
       (McMillan Family Association)
670 $a Reducing your cholesterol, 1996 $b readme
       (Improving your diet series)
```

Transcription of names and titles

Transcribe names or series titles used in the heading or references in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction Page 2 on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

Note: When preparing an authority record for the text of a law (AACR2 rule 25.15A2) or a subject compilation of laws (AACR2 25.15A1), 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' compensation law of the state of
    North Carolina) citation title, p. 49 (The North Carolina
    Workers' Compensation Act)
```

For corporate headings, include in the data cited all the hierarchy required to justify needed references, but do not include elements irrelevant to the particular heading being established, e.g., 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 expression 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/later name or title is found in the same source as the name or title in the heading, give all the information in the 670 field; do not separate the information about the earlier/later name or title and 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.]**.

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

Justifying references

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

(1) References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.

(2) References made on the basis of the cataloger's awareness of different romanizations or orthographies.

(3) Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.

(4) References made on the basis of information from the National Library of Canada (cf. DCM C2).

(5) References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.

(6) References made on the basis of information from the British Library as part of the English Short Title Catalogue project.

(7) Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility

and that potentially could be used as part of the heading. 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 database. For LC catalogers not working in OCLC and RLIN, "LC database" as used in a 670 subfield $a equals name/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 RLIN 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 heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading 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

---

[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, distribution, etc., area and from series statements. Headings 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, distribution, etc. area 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

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 headings 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 formulation of the heading. If the established heading 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 headings. 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.

Citing other files or catalogs. If a heading is found in other manual catalogs or online databases, 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 RLIN, date $b ([data])
670 $a M/B/RS Collections Authority file $b ([data])
670 $a New Delhi MARC file $b ([data])
```

---

found on an item not selected as the form used for the heading.

```
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 the boldface type indicating an approved brief form of name[4] by adding within brackets immediately after the boldface element the statement [brief]. Repeat the boldface form if needed for clarity. Do this even if the long form is chosen for the heading. 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) and coordinates. If searching the latest available published gazeteer, do not include the date but do include the feature designation and coordinates.

```
    670 $a GEOnet, June 13, 1989 $b (Coast Province; ADM1,
           3°00'S 39°30'E)
or  670 $a BGN $b (Coast [brief] Province; ADMD, 3°00'S
           39°30'E)

    670 $a GEOnet, July 7, 1992 $b (Varese, Provincia di;
```

[3] Published gazetteers or World Wide Web sites (GNIS (domestic information: URL: http://www.nmd.usgs.gov/www/gnis/gnisform.html; GEOmet (foreign information: URL: http://164.214.2.59/gns/html/index.html)

[4] When searching online through the World Wide Web, the boldface is not always visible, depending upon the browser used.

```
            ADM2, 45˚48'N 8˚48'E)
or    670 $a BGN $b (Varese [brief], Provincia di; PROV,
            45˚48'N 8˚48'E)

      670 $a GEOnet, Apr. 31, 1996 $b (Genève [French], Geneva
            [conventional]; POPL, 46˚12'N 6˚10'E)
or    670 $a BGN $b (Genève [French], Geneva [conventional];
            POPL, 46˚12'N 6˚10'E)
```

Home page, gopher, etc. on the Internet. Give the name of the home page, gopher, etc. and the date it was consulted. In subfield $b, give a location, if appropriate, and the information found. Generally, don't include the URL (Uniform Resource Locator) since the address often changes.

```
      670 $a British Oceanographic Data Centre WWW Home page,
            Sept. 6, 1995 $b (BODC, est. Apr. 1989, developed
            British Oceanographic Data Service (BODS))

      670 $a Harvard Business School Publishing Corporation
            gopher, Nov. 23, 1994 $b main menu (Harvard Business
            School Publishing Corporation) readme (Harvard
            Business School Publishing)

or    670 $a Internet, URL: gopher://johnnymac.harvard.
            edu:70/11/hbspc, Nov. 23, 1994 $b main menu (Harvard
            Business School Publishing Corporation) readme
            (Harvard Business School Publishing)
```

For publications viewed electronically, see general 670 information.

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 (__________)
```

670 Field : Source Data Found

subfield a (source citation): ***Title proper, Date of publication***
subfield b (information found in source): ***Specific location of the information found (such as, t.p., jkt., cover, p. 97), information found, enclosed in parentheses***

Example: 670 The new book of electrocardiography, c1994: $b t.p.(Belinda B. Barnes, M.D.) back cover (head of surgery, Arlington Hospital Center, Arl., Va.) p. 3, etc. (b. 1946; d. 1994; heart specialist)

Other special types of citations:

Citing LC records found in OCLC:
670 OCLC, Aug. 18, 1994 $b (hdg.: Root, Elijah Paul, 1882-1947; usage: E.P. Root)

Citing LC Minimal Level cataloging records:
670 LC in OCLC, Aug. 8, 1994 $b (MLC hdg.: Knarr, Bruce Alan, 1946- ; usage: Bruce Alan Knarr)

Citing the National Union Catalog (NUC):
670 NUC pre-56 $b (Parker, Sir David Thomas, 1882-)

You may see, but never make citations to the file formerly called LC PREMARC:
670 LC PREMARC file $b (Rotterdam Tire Co., inc.)]

Citing Old catalog headings from LC's OPAC:
670 LC database, Sept. 24, 1999 $b (hdg: John, William David, 1898- [from old catalog])

Citing reference sources:
670 Nat. fac. dir., 1994 $b (John W. Smith, prof. of pharmacy, Univ. of Illinois, Urbana-Champaign; Ph. D., 1983 from Univ. of Michigan; b. Dec. 2, 1945)
670 DNB $b (Suarez, Benita; author, poet, musician; b. Mar. 20, 1924 in Los Angeles)

Citing telephone calls:
670 Phone call to T. Solís, Aug. 12, 1994 $b (Theodore Solis, prefers to use form: Ted Solís)

Citing BGN (Board on Geographic Names):
670 BGN, May 23, 1993 $b (Provincia di Varese [Varese = brief]; 44°22'N, 9°37'E)

Citing other files or catalogs:
670 NLC, Aug. 22, 1993 $b (Jones, Phyllis Markham, 1956-)
670 RLIN, Feb. 2, 1987 $b (hdg.: Parker, Bitterhaus & Phlung)
670 NLM files, Mar. 15, 1991 $b (Porterhouse, Phyllis, M.D.)
670 LC database, 18 Aug. 1994 $b (hdg.: Miles, Austin, 1933-; usage: Austin Miles; Kokomo the Clown)

Library of Congress

CDS Technical Notice

Machine-Derived Name Authority Records

As a result of a joint research project between the Library of Congress and OCLC, LC has begun loading machine-derived name authority records into its Name Authority File. The first of the machine-derived name authority records are distributed in this issue of MDS-Names (volume 20, issue 51). Approximately 66,000 records for personal names, corporate bodies, and uniform titles will be loaded, 1,000 to 3,000 per day until all the records have been added to the Name Authority File. As the records are loaded they will be distributed.

Background

The project is beginning with music records because, according to established guidelines, the music catalogers do not create authority records for all uniform titles used in bibliographic records. For authority control of these uniform titles, the bibliographic file in conjunction with the authority file has served as the authoritative source for all the music uniform titles. As a result of the research project, several thousand bibliographic records which have not been examined by Library of Congress catalogers will be added to the LC Music File. In order for the music catalogers to continue to have workable access to authoritative headings, the headings currently in the LC Music File not covered by authority records will have machine-derived authority records created for them.

The Process

OCLC is comparing the headings (personal names, corporate names, and name/uniform titles) currently in LC's Music File against the Name Authority

For more information about LC's MARC Distribution Services, contact:
Library of Congress ▪ Cataloging Distribution Service ▪ Customer Services Section
Washington, DC 20541-5017 USA ▪ Phone: (202) 707-6100 ▪ Fax: (202) 707-1334
TDD number: (202) 707-0012 ▪ Internet: cdsinfo@loc.gov

File. Those headings not covered by authority records will have machine-derived authority records created for them.

The machine-derived authority records will include a 1XX field, a 670, and a 667 with the legend "Machine-derived authority record." Field 670 will contain the legend "LCCN," the LCCN of the source record, a shortened form of the 1XX main entry (if there is one) of the bibliographic record, a title citation which will include data from the 245 subfield $a, a date, and if the heading appears in subfield $c of field 245, a usage citation. The 1XX main entry is included because it was determined that with the high number of music records that contain a non-distinctive 245 title, the additional information could be essential in many instances to identify the source record. The date is taken from the 008/7-10 of the source bibliographic record. In some instances, cross references may be generated if certain formulaic situations occur, such as a compound surname. The level of establishment of these records in the 008/33 will be "d" for "Preliminary".

These records will be used, modified, and upgraded according to normal LC/NACO authority procedures. However, if appropriate, the "Preliminary" coding in the 008/33 should be replaced. If a more established level for these machine-derived authority records becomes available, the legend "Machine-derived authority record" will be removed from field 667 and replaced by an appropriate fixed field code.

Questions regarding the machine-generated music uniform title records can be directed to:

Deta S. Davis
Special Materials Cataloging Division
Library of Congress
Washington, DC 20540-4373

email: ddav@loc.gov
phone: (202) 707-5259

December 1997

MACHINE-DERIVED NAME AUTHORITY RECORD–TWO VIEWS

OCLC

LC/NACO - NAME

```
ARN:    4649744
Rec stat: c      Entered:      19980204
▶ Type:     z    Upd status:   a    Enc lvl:   n    Source:    c
Roman:      ■    Ref status:   n    Mod rec:        Name use:  a
Govt agn:   ■    Auth status:  a    Subj:      a    Subj use:  a
Series:     n    Auth/ref:     a    Geo subd:  n    Ser use:   b
Ser num:    n    Name:         a    Subdiv tp: n    Rules:     c ¶
▶   1  010     no 98061016  ¶
▶   2  040     OCoLC ‡c OCoLC ‡d DLC ¶
▶   3  005     19980319132638.9 ¶
▶   4  100 1   Solare, Juan-Mar´ia ¶
▶   5  667     Machine-derived authority record. ¶
▶   6  670     LCCN 97-706392: Solare, J. Seis bagatelas (1987) f¨ur
Fl¨otentrio, c1996: ‡b (usage: Juan-Mar´ia Solare) ¶
▶   7  670     His Suite modal, c1995: ‡b cover (Juan-Mar´ia Solare)
Harrassowitz slip (b. 1966) ¶
```

RLIN

```
NAF/SAVE  NAF        FUL       NAF09861016          Authorities      DCLH-BF
Invalid in this function

   ID:NAF09861016     ST:p    EL:n   STH:a    MS:c   UIP:a    TD:19980319132638
   KRC:a    NMU:a    CRC:c   UPN:a   SBU:a   SBC:a   DID:n    DF:02-04-98
   RFE:n CSC:c  SRU:b   SRT:n   SRN:n   TSS:?   TGA:?   ROM:?   MOD:   LCT:
   VST:d 03-19-98                        Other Versions: earlier
   010    no 98061016
   035    (OCoLC)oca04649744
   040    OCoLC‡cOCoLC‡dDLC
   100 10 Solare, Juan-Mar´ia
   667    Machine-derived authority record.
   670    LCCN 97-706392: Solare, J. Seis bagatelas (1987) f¨ur Fl¨otentrio, c19
       96:‡b(usage: Juan-Mar´ia Solare)
   670    His Suite modal, c1995:‡bcover (Juan-Mar´ia Solare) Harrassowitz slip
       (b. 1966)
```

Content Designation Exercise : Personal Names

1.	100 1	O'Connor, Sandra Day, $d 1930-
2.	1__ __	Jones, R. M. (Ronald Mervyn)
3.	1__ __	Le Bret, Monsieur, (Alexis-Jean), 1693-1772?
4.	1__ __	Al-Jamali, Abbas F., 1943-
5.	1__ __	West, Mrs. (Jane), 1758-1852
	4__ __	Author of The loyalists, 1758-1852
	4__ __	Loyalists, Author of the, 1758-1852
	4__ __	Advantages of education, Author of, 1758-1852
6.	1__ __	Bonaventure, Father, O.F.M., 1885-1967
7.	1__ __	Presley, Elvis, 1935-1977 (Spirit)
8.	4__ __	Baldung, Hans, called Grien, d. 1545 *[linking ref.]* $w
9.	1__ __	Doyle, Arthur Conan, Sir, 1859-1930 (Spirit)
10.	1__ __	Davies, Edward J., II, 1947-
11.	1__ __	Proust, Marcel, 1871-1922. Amour de Swann. English
	4__ __	Proust, Marcel, 1871-1922. Du cote de chez Swann. Amour de Swann. English
12.	1__ __	Giles, of Rome, Archbishop of Bourges, ca. 1243-1316. Works. 1985
13.	1__ __	Llorens Torres, Luis, 1876-1944. Selections. 1986
14.	1__ __	Poe, Edgar Allan, 1809-1849. Poems. French. Selections
15.	1__ __	Blake, Wendon. Seascapes in watercolor
	4__ __	Blake, Wendon. Watercolor painting book. 3, Seascapes in watercolor
16.	1__ __	Trudeau, G. B., 1948- Doonesbury book. Italian. Selections

Content Designation Exercise : Corporate Names and Uniform Titles

1. 1__ __ First African Baptist Church (Tuscaloosa, Ala.)

2. 1__ __ Kenya. Constitution (1979)

3. 1__ __ Western Association of Fish and Wildlife Agencies (U.S.). Conference
   4__ __ Conference of the Western Association of Fish and Wildlife Agencies

4. 1__ __ International Conference on Transportation for the Nuclear Industry (1st : 1988 : Stratford-Upon-Avon, England)

5. 1__ __ ELMIA-AVFALL 79 (1979 : Jőnkőping, Sweden)
   4__ __ Congress "Elmia-Avfall '79 (1979 : Jőnkőping, Sweden)

6. 1__ __ Women's Week 1984 (1984 : Montgomery College)

7. 1__ __ Biennale d'arte antica *(Hint: Conference name)*
   4__ __ Bologna . Biennale d'arte antica *[linking ref.]* $w

8. 1__ __ Bible. English. Authorized Version. 1994

9. 1__ __ Journal (Historical Society of Long Beach)

10. 1__ __ Treaty of Amiens (1802)

11. 1__ __ Hawick (Scotland)
    4__ __ Hawick (Roxburghshire) *[prev. AA2 hdg.]* $w
    4__ __ Hawick, Scot *[linking ref.]* $w

12. 1__ __ Thompson, Tommy George, 1941-
    5__ __ Wisconsin. Governor (1987- : Thompson)

13. 1__ __ State Botanical Garden of Georgia
    4__ __ Georgia. State Botanical Garden

UNITED STATES GOVERNMENT

Memorandum

LIBRARY OF CONGRESS

TO : Distribution

DATE: July 30, 1996

VIA : Barbara B. Tillett
Chief,
Cataloging Policy and Support Office

FROM : Lynn M. El-Hoshy
Senior Cataloging Policy Specialist
Cataloging Policy and Support Office

SUBJECT: Implementation of Changes regarding "Headings for Certain Entities"

In March, Robert M. Hiatt announced that the Executive Council of the Program for Cooperative Cataloging had approved the recommendations of the PCC Task Group on Name Versus Subject Authorities. In April, he circulated drafts of DCM Z11 and LCRI 23.1, 23.4F2, and 24.1, and a new LCRI 24.7 that were written to effect the changes recommended by the group. Based on comments received from staff at LC and cooperating libraries, those documents were revised and are now available for distribution. The cataloging policies stated in them regarding "Headings for Certain Entities" are being implemented effective August 1, 1996. In addition, corresponding instruction sheets from the *Subject Cataloging Manual: Subject Headings* (H 405, H 720, H 1365 and H 1592) were rewritten to reflect the new policies and will be distributed when the 5th edition of the manual is ready in the fall.

Headings for cemeteries, city sections, concentration camps, and country clubs, which were formerly listed as "Group 3" on Z11 and H 405 and represented by authority records that could reside in either the name authority file or the subject authority file, will henceforth be established only in the name authority file. In addition, the tags of headings for cemeteries, concentration camps, and country clubs will change from 151 to 110, and the headings will be formulated in accordance with general rules for corporate name headings and the appropriate LCRI. Headings for events that are formally convened, directed toward a common goal, and capable of being reconvened, and that have formal names, locations, and dates that can be determined in advance will now be established in the name authority file according to the provisions of chapter 24, AACR2 and LCRI 24.7 and 24.8 and will be tagged as 111. This category includes sporting events, parades, and contests that have previously been established in the subject authority file. Events that generally cannot be repeated and have formal names only after the fact, including natural and man-made disasters, riots, battles, reigns, and rules, will remain as subjects.

After August 1, 1996, all new headings for cemeteries, city sections, concentration camps, country clubs, and formally organized events of the type described above should be established in the name authority file. Existing records for cemeteries that are in the subject authority file will be transferred by staff of the Subject Headings Editorial Team in CPSO as a project. Headings for city sections, concentration camps, and organized events that are now established as subjects should be cancelled from the subject authority file and re-established in the name authority file according to the procedures given in DCM Z11 as they are needed for use in current cataloging.

Distribution:

ASCD (8)
HLCD (9)
RCCD (10)
SMCD (6)
SRD (5)
SSCD (8)

Beacher Wiggins, LS CAT
Susan Morris, LS CAT
John Byrum, RCCD
John Celli, CIP
Kim Dobbs, SRD
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Linda Stubbs, MBRS
Mike Walsh, ORD
Vicky Wulff, MUS
Emily Zehmer, MSS

"Division of the World": An Alphabetic List

(Based on Subject Cataloging Manual H 405, August, 1999)

NOTE: This list is not exhaustive!

HEADINGS	TAG	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Abbeys	110	X		X	
Academies	110	X		X	
Airplanes, Named	110	X		X	
Airports	110	X		X LCRI24.1, p.6	
Almshouses	110	X		X	
Amusements parks	151		X		X
Apartment houses	110		X		X
Aquariums, Public	110	X		X	
Arboretums	110	X		X	
Armories	110		X		X
Artificial satellites	110	X		X	
Artists' groups	150		X		X
Asian conglomerate corporations	110		X		X
Asylums (Charitable institutions)	110	X		X	
Athletic contests	111	X		X	X
Auditoriums	110		X		X
Awards	150		X		X
Banks	110	X		X	
Bars	110	X		X	
Bathhouses	110		X		X

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Baths, Ancient	110		X		X
Biblical characters	100	X		X	
Biological stations	110	X		X	
Boards of trade (Chambers of Commerce)	110	X		X	
Botanical gardens	110	X		X	
Bridges	151		X		X
Broadcasting stations	110	X		X	
Building details	150		X		X
Buildings, Private	110		X		X
Buildings occupied by corporate bodies	110		X		X
Bus terminals	110		X		X
Camps	151		X		X
Canals	151		X		X
Capitols	110		X		X
Castles	110		X		X
Cathedrals	110	X		X	
Celestial bodies	151		X		X
Cemeteries	110	X		X LCRI24.1, p. 6	
Chambers of Commerce	110	X		X	
Chapels	110	X		X	
Churches (in use or in ruins)	110	X		X	
Circuses	110	X		X	
Cities, Extinct (Pre-1500)	151		X		X SCM H715

HEADINGS	TAG	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
City halls	110		X		X
City sections	151	X		X LCRI23.4F2	X
Civic Centers	110		X		X
Clans	100		X		X
Club houses	110		X		X
Coliseums	110		X		X
Collections, Public or Private	110		X		X
Collective farms	151		X		X
Collective settlements	151	X		X	
Colleges	110	X		X	
Comic strips	130	X		X	
Communes	151	X		X	
Community centers	110		X		X
Competitions	111	X		X	X
Computer languages	150		X		X
Computer networks	150		X		X
Computer programs	130	X		X	
Computer systems	150		X		X
Concentration camps	110	X		X LCRI24.1, p.7	
Concert halls	110	X		X	
Conservation districts	151	X		X	
Contests	111	X		X	
Convention centers	110		X		X
Convents	110	X		X	

HEADINGS	TAG	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (GROUP 1)	**SUBJECTS** FILE (GROUP 2)	AACR2 LCRIs	SCM
Correctional institutions	110	X		X	
Country clubs	110	X		X	
Courthouses	110		X		X
Crematories	110	X		X	
Customhouses	110		X		X
Dance halls	110	X		X	
Denominations, Religious (individual)	110	X		X	
Dispensaries	110	X		X	
Docks	151		X		X
Doors	150		X		X
Dwellings	110		X		X
Ecclesiastical entities that are also names of places, e.g. Basel (Switzerland : Ecclesiastical principality)	110	X		X	
Ecological stations	110	X		X	
Educational institutions	110	X		X	
Electronic discussion groups	130	X		X	
Embassies	110	X		X	
Estates	151		X		X
Events (generic; no formal name; not repeatable –funerals)	150		X		X
Events (named) (events that are formally convened, etc.)	111	X		X LCRI24.7-24.8	
Exhibition buildings	110		X		X
Exhibitions	111	X		X	

HEADINGS	TAG	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Expeditions, Military	111	X		X	
Expeditions, Scientific	111	X		X	
Experiment stations	110	X		X	
Expositions	111	X		X	
Factories	110	X		X	
Fairs	111	X		X	
Families	100		X		X
Farms	151		X		X
Feasts	150		X		X
Ferry buildings	110		X		X
Festivals and celebrations	111	X			X
Fire stations	110		X		X
Folk festivals and celebrations	111	X		X	
Forest districts	151	X		X	
Forests	151		X		X
Fortresses (Structures)	151		X		X
Funeral homes, mortuaries	110	X		X	
Galleries	110	X		X	
Games (Events)	111	X		X	
Gardens	151		X		X
Gates	150		X		X
Grain elevators	110		X		X
Gymnasiums	110		X		X

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Halfway houses	110	X		X	
Hazardous waste sites	151		X		X
Herbariums	110	X		X	
Highways	151		X		X
Historic sites (incl. historic sites not in cities)	151		X		X
Hospitals	110	X		X	
Hotels	110	X		X	
Immigration stations	110		X		X
Islands, Non-jurisdictional	151		X		X
Individual works of art	100, 110 or 130	X		X	
Jurisdictions, Ancient (other than cities)	151	X	X	X	
Laboratories	110	X		X	
Land grants	151		X		X
Libraries	110	X		X	
Library districts	110	X		X	
Lighthouses	110		X		X
Manors	110		X		X
Mansions	110		X		X
Market buildings	110		X		X
Markets	110	X		X	
Manors	110		X		X
Mansions	110		X		X
Military installations (Active: also all after 1899)	151	X		X	

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Military installations (Before 1900 and inactive)	151		X		X
Mine buildings	110		X		X
Mines	151		X		X
Mints	110		X		X
Monasteries	110	X		X	
Monuments (Structures, statues, etc.)	150		X		X
Morgues	110	X		X	
Motels	110	X		X	
Motion pictures	130	X		X	
Museums	110	X		X	
Music halls			X		X
Night clubs	110	X		X	
Nursing homes	110	X		X	
Observatories	110	X		X	
Office buildings	110		X		X
Official residences	110		X		X
Old age homes	110	X		X	
Opera houses	110	X		X	
Orphanages	110	X		X	
Palaces	110		X		X
Parades	111	X		X	
Park districts	151	X		X	
Parks	151		X		X
Planetariums	110	X		X	
Plans (Programs)	110	X		X LCRI24.1, p.8	

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Playgrounds	151		X		X
Plazas (Open spaces squares etc.)	151		X		X
Police stations	110		X		X
Pools, Public	151		X		X
Poorhouses	110	X		X	
Port authorities	110	X		X	
Ports (Physical facilities)	151		X		X
Post offices	110		X		X
Power plants	110		X		X
Presidential mansions	110		X		X
Prisons	110	X		X	
Projects, plans, etc.	110	X		X	
Public celebrations, pageants, anniversaries	111	X		X	
Publisher's imprints	110	X		X	
Public comfort stations	110		X		X
Pueblos	151	X		X	
Races (Contests)	111	X		X	
Racetracks	110		X		X
Radio programs	130	X		X	
Railroads	110	X		X	
Railway stations	110		X		X
Ranches	151		X		X
Recreation areas	151		X		X
Recreation districts	151	X		X	
Refugee camps	151		X		X

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Religious denominations	110	X		X	
Research stations	110	X		X	
Reservations, Indian	151		X		X
Reserves (Parks, forests, etc.)	151		X		X
Resorts	110		X		X
Restaurants	110	X		X	
Roads	151		X		X
Rooms	150		X		X
Sanitary landfills	151		X		X
Sanitation districts	151	X		X	
Sanitariums (also spelled: Sanatoriums)	110	X		X	
Satellites (i.e., moons)	151		X		X
Satellites, Artificial	110	X		X	
School districts	110	X		X	
Schools	110	X		X	
Schools of artists	150		X		X
Service stations	110	X		X	
Ships	110	X		X	
Shipyards	110	X		X	
Shopping centers	110		X		X
Shows (Exhibitions)	111	X		X	
Shrines (*not* churches)	150		X		X
Software, Computer	130	X		X	
Sound recording labels	110	X		X	

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Space vehicles	110	X		X	
Spas	110		X		X
Sports arenas	110		X		X
Sporting events	111	X		X	
Stadiums	110		X		X
Stock exchanges	110	X		X	
Stores, Retail	110	X		X	
Streets	151		X		X
Structures (non-geographic, e.g. towers)	150		X		X
Studies (Research Projects)	110	X		X	
Television programs	130	X		X	
Temples (in ruins)	110		X		X
Temples (in use)	110	X		X	
Terminal buildings	110		X		X
Theater buildings	110		X		X
Theater companies	110	X		X	
Theme parks	151		X		X
Tombs	150		X		X
Tournaments	111	X		X	
Towers	150		X		X
Trails	151		X		X
Tribes (as legal entities only)	110	X		X	
Tribes (Ethnic groups)	150		X		X
Tunnels	151		X		X

HEADINGS	TAGS	CONTRIBUTE THROUGH		FORMULATE PER	
		NAMES FILE (Group 1)	**SUBJECTS** FILE (Group 2)	AACR2 LCRIs	SCM
Undertakers	110	X		X	
Universities	110	X		X	
Utility districts	151	X		X	
Villas	110		X		X
Walls	150		X		X
Water districts	151	X		X	
Waterways	151		X		X
Works of art, Individual	100, 110 or 130	X		X	
Zoological gardens	110	X		X	

H405.tab June 12, 2000

SEARCHING

***WHY* SEARCH:**

To prevent duplication

To gather additional information from existing headings on bib records to assure proper choice and form of heading

To report Bibliographic File Maintenance (BFM) if necessary

***WHERE* TO SEARCH:**

National level name authority file (NAF)
(FOR 1XX, 4XX, AND 5XX)

Bibliographic files in utility

Your local files

Optionally: LC Database via Web OPAC

WHAT TO SEARCH:

1XX
4XX *(Remember to consider NACO Normalization!)*
5XX

DEFINING YOUR "UNIVERSE"

***MUST* search NATIONAL AUTHORITY FILE**

***MUST* search for headings on bib records with 040 $c DLC or $d DLC. LC bib records with headings marked [from old catalog] may not be eligible for BFM.**

***MAY* include headings found on non-LC records in utilities and local files.**

REMEMBER TO SEARCH CROSS REFERENCES AS WELL AS HEADINGS!

24 HOUR RULE
TO AVOID DUPLICATE HEADINGS

Every 24 hours, the database changes.

Searches to avoid duplication are valid only for 24 hours.

If a NAR is saved longer than 24 hours before contribution, search again.

Search 1xx, 4xx, and 5xx in bib and authority files.

BIBLIOGRAPHIC FILE MAINTENANCE (BFM)

NACO Requirements:

A NACO library need not contribute a NAR for every name encountered in its cataloging stream. Some libraries do NACO work on selected portions of their collections. However, once a NACO library contributes or changes a NAR, it also commits itself to helping the Library of Congress keep the national database under authority control by sending BFM reports to the LC Coop Team liaison.

Authority control = access points on bibliographic records match headings in established authority records

When to report BFM:

Search in RLIN for bib records related to the NAR.

If the 1xx on the new or changed NAR **matches** headings on the related bibliographic records, no BFM is needed.

If the 1xx on the new or changed NAR **does not match** headings on the related bibliographic records, check the bib record's 040 to determine if the record is in the national database at the Library of Congress.

In RLIN, LC records are indicated by "DLC-R" in the 040.

Please report BFM if the record's 040 contains **either $c DLC-R or $d DLC-R.**

Example of email message:

To: [Coop NACO liaison]
Subject: BFM (Optionally, include a record number: n94104155)
Message: n94104155 Wesberg, David, 1964- on bib records 94-221725, 95-167060

***Reminder:** always include the NAR's prefix and id numbers, and all or part of the name. Optionally, include bib record id numbers.

Headings labeled "[from old catalog]" found in the LC Online Catalog:
NACO libraries are not required to search the LC online catalog for their NACO work. The LC online catalog contains older records with headings which may not match NARs in the National Authority File. Further information about these headings and related BFM can be found in the "FAQ on Reporting BFM" found on the PCC web page.

PROGRAM FOR Cooperative Cataloging

PCC Frequently Asked Questions

FAQ on Reporting BFM

for headings labeled "[from old catalog]" found in the LC Online Catalog

With the implementation of the Library of Congress' new integrated library system (ILS), searchers of the Library of Congress Online Catalog will encounter many different types of bibliographic records that they may not have encountered when searching under the previous system, MUMS. NACO libraries have asked questions about the handling and disposition of headings that include the legend "[from old catalog]" at the end of the heading, as well as a group of pre-1981 records with obsolete headings. The following FAQ is an attempt to respond to these questions and to alleviate any confusion caused by the integration of the LC files.

1. How are these old catalog records identified in the LC Online Catalog?
2. When creating/modifying a heading for NACO contribution should participants report BFM on "from old catalog" and/or "oclcrep" headings found in the LC Online catalog?
3. Are "from old catalog" heading considered in the universe for conflict when formulating new name authority headings and references?
4. When creating a new heading which conflicts with other headings, could information "from old catalog" headings be used?
5. When "from old catalog" heading(s) are found to be out of synch with the authorized form(s) or not authorized should these be reported to the Coop Team or to CPSO?

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1. How are these old catalog records identified in the LC Online Catalog?

The records can be divided into two large groups:

A. 3.2 million bibliographic records in the LC Online Catalog for which most of the headings contain the legend "[from old catalog]" in the final subfield. These records have not been distributed by CDS and will not be found (as LC-issued records) in the bibliographic utilities.

B. Another 1.8 million records are identified in the LC Online Catalog by the code "oclcrep" in subfield "c" of the MARC local field 906 (viewable

in the LC Online Catalog only by selecting the "MARC Tags" tab when viewing an individual record); the headings on these bibliographic record will **NOT** include any special legends. At least initially, these records have not been distributed by CDS as LC-issued records; however, as changes are made to them on an ongoing basis, they will be candidates for distribution by CDS. The result will be that an increasing number of these records will eventually be represented on the bibliographic utilities.

Back to Questions

2. **When creating/modifying a heading for NACO contribution should participants report BFM on "from old catalog" and/or "oclcrep" headings found in the LC Online catalog?**

   No. At this time the guidelines for reporting BFM remain the same as before the introduction of the LC ILS. Under MUMS, these records were excluded from BFM because the records were considered "retrospective" and not "active." This distinction will continue until further notice, so **it is only necessary to report BFM on DLC records you see in your utility**.

3. **Are old catalog records to be considered in the universe for conflict in determining AACR2 formulation of new name authority headings and references (e.g., for the addition of dates, fuller forms of name)?**

   Unless your database of record is the LC Database (e.g., the catalog in which you are performing your cataloging), it is **not** necessary to take headings on these older records into account when determining the form of headings.

   Note that the LC Online Catalog should **not** be considered the "database of record" for NACO participants, given the large number of authorized headings that do not display in that catalog (headings that have not been used on LC records currently will display only in the staff modules used by LC staff, not to NACO libraries using the Web OPAC or accessing the LC Online Catalog via Z39.50).

   Searching the LC Online Catalog is not a requirement for NACO participation and the PCC does not encourage libraries to search beyond their immediate database of record in order to determine the form of a heading.

Back to Questions

4. **When creating a new heading which conflicts with other headings, could information from the old catalog headings found in the LC ILS be used?**

   In the case of conflict resolution the LC Online Catalog may be used as a reference tool; however, care must be taken when using information found on old catalog records, in part because the records may not reflect the latest official version and in part because of the unreliable aspects of some of the data. Other reference sources such as biographical dictionaries or the printed version of the National Union Catalog would be more authoritative. If citing these records we suggest the following:

   - 670 $a LC database, date $b (**hdg.: ... [from old catalog]**)

Back to Questions

5. **If in searching the LC Online Catalog, old catalog heading(s) (either names or**

subjects) are encountered which are out of synch with the current form(s) in the authority file(s) or not present in the authority file(s) should these be reported to the Coop Team or to CPSO?

No. LC is aware that with the integration of its catalogs the access points on bibliographic records may not be consistent with the authority file(s). Over time, LC plans to embark on special projects to bring these headings under authority control. In the meantime these reports would not be acted on and would only prove frustrating to both the sender and the receiver.

Go to:
Program for Cooperative Cataloging Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (05/09/00)

NACO Record Contribution and Distribution

Institutional Review File
(OCLC PRISM Authorities)

NACO Masterfile
(LC Database)

OCLC PRISM

RLIN

LC CDS

RLIN SEARCHING

NACO Searching and Inputting In RLIN[1]

This section includes:

- searching
- inputting new records
- fixed fields
- variable fields
- inputting changed records
- reviewing
- contributing
- deleting records
- canceling transactions

SEARCHING

Before inputting the authority record, search the following:

1. The RLIN bibliographic files, to determine if the heading appears in an LC bibliographic record.

This is a good opportunity to find variant forms of the heading you are establishing. Do a "fin pn" or "fin pe" search as well as a "fin sp" search, in order to see if the name appears as a subject heading in an LC record.

2. The RLIN authority file, to determine if the heading has been added since you last searched.

REMINDER: The most effective search for voluminous author composer is the "bro hp" search because the results will display in alphabetical order:

bro hp beethoven ludwig

Only 20 headings will be listed at a time. Type "+" or "-" and then enter to see the next or previous 20 headings.

It is possible to construct the "bro hp" search to get to the point in the alphabet where the title you are searching falls. Type dates with no dashes and no spaces:

bro hp beethoven ludwig van 17701827 concertos piano

REMINDER: Search first and/or last names with dashes without the dash and without a space:

heading:

Eckhardt-Gramatte, S.C. $q (Sophie-Carmen), $d 1899-1974. $t Sonatas

search value:

bro hp eckardtgramatte s c sophiecarmen 18991974 sonatas

3. Saved records in the RLIN authority file, to determine if another RLIN library has input the heading since you last searched.

Saved records include headings that have been:

Input but not contributed (saved)
Contributed but not yet distributed to the LC database (pending)

REMEMBER: The only search that is possible for saved records is the "fin prp" (pending record phrase, or those existing records that you have changed) search:

fin prp hiltner beate#

You can also search for your own saved records only by doing the "fin st s" search. The PVRs will be listed first, with the new headings displayed in reverse chronological order in which you input them. To look at a record, type "dis [number]".

<u>INPUTTING New Records</u>

After completing the searching, set the mode to save ("set mod sav"). If your default setting is "pro," you can call RLIN and ask them to change it to "sav." This is recommended, since it is easy to input and enter a record, only to discover that you are in produce mode rather than save.

REMEMBER: An authority record cannot be updated once it has been produced until it has been sent to LC and distributed back to RLIN.

REMEMBER: New records in the save file cannot be retrieved by using the "bro hp" search. You and other RLIN users can retrieve them by using the "fin prp" search.

To create a record, type "cre." **Unlike the bibliographic file, you cannot do a "cre *" in the authority file.** A blank record will be displayed.

FIXED FIELDS

Some fixed field values appear by default when the blank workform is displayed:

```
-------------------------------------------------------------------------
ID:                 ST: s*    EL: n     STH: a    MS: n    UIP: a    TD:
KRC: a  NMU: a      CRC: c    UPN: a    SBU: a    SBC: n    DID:      DF: xx-xx-xx
RFE:    CSC:        SRU: b    SRT: n    SRN: n    TSS: ?    TGA: ?    ROM:   MOD:
-------------------------------------------------------------------------
```

* This defaults to s when in save mode and p when in production mode. "P" can be changed to "s" or "s" to "p" in production mode.

ST = status:	s = save p = produce
MS = record status	n = new
MNU = heading use code	a = can be used as main or added entry
CRC = rules	c = AACR2 d = AACR2 compatible. **Remember:** Use "d" only when creating name/title NARs and the name of a person is coded AACR2 compatible and/or when establishing subordinate units of parent corporate bodies coded "d."
SBU = heading use code	a = can be used as subject heading
DID = geographic subd.	n = cannot be subdivided geographically
CSC = cataloging source	c = LC cooperative cataloging program

SRU = heading use code	b = cannot be used as series added entry
SRT = type of series	n = not applicable
SRN = numbered series	a = numbered b = unnumbered n = not applicable
TSS = type of subject subdivision	n = not applicable
TGA = type of government agency	? = fill character
ROM = romanization	? = fill character

The following fixed field elements are most likely to differ from record to record for name and name/title headings:

ID: **ST: s** EL: STH: MS: UIP: TD:
KRC: NMU: **CRC: c** **UPN: a** SBU: SBC: DID: DF:
RFE: a CSC: SRU: SRT: SRN: TSS: TGA: ROM: MOD:

ST = status:	s = save p = produce
CRC = rules	c = AACR2 d = AACR2 compatible. **Remember:** Use "d" only when creating name/title NARs and the name of a person is coded AACR2 compatible and/or when establishing subordinate units of parent corporate bodies coded "d."
UPN = unique name	a = unique personal name b = undifferentiated personal name n = not a personal name heading; use for corporate name heading or series heading
RFE = references	a = reference(s) n = no references

Some fixed field values will need to be added, but will generally be the same for name and name/title records:

ID: ST: **EL:** n **STH:** a MS: **UIP:** a TD:
KRC: a NMU: CRC: UPN: SBU: **SBC:** a DID: DF:
RFE: CSC: SRU: SRT: SRN: TSS: TGA: ROM: MOD:

EL = encoding level	n = complete authority record
STH = level of establishment	a = fully established record
UIP = record update in process	a = record can be used b = record is being updated
KRC = kind of record	a = established heading record
SBC = subject heading system	a = LCSH

VARIABLE FIELDS

Spacing of variable fields:

The spacing should be done as in the bibliographic file: no spaces preceding or following the subfields:

100 10 Schnittke, Albert,$d1934-$tAphorismen

REMEMBER: As in the bibliographic file, there is no word wrap in the authority file.

Be aware of these problems:

No space between words when one word is at the end of a line and the other is at the beginning of the next line.

More than one space between words when one word is at the end of a line and the other is at the beginning of the next line.

Typos that are hard to spot because the word is broken between two lines.

040:

The 040 $a and $c will be supplied by RLIN. Be sure that your correct MARC identification code is prompted. If the correct MARC identification code is not being prompted, contact RLG.

1XX, 4XX, 5XX fields:

The second indicator is always blank.

The 1XX, 4XX, and 5XX fields do not end with a period unless the final element is an initial or abbreviation:

100 1 Koth, Michelle S.

100 1 Jolas, Betsy.$tQuartets,$mstrings;$oarr.

670 fields:

Both indicators are blank. End the field with a) or with a period. See the NACO Participants' Manual for more information about creating 670 fields.

675 fields:

Both indicators are blank. Separate each element with a semicolon and subfield a. Final punctuation is optional at the end of this field.

675 New Grove;$aMGG;$aBaker, 8th ed.

Inputting Changed Records

PVRs (Previously Verified Records)

Set the mode to save ("set mod sav"). Call up the record and type "upd":

fin id nafx_____/upd

RLIN automatically adds your MARC identification code to subfield d of the 040 field. Be sure that the correct MARC identification code for your contribution is prompted. If the correct MARC identification code is not being prompted, contact RLG.

ID:		ST:	EL:	STH:	**MS:**	**UIP:**	TD:	
KRC:	NMU:	CRC:	UPN:	SBU:	SBC:	DID:	DF:	
RFE:	CSC:	SRU:	SRT:	SRN:	TSS:	TGA:	ROM:	MOD:

RFE = references a = includes references
b = does not include references

The other fixed field element that is affected is MS, record status. RLIN will automatically change it from "n" (new) to "c" (changed), if the record has not already been updated.

REMEMBER: You can retrieve the headings in a saved changed record by using the "fin prp" search. Your PVRs can also be retrieved, with your changes before they are contributed, by other RLIN users, by using the "bro hp" search, even while the record is in save.

REVIEWING

If you are still under quality review, after you have input new or changed headings, report them via email to your reviewer. Give the RLIN ID and any comments you have about the heading. These comments can concern:

Why you selected the 1XX as the heading, when it might not be clear from the 670 fields

Cite any rules or RIs that justify the 1XX, 4XX, or 5XX fields, when it is something not usually encountered. If there are questions, the reviewer may ask you to find the rule or RI that justifies the heading or reference you have created.

CONTRIBUTING

As in the bibliographic file, only those persons with access to your account can update or contribute your new records. If you contribute the records on any day past the date of input, you need to search both the authority file and the PRP index to ensure that they have not been input and/or contributed by another library since you input them.

To contribute records, set the mode to "pro." If you try to contribute in save mode, even if the ST code is changed to "p", pressing enter will generate an error message. The most economical way to retrieve your saved records is to do a "fin st s" search.

To contribute a record, ask for it to display ("dis [number]") and update:
"dis 1/upd"

Change ST to p, make any changes needed, and enter. If you ask for the record to be displayed again ("ent/dis"), it will display with the message "Pending record." If you have not changed ST (status) to "p" or are not in produce mode, the message will be "Saved record."

DELETING RECORDS

You may wish to delete saved records for a number of reasons:

1. The heading has already been contributed by another library
2. You have created an inadvertent duplicate record
3. You changed your mind
4. You decided not to create the record until you complete your research, etc.

To delete a saved record, request to update the record. Go to the last line and add an INS field as shown below:

100 1 Last, First M.
670 __ Last, F.M. Title, date:$bt.p. (First M. Last)
INS __ D

REMEMBER: Changes made to an existing record can be removed in the same manner.

CANCELLING TRANSACTIONS

If you call up a record to update it, and you retrieve and request the update on the wrong record, type "can" (cancel) and enter.

[1]Based on a document written by Mickey Koth for Yale University Library's website (http://www.yale.edu/cataloging/authorities/rlinnaco.htm)

MORE RLIN SEARCHING TIPS[2]

Prefer a broader over a narrower search to ensure comprehensiveness.

Use boolean operators to batch searches (e.g., fin pn xxx or spxxx#)

Chain commands using a forward slash (e.g., fin id xxx/upd).

Take advantage of free searches (fin st s, fin prp) and 1/2 price searches (fin id).

Look for typos before you enter a search.

Remember that you can copy and paste in a Windows environment to save keystrokes.

Remember to search both the name and subject indexes in all of the bibliographic files to find LC headings and other useful information.

RLIN for WINDOWS, Version 5[2]

This document includes the following sections:

logon & logoff
searching strategies
- indexes in both the bibliographic and authority files
  - personal name
  - corporate name
  - title
  - subject
  - record number
  - record status
- additional indexes in the authority file only
  - heading phrase
  - pending record phrase

manipulating searches
- truncation (#)
- Boolean operators (and, or, not)
- also (/als)
- resume (res)

displaying results
- bibliographic files
- authority files

inputting
- modes
- transactions
- navigating
- special characters
- copying & deleting text
- record management

LOGON & LOGOFF: (may be system-specific)

To Logon, double click on the "RLIN for Windows" icon, click "Open," and then press the "Enter" key to get an account prompt.

Type your "account/password" and then press the "+" key on the numeric keypad to get

the command prompt. Always use the "+" key on the numeric keypad to enter a typed command.

To Logoff, click on the "Session" menu, then "Exit," and then "Yes" to exit a session and close RLIN. If you simply want to exit a session without closing RLIN, type "logoff."

SELECTING FILES:

Bibliographic Files (bks, ser, amc, map, vim, sco, rec, mdf)

cal rlin (cat)
sho set (to view default setup or currently selected files)
sel fil xxx (to deviate from default setup or currently selected files; possible values for xxx are: bks, ser, amc, map, vim, sco, rec, mdf)

Authority Files (naf, saf)

cal rlin (aut)
sho set (to view default setup or currently selected files)
sel fil xxx (to deviate from default setup or currently selected files; possible values for xxx are: naf, saf)

SEARCHING STRATEGIES

Indexes in Both the Bibliographic and Authority Files

Personal Name

fin pn (personal name)
fin pe (personal name, exact--use with caution)
Enter the name in direct order or in inverted order using a comma.

Corporate Name

fin cp (corporate/conference phrase)
fin cw (corporate/conference word)

Title

fin tp (title phrase)
fin tw (title word)

Subject

fin sp (subject phrase)
fin sw (subject word)

Record Number (half-price search)

fin id xxx (RLIN record number)

Record Status (free search)

fin st s

Retrieves all saved records with the same RLIN identifier as the one associated with your account.

Additional Indexes in the Authority File Only

Heading Phrase

fin hp (heading phrase)

bro hp (heading phrase, alphabetic--displays results in alphabetic order, twenty headings at a time enter + or - to retrieve the next, or the previous, twenty headings)

Pending Record Phrase (free search)

fin prp (pending record phrase)

Searches all saved and pending authority records, regardless of RLIN identifier.

MANIPULATING SEARCHES

Truncation (#)

Always use final truncation in phrase searches, with few exceptions; use as needed in word searches.

Use internal truncation as needed in word or phrase searches; final truncation will be system-supplied.

Do not use truncation in personal name searches; forenames have implicit truncation.

Boolean Operators (and, or, not)

Use "and" or "not" to narrow a search; use "or" to expand a search.

To use the words "and", "or", or "not" within phrase searches rather than as boolean operators, enclose the entire phrase in double quotation marks, including any truncation signs. If you use two or more boolean operators in a search, they will be processed from left to right unless you use parentheses to change the order.

Also (/als)

Works only in the bibliographic files and only with search results of 5,000 or less.

Restricts an index search using fields that cannot be searched directly (e.g., publication date, language, or library identifier, which may be using code "dcl". Truncated "als li dcl" retrieves DCLC, DCLH, DCLN, and DCLP records in the bibliographic file).

Useful in NACO work for identifying headings used in LC bibliographic records (/als li dclc).

Must be preceded by a forward slash if chained to the end of an index search; slash is not needed if command is entered separately to refine existing search results.

Resume (res)

Continues a search into the next selected file(s), dropping any als commands.

Used for comprehensive searching across files without rekeying.

DISPLAYING RESULTS:

Bibliographic Files

mul (list of records starting with cluster 1)
mul 5 (list of records starting with cluster 5)

lon (catalog-card display of current record)
lon 2 (catalog-card display of first record in cluster 2)
lon 2 dclc (catalog-card display of LC record in cluster 2)

ful (MARC display of current record)
ful 6 (MARC display of first record in cluster 6)
ful 6 dclc (MARC display of LC record in cluster 6)

+ or - (next or previous screen)

+B or -B (next or previous record in a list)

+M or -M (earlier or later version of record)

Authority Files

hea (list of records, starting with record 1.1, resulting from an index search)
hea 5 (list of records, starting with record 5.1, resulting from an index search)

mul (list of records, starting with record 1, resulting from a fin prp or fin st s search)
mul 4 (list of records, starting with record 4, resulting from a fin prp or fin st s search)

ful (MARC display of current record)
ful 2 (MARC display of record 2.1 in a hea list, or record 2 in a mul list)
ful 2.2 (MARC display of record 2.2 in a hea list)

+ or - (next or previous screen)

+B or -B (next or previous record in a list)

+V or -V (earlier or later version of record)

INPUTTING

Modes

set mod sav (default at logon)

set mod pro (use only when producing records; remember to set the mode back to save after producing records if you intend to continue working in RLIN)

Transactions

cre (to create a blank workform; cre* not possible in authority files)

upd (to update an already existing record)

can (to cancel an in-process record or to cancel an in-process update)

ent (to enter a newly created record or a newly updated record)

Navigating

Tab (to move to the next input area)

Shift/Insert (to insert a line above the cursor position)

Enter (to advance to the next line)

"+" (to advance to the next screen fo to create a next screen when the first is full)

Special Characters

Delimiter mark (press the - key on the numeric keypad to type a delimiter mark; do not include spaces on either side of the delimiter)

Diacritics (to find instructions for entering diacritics, click on the Help menu, then on Contents, then under the Reference section click on RLIN Alternate Character Set)

Copying & Deleting Text

Copy and Paste (highlight the text to be copied, then press Control/C to copy the text to the Clipboard; after moving the cursor to the appropriate position, press Control/V to paste;

the copied text remains in the Clipboard until you replace it with something else, allowing you to easily paste the same text in several places in the record)

Cut and Paste (highlight the text to be cut, then press Control/X to delete the text and transfer it to the Clipboard after moving the cursor to the appropriate position, press Control/V to paste; you can omit the pasting if you simply want the block of text deleted)

Delete to End (to delete the text from the cursor position to the end of a particular input area, press Shift/Delete)

Record Management

Producing Saved Record (update record in produce mode; change fixed field ST to status p enter)

Deleting Saved Record (update record in save mode; on bottom line, type INS in tag area, leave both indicators blank, type D in the variable text area; enter)

LOGON & LOGOFF is often system specific, but generally to LOGON after getting a prompt type in your "account/password" and press the + (plus) key on the numeric keypad to get the command prompt. To LOGOFF type "logoff"

[2] Based on documentation written by Manon Theroux for Yale University Library's website: RLIN for Windows 3.0 (http://www.library.yale.edu/cataloging/authorities/RLIN4w.htm#search)

DAY 2

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UNITED STATES GOVERNMENT

Memorandum

LIBRARY OF CONGRESS

TO : Distribution

DATE : July 11, 1994

FROM : Barbara B. Tillett, Chief
CPSO

SUBJECT : Proposed LCRI revisions

CPSO has been asked to consider revising LCRI 24.10B and LCRI 26.2C. In its ongoing effort to simplify the cataloging process, CPSO staff have discussed the proposed revisions and have made recommendations. Please consider both proposals as well as the CPSO recommendations and send your comments to me by August 15, 1994.

LCRI 24.10B/LCRI 26.3A7

LCRI 24.10B requires catalogers to make a reference from the local place when establishing a heading for a church or other religious institution. LCRI 26.3A7 extends this provision to U.S. chambers of commerce. CPSO has been requested to extend this principal in order to allow catalogers to make similar references for other institutions.

CPSO staff had several observations regarding this proposal. Since one of the guiding principals in recent attempts at cataloging modification has been that libraries are functioning in an online mode, observations are based on that principal. Headings established according to AACR2 24.10B contain the name of the place in the qualifier, and therefore the place is present and searchable. CPSO did not believe that the rule interpretation could be limited to art headings and that the provisions would have to apply to any heading established with a local qualifier. This would add to the time and expense involved in the creation of authority records for such headings.

Recommendation: Upon consideration of this issue, and in light of recommendations to simplify the authority process and limit the number of rule interpretations, CPSO recommends the revision of LCRI 24.10B and the revision of LCRI 26.3A7. Other institutions may continue to supply such references as they deem appropriate in their local systems, but they should not be made in the national authority file.

LCRI 26.2C

When the name of a performing group contains the name of one or more of its members, LCRI 26.2C instructs the cataloger to make a *see also* reference from the heading for each person to the heading for the group. In 1991, catalogers in the LC Prints and Photographs Division were given special permission to make such references between photographers and their studios. Art catalogers have requested permission to make similar references between artistis architects, etc. and the firms in which they are participants. Similar requests have come from other specialized cataloging communities.

CPSO had several factors to consider in this request. First, we believe that it is important to take a practical approach to authority file maintenance especially in the current economic climate and in response to the call for cataloging modification. Complicated authority reference structures call for constant maintenance and additional written procedures beyond the basic text of AACR2. Second, the group considering this issue believed that the purpose of the authority file should be one of actual *name* authority rather than one of reference or research authority. Links between a person and a corporate body can be expressed through added entries. Currently, despite the presence of the linking references, catalogers have made added entries for both the corporate body and the personal name in cataloging records, thereby duplicating the access in the catalog as a whole. CPSO would like to move toward focusing on the bibliographic relevance of a name rather than on building elaborate reference structures whenever this is possible. In other words, catalogers should apply the provisions of the AACR2 and the LCRIs when judging whether to make an added entry for personal names or corporate bodies.

Recommendation: In light of recommendations to simplify the authority process and limit the number of rule interpretations, CPSO recommends the elimination of the provision for performing groups contained in LCRI 26.2C. In addition, catalogers in other areas making such references are asked to discontinue this practice.

Distribution:

ASCD (8)
CIP (5)
HLCD (9)
RCCD (10)
SMCD (7)
SRD (5)
SSCD (8)
Sarah Thomas, COLL Cat
Judith Austin, CONST/HSS/LH&G
John Byrum, RCCD
John Celli, CIP
Kim Dobbs, SRD
Charles Fenly, SSCD
Catherine Garland, M/B/RS
Sue Hayduchok, ABSP
Jeffrey Heynen, HLCD
Elizabeth Mangan, G&M
Phoebe Peacock, RBSCD
Tamara Swora, PMO
Sue Vita, SMCD
Marie Whited, LAW/CSO
Beacher Wiggins, ASCD
Emily Zehmer, MSS
Helena Zinkham, P&P
CPSO policy specialists

RESULTS OF RI CENSUS

21-Jun-94

Chapter	AA2 rule stmnts	RIs (no. of sep. docs)	RIs (no. of directn stmnts)	RI directn stmnts as % of rule stmnts	AA2 option decisions	Rule replace-ment decisions	AA2 silent	AA2 needs explana-tion	AA2 incom-plete	AA2 needs amplifi-cation	AA2 needs correction	LC pro-cedures	Intercode policies	Ref to another RI	Option dec ref
00	23	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0
01	183	72	117	63.93%	28	12	6	8	16	45	0	1	0	1	0
02	135	27	41	30.37%	5	6	0	6	2	12	0	5	0	0	5
03	113	17	17	15.04%	11	0	0	0	0	0	0	0	0	0	6
04	59	6	6	10.17%	3	0	0	0	0	0	0	0	0	0	3
05	86	16	17	19.77%	4	1	0	4	1	1	0	0	0	0	6
06	98	20	20	20.41%	7	0	0	1	2	4	0	0	0	1	5
07	94	20	21	22.34%	8	0	1	0	1	4	0	0	0	0	7
08	94	19	19	20.21%	4	0	0	0	1	2	0	0	0	4	8
09	91	13	14	15.38%	6	2	0	0	0	0	0	0	0	0	6
10	81	9	9	11.11%	3	0	0	1	0	0	0	0	0	0	5
11	88	10	10	11.36%	4	1	0	0	0	0	0	0	0	0	5
12	95	36	48	50.53%	6	5	6	7	8	13	0	0	0	0	3
13	7	3	4	57.14%	2	0	0	0	2	0	0	0	0	0	0
20	4	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0
21	144	47	88	61.11%	7	20	11	24	4	18	1	1	0	2	0
22	107	35	58	54.21%	2	11	8	10	7	17	0	1	2	0	0
23	15	8	19	126.67%	0	8	2	0	1	8	0	0	0	0	0
24	91	46	78	85.71%	3	20	13	12	5	23	1	0	0	1	0
25	135	33	59	43.70%	3	2	10	8	7	26	0	1	1	1	0
26	43	19	42	97.67%	4	11	2	0	2	17	0	1	4	1	0
AA	243	12	13	5.35%	0	1	4	3	2	3	0	0	0	0	0
AB	15	3	3	20.00%	0	1	1	0	1	0	0	0	0	0	0
AC	21	4	4	19.05%	0	1	0	0	0	3	0	0	0	0	0
AD	———	1	3		0	0	0	2	1	0	0	0	0	0	0
TOTAL	2,065	476	710	34.38%	110	102	64	86	63	196	2	10	7	11	59

Source: CPSO/CCC Task Group on LC-issued Descriptive Cataloging Documentation

Results of RI Census
Sources of RI Direction Statements in the General Chapters Developed by Special Request

June 21, 1994

Chapter	Art libr.	British Lib.	Gov Doc libr.	Large Res. libr.	Law libr.	Map libr.	Ms. libr.	Music libr.	NACO	LC's Overseas Opr. Acq.	Rare Book libr.	Serials libr.
2				1						1		
12				1								
21	3				17			5				4
22				2				1			1	
23						2				1		
24	1	2	2	2			1	2	1			1
25			1		6			15				
26				1	2							
AB				1								
Total	4	2	3	8	25	2	1	23	1	2	1	5

Source: CPSO/CCC Task Group on LC-issued Descriptive Cataloging Documentation

Undifferentiated Personal Name Record

ID: NAFL80127736 ST:s EL: n_ STH:a_ MS:n UIP:a TD:[system supplied]
KRC:_a NMU:a CRC:c UPN:**b** SBU:a SBC:a DID:n DF:[system supplied]
RFE:_**n** CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

001 n80127736

040 MARC$beng$cMARC$dMARC$dMARC

100 10 Stewart, John

670 [Editor of the Best of Tracks]
670 The Best of Tracks, 1975$bcover (John Stewart, editor)

670 [Author of Of no fixed abode]
670 Of no fixed abode, 1975:$bt.p. (John Stewart) jkt. (lecturer in soc. admin., Univ. of Lancaster)

670 [Author of Ulster D.V.]
670 Ulster D.V., 1972:$bt.p. (John Stewart) introd. (former missionary; pastor, Woodvale Meth. Church, Belfast)

675 Who's who in G.B., 1980;$aCommonwealth faculty handbook, 1982.

Canadian Headings

(see also *DCM* C2)

Personal Names (Canadian Imprints)

Establish from:

CanCIP data
headings on NLC's AACR2 bibliographic records in utility databases
headings on AACR2 bib records in NLC's online catalog, ResAnet
(http://amicus.nlc.bnc.ca/resanet/reslogine.htm)

If found:

670 NLC fiche, Mar. 1995 $b (heading from NLC)
670 NLC, Jan. 22, 1999 $b (heading from NLC)
670 Title of work, date: $b t.p. (usage) CanCIP (data found)
670 OCLC, Feb. 15, 1996 $b (hdg. on NLC bib:)

If ***not*** found, cite the NLC source searched and establish heading based on forms found in the item:

675 NLC, August 27, 1999

Corporate Names (incl. Canadian government bodies; cf. *LCRI* 24.1 p. 2 & 4)

Establish from:

CanCIP data
headings on NLC's AACR2 bibliographic records in utility databases
headings on AACR2 bib records in NLC's online catalog, ResAnet
(http://amicus.nlc-bnc.ca/resanet/reslogine.htm)

If found:

670s same as above

If ***not*** found ***MUST*** ask your liaison to contact NLC to establish the heading
(Create NAR in a review file; notify your liaison. LC liaison will search AMICUS authority file for heading, and if necessary, ask NLC to establish a NAR in their authority file and return a copy of it to confirm the official Canadian form; liaison will report results)

NOTE: **Use the 667 field to note NLC form** when you do not use it for your established heading (in case of conflicts, as outlined in *DCM C2*).

CaOONL is the MARC code for **National Library of Canada**
NLC is the OCLC code for **National Library of Canada**

Library of Congress

CDS Technical Notice

National Library of Canada NACO Records in MDS-Names

LC catalogers have begun to process National Library of Canada (NLC) name headings via Z39.50. Beginning immediately, CDS will begin to distribute name authority records with NLC's MARC identification code in the subfields $a and $c of field 040. These name authority records will contain an 010 subfield $a with an "n" prefix (cf. n 00030942) and the subfield $d of field 040 will contain the MARC identification code for the Library of Congress as the modifying library. Example: 040 $a CaOONL $b eng $c CaOONL $d DLC

Beginning in July, 2000 CDS will begin to issue NLC authority records with MARC fields which heretofore have not appeared in authority records issued by CDS. These fields will include the 016 (National Bibliographic Agency Control Number) (e.g., $a 0010C0008); 042 (Authentication Code) (e.g., 042 $a nlc), and may include 7XX (Heading Linking Entry) fields.

The presence of these fields in name authority records does not signal a change in procedures for NACO participants. NACO participants should not include any of these MARC tags in their newly created name authority records nor should catalogers delete any of these fields when otherwise modifying NLC records which have been issued by LC.

Any questions regarding the data content or use of the NLC name authority records can be directed to:

Cooperative Cataloging Team
Regional and Cooperative Cataloging Division
email: acri@loc.gov
phone: (202) 707-7921

June 6, 2000

For more information about LC's MARC Distribution Services, contact:
Library of Congress ▪ Cataloging Distribution Service ▪ Customer Services Section
Washington, DC 20541-5017 USA ▪ Phone: (202) 707-6100 ▪ Fax: (202) 707-1334
TDD number: (202) 707-0012 ▪ Email: cdsinfo@loc.gov

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:	DID:n	DF: [system supplied]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:?	MOD:[blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Religious consciousness and identity status ... 1993:$bt.p. (Douglas Alan Smyth) vita (b. 1954)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n UIP:___	TD: [system supplie
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC: DID:n	DF: [system supplie
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n TGA:?	ROM:? MOD: [blan

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Correspondence with Wayne L. Morse, 1955-1956:$b(Thomas O. Ballinger)

670 RLIN, May 6, 1996$b(hdg.: Ballinger, Thomas O.; usage: Thomas O. Ballinger)

NOTE: The RLIN citation represents at least one DLC record

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [syste supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC: DID:n DF: [syste supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blar

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Dynamics of cobalt electrodes in chromic acids electrolytes, 1991:$b t.p. (Joseph C. Bell)

670 Univ. of Virginia list of degree recipients, May 1991:$b(Bell, Joseph Charles)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC: DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 The effect of effort allocation information ... 1991:$bt.p. (D. Lynne Persing) vita (b. Sept. 25, 1953) leaf 156, etc. (Lynne Persing, Daryl Lynne Persing)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC: DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Bilingualism and mathematics learning, 1991:$bt.p. (P.C. Clarkson) t.p. verso (Australian CIP hdg.: Clarkson, P.C. (Philip Castledine), 1947-)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 The goodly fellowship of the prophets, 1948:$bt.p. (John Paterson; prof. of Hebrew, Drew Theological Seminary)

670 LC database, May 11, 1996$b(hdg.: Paterson, John, 1887-[from old catalog] ; usage: John Paterson)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 The architectural heritage of Guadalajara, 1992:$bt.p. (Fco. Javier Pérez Carrasco) verso (Francisco Javier Pérez C.) introd. (b. Mexico City; May 16, 1951; photog. Life magazine)¶

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Delle persone e della famiglia, c1989:$bt.p. (Adriano Della Valle)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Valuing differences in the workplace, 1991:$bt.p. (Garfield DeBardeleben)

670 RLIN, July 21, 1996$b(hdg.: De Bardeleben, Garfield, 1946-)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n UIP:___	TD: [system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC: DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n TGA:?	ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___
5XX ___

670 Beloved friends, 1937:$bt.p. (Barbara von Meck)
670 RLIN, May 23, 1996$b(hdg.: Meck, Barbara Karpoff von, 1889-)

AUTHOR IS DUTCH

NOTE: RLIN citation represents at least one DLC record

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:? MOD: [blank]	

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 J. Siebmacher's Grosses und allgemeines Wappenbuch, 1857- :$b Bd. 1, Heft 5, t.p. (Otto Titan von Hefner) p. 4 of cover (b. 1826)
670 RLIN, Apr. 4, 1996:$b(hdg.: Hefner, Otto Titan von)

NOTE: RLIN citation represents at least one DLC record

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:___TD:[system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n DF:[system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Parental links to antisocial and delinquent ... 1993:$bt.p. (Corinne "Kim" Golden-Bentley)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD: [blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Literary essay in English, 1923:$bt.p. (Sister M. Eleanore)
670 Catholic authors, 1948:$bp. 227 (Sister Mary Eleanore; Katherine Mary Brosnahan, 1890-1940)
670 RLIN, May 27, 1996$b(hdg.: Eleanore, Mary, Sister, 1890- ; hdg.: Eleanore, M., Sister; usage: Sister M. Eleanore)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

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670 A History of the Eleventh Regiment, 1866:$bt.p. (compiled by Horton & Teverbaugh, members of the Regiment) p. 137 (J.H. Horton appt. 2nd Lt. May 22, 1861; promoted to Adjutant July 19, 1961)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Who likes babysitters? 1989:$bt.p. (Bucket, illustrator)

RLIN Personal Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Tales of an Elizabethan wayfarer, 1857:$bt.p. (Captain George Brown) ¶
NOTE: Brown, George already established

RLIN Personal Name Exercise

Fixed fields:

ID: NAFL85123456 ST:s EL:n STH:f MS:n UIP:a TD: [system supplied]
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n D F : [s y s t e m supplied]
RFE:n CSC: SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Watts, Robert *****already existing heading*****

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670 Watts, R. Poems of a Renaissance genius, 1918:$bt.p. (Robert Watts)
NEW **670 Alive, 1993:$bcredits (producer, Robert Watts)**

NEW **675 Halliwell's filmgoer's companion, 1988;$aThe encylopedia of film, 1991.**

RLIN Personal Name Exercise

Fixed fields:

ID:NAFL86123456 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF: [system supplied]
RFE:n CSC: SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Solis, Theodore *****already existing heading*****

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670 The Marimba in Mexico city, 1983$bt.p. (Theodore Solis)

NEW **670 Puerto Rican music in Hawai'i [SR] p1989:$blabel (Ted Solís, ethnomusicologist at the Univ. of Arizona)**

NEW **670 Phone call to T. Solís, Aug. 11, 1996$b(prefers: Ted Solís)**

RLIN Personal Name Exercise

Fixed fields:

ID: NAFR90123456		ST:s	EL:n	STH:a	MS:n UIP:a TD:[system supplied]
KRC:a	NMU:a	CRC:b	UPN:a	SBU:a	SBC:a DID:n DF:[system supplied]
RFE:n	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Vaandrager, Cornelis Bastiaan,$d1935-
*****already existing heading; note CRC*****

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670 His Sampleton, 1973.
***NEW* 670 Sampleton expanded, 1990:$bt.p. (C.B. Vaandrager)**

***NEW* 670 RLIN, Oct. 28, 1996$b(hdg.: Vaandrager, Cornelis Bastiaan, 1935- ; usage: C.B. Vaandrager)**

NOTE: RLIN citation represents at least one DLC record

PERSONAL NAMES : THINGS TO REMEMBER

Establish the heading per title page usage

The author's preference may override cataloging rules (LCRI22.3A; 22.5C2)

Add dates if available (apply option in 22.17)

Fill out initials if possible (apply option in 22.18)

Add references when necessary (22.5C1, etc.)

Resolve conflicts for headings *and* references (LCRI 22.17-22.20)

Make sure headings and references are justified in 670(s), including additions

Beware of AACR2-compatible traps, previous practices, and other bad examples

August 15, 1996

REFERENCES: PERSONAL NAMES
THINGS TO REMEMBER

Justify in 670 field unless allowed by rules

Formulate as if a heading

Additions should usually match the heading (cf. LCRI 26.1)

Make all references that would affect "primary elements" (cf. LCRI 22.2)

Use ǂw to show special relationships (earlier AACR2 or pre-AACR2 headings; pseudonyms)

SEARCH all x-refs. to assure they do not conflict with ESTABLISHED HEADINGS

Remember references **may** conflict with each other

Resolve conflicts between headings and references by following list on **LCRI 22.17-22.20 (apply LCRI 26.2C if you cannot resolve)**

☞ *remember the rules for normalization* ☜

DAY 3

CONTENTS NACO DAY 3

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LCRI24.13 Types 1-6 Examples ..... P. 3

Corporate Name Exercises 1-14 ..... P. 5

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Library of Congress

CDS Technical Notice

Name That Cemetery

LC is in the process of implementing authority record changes approved by the Executive Council of the Program for Cooperative Cataloging (PCC) based on recommendations of the PCC Task Group on Name Versus Subject Authorities. The cataloging policies regarding "Headings for Certain Entities" are being implemented effective August 1, 1996. Revised LCRIs 23.1, 23.4F2, and 24.1 as well as a new LCRI 24.7 outline the cataloging policy changes for these headings. In addition, corresponding instruction sheets from the *Subject Cataloging Manual: Subject Headings* (H 405, H 720, H 1365, and H 1592) were rewritten to reflect the new policies and will be available when the 5th edition of the manual is published in the fall.

Headings for cemeteries, city sections, concentration camps, and country clubs, which were formerly represented by either name or subject authority records, will henceforth be established only as name authority records. In addition, the tags of headings for cemeteries, concentration camps, and country clubs will change from 151 to 110, and the headings will be formulated in accordance with general rules for corporate name headings and the appropriate LCRI. Headings for events that are formally convened, directed toward a common goal, and capable of being reconvened, and that have formal names, locations, and dates that can be determined in advance will now be established as name authority records according to the provisions of chapter 24, AACR2 and LCRI 24.7 and 24.8 and will be tagged as 111. This category includes sporting events, parades, and contests that were previously established as subject authority records. Events that generally cannot be repeated and have formal names only after the fact, including natural and man-made disasters, riots, battles, reigns, and rules, will remain as subjects.

After August 1, 1996, all new headings for cemeteries, city sections, concentration camps, country clubs, and formally organized events of the type described above will be established as name authority records. Existing subject authority records for cemeteries will be distributed as deletes, then recreated and distributed as new name authority records. The deleted subject record will provide the record number of the replacement name heading and will give its form if not identical. The project to change the cemetery records encompasses approximately 700 records and will begin shortly. Headings for city sections, concentration camps, and organized events that are now established as subjects will be deleted and reestablished as name authority records as they are needed for use in current cataloging.

For more information about LC's MARC Distribution Services, contact:
Library of Congress ▪ Cataloging Distribution Service ▪ Customer Services Section
Washington, DC 20541-5017 USA ▪ Phone: (202) 707-6100 ▪ Fax: (202) 707-1334
TDD number: (202) 707-0012 ▪ Internet: cdsinfo@mail.loc.gov

Subscribers who have questions about the above authority changes should contact:

Robert M. Hiatt
Cataloging Policy and Support Office
Library of Congress
Washington, D.C. 20540-4305
Phone: (202) 707-5831
Internet: cpso@mail.loc.gov

August 1996

For more information about LC's MARC Distribution Services, contact:
Library of Congress ▪ Cataloging Distribution Service ▪ Customer Services Section
Washington, DC 20541-5017 USA ▪ Phone: (202) 707-6100 ▪ Fax: (202) 707-1334
TDD number: (202) 707-0012 ▪ Internet: cdsinfo@mail.loc.gov

"Pure" Examples of the 24.13 Types 1-6

Authority Record -- Type 1

001		$ n82-252922
110	2	$ Library of Congress. $b MARC Editorial Division
410	2	$ Library of Congress. $b Processing Services. $b MARC Editorial Division
410	2	$ Library of Congress. $b M.A.R.C. Editorial Division
670		$ MARC conversion manual--authorities (names), 1984: $b CIP t.p. (MARC Editorial Division, Processing Services, Library of Congress)

Authority Record -- Type 2

001		$ n93-40283
110	2	$ Association of Biotechnology Companies (U.S.). $b Education Committee
670		$ Biotechnology education inventory, c1992: $b t.p. (Education Committee, Association of Biotechnology Companies)

Authority Record -- Type 3

001		$ n50-39283
110	2	$ Canadian Jewish Congress. $b Central Region
410	2	$ Canadian Jewish Congress. $b Tsentrale divizye
670		$ Brief of the Canadian Jewish Congress ... 1967.
670		$ Yidishe naves, Jan. 1956: $b t.p. (Kanader Yidisher kongres, Tsentrale divizye)
670		$ NLC 3-22-89$ (Canadian Jewish Congress. Central Region)

"Pure" Examples of the 24.13 Types 1-6

Authority Record -- Type 4

001 $ no91-6658

110 2 $ University of Georgia. $b Academic Affairs

410 2 $ University of Georgia. $b Vice President for Academic Affairs

670 $ Teaching at UGA, fall 1990: $b t.p. verso (Academic Affairs; Vice President for Academic Affairs)

Authority Record -- Type 5

001 $ no92-10339

110 2 $ King's College (University of London). $b School of Law

670 $ Dine, J. Procedure and the European Court, 1991: $b t.p. (School of Law, King's College, London University)

Authority Record -- Type 6

001 $ n83-51887

110 2 $ Berea College. $b Alumni Association

410 2 $ Berea College Alumni Association

670 $ The Berea alumnus, 1931-42.

670 $ The Berea alumnus, Mar./Apr. 1981: $b cover p. 2 (Berea college Alumni Association)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:_ T D : [s y s t e m supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:_ DID:n D F : [s y s t e m supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

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670 Human rights directory, Ireland, 1993:$bcover (Pat Finucane Centre) leaf 16 (Patrick Finucane Centre for Human Rights and Social Change; set up in 1989)

NOTE: Item issued by the body

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:_ TD: [system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Proposal for wilderness study areas ... 1972:$bt.p. (Mt. Hood Forest Study Group) frwd. (Mount Hood Forest Study Group; MHFSG)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:_TD: [system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Report on market acceptance, economic feasibility ... 1962:$b(Fenton, Conger & Ballaine, Inc., Seattle, Washington)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:_ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Rhino Bucket [SR] p1990:$blabel (Rhino Bucket)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:_ TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n DF: [system supplied]
RFR___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:? MOD:[blank]

Variable fields:

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670 Its Summary report, c1994:$bt.p. (Cleveland Health Quality Choice) p. 2 of cover (Cleveland Health Quality Choice Program)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:_ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Statistics in medicine, Oct. 1993:$bcover (Workshop on Statistics and Computing in Disease Clustering, Port Jefferson, N.Y., USA, 23-24 July 1992)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:_ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Effectors, behavior and evolution, 1992:$bt.p. (3rd annual Karger Workshop, New Orleans, La., Nov. 9, 1991)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:_ T D : [system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n D F : [system supplied]
RFR___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Proceedings of the VI Congress of the Italian Society of Pharmacology, c1993:$bp. iii (Italian Pharmacological Society)
675 Guida Monaci. Annuario gen. ital., 1993
Establish the Society

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:_ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

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670 Proceedings of the VI Congress of the Italian Society of Pharmacology, c1993.
Establish the Congress

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:_ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

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670 This heritage, the story of Lutheran beginnings in the lower Shenandoah Valley, and of Grace Church, Winchester, 1954:$bintrod. (Grace Evangelical Lutheran Church, Winchester, Va.)
NOT issued by the body

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:_ T D :	[system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n D F : [system supplied]
RFR___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:? MOD:[blank]

Variable fields:

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670 ~~670~~ Rethinking Western Europe, 1993:$bt.p. (Columbia University's Institute on Western Europe's Tenth Annual Graduate Student Conference)

Heading already established for: Columbia University. Institute on Western Europe

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

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670 Environmental law in Michigan, c1982:$bt.p. (Environmental Law Society of the University of Michigan)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplie
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

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670 Environs, Feb. 1979:$bt.p. (Environmental Law Society; University of California, Davis)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD: [blank]

Variable fields:

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040 MARC$beng$cMARC

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670 San Jose, sprawling city, 1971:$bt.p. (Stanford Environmental Law Society)

Corporate Names : Test against 24.13

First Heading:

110 2 University of Michigan.$bEnvironmental Law Society

410 2 Environmental Law Society of the University of Michigan

670 Environmental law in Mich., c1982:$bt.p. (Environmental Law Society of the University of Michigan)

Second Heading:

110 2 Environmental Law Society (University of California, Davis)

410 2 University of California, Davis.$bEnvironmental Law Society

670 Environs, Feb. 1979:$bt.p. (Environmental Law Society; University of California, Davis) [*Names separated on t.p. by typography*]

Third Heading:

110 2 Stanford Environmental Law Society

410 2 Stanford University.$bEnvironmental Law Society

670 San Jose, sprawling city, 1971:$bt.p. (Stanford Environmental Law Society)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Fragments from some of the sermons of Dr. John W. Phillips ..., 1900:$bintro. (Murphy High School, Mobile, Alabama)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Parking crisis in San Diego, 1981:$bt.p. (Mayor's Committee on Transportation and Parking; San Diego, CA)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFR___ CSC:c SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

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040 MARC$beng$cMARC

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670 Plant inventory, 1992:$bt.p. (State Botanical Garden of Georgia, at the University of Georgia) p. 3 (previously known as the University of Georgia Botanical Garden)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:__	STH:__	MS:n	UIP:_	TD: [system supplied]
KRC:__	NMU:a	CRC:c	UPN:__	SBU:a	SBC:_	DID:n DF: [system supplied]
RFE:__	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

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670 Congressional districts of Pennsylvania, 1980:$bt.p. (an address to the Legislature by Gov. Dick Thornburgh)
***Research info. found:* 670 WW Amer. Pol., 1987/88:$bp. 1295 (Thornburgh, Richard L., 1932- ; gov. of PA, 1979-1987)**

SEE next exercise for NAR found in NAF

RLIN Corporate Name Exercise

Fixed fields:

ID: NAFL85123456 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n D F : [s y s t e m supplied]
RFE:n CSC: SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Thornburgh, Dick

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670 Murder under the capitol dome, 1967:$bt.p. (Dick Thornburgh; novel)
New 670 Congressional districts of Pennsylvania, 1980:$bt.p. (an address to the Legislature by Gov. Dick Thornburgh)
NEW 670 WW Amer. Pol., 1987/88:$bp. 1295 (Thornburgh, Richard L., 1932- ; gov. of PA, 1979-1987)

RLIN Corporate Name Exercise

Fixed fields:

ID: NAFL86123454 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF: [system supplied]
RFE:a CSC: SRU:b SRT:n SRN:n TSS:n TGA:? ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

110 20 Washington Cathedral.

410 10 Washington (D.C.).$bWashington Cathedral

410 10 $wnnaa$aWashington, D.C.$bCathedral of St. Peter and St. Paul

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670 Guide to Washington Cathedral, 1945.

670 LC database, May 12, 1978$b(hdg: Washington, D.C. Cathedral of St. Peter and St. Paul)

***NEW* 670 The Cathedral of Saint Peter and Saint Paul, c1988:$bintro. (granted charter in 1893; also called National Cathedral (when the Bishop of Washington is in residence), and Washington Cathedral (when the head of the Protestant Episcopal Church in the U.S.A. is in residence)**

***NEW*670 Phone call to Cathedral, Aug. 15, 1996$b(unofficial name: Washington Cathedral changed on letterhead to: Washington National Cathedral early in 1994 to reflect commonly known name; official name remains Cathedral of Saint Peter and Saint Paul)**

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]	ST:s	EL:__	STH:__	MS:n	UIP:_	TD: [system supplied]
KRC:__	NMU:a	CRC:c	UPN:__	SBU:a	SBC:_	DID:n DF: [system supplied]
RFE:__	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

1__ __

4-- --

4__ __

4XX ___

5XX ___$w____$a

***NEW* 670 The Cathedral of Saint Peter and Saint Paul, c1988:$bintro. (granted charter in 1893; also called National Cathedral (when the Bishop of Washington is in residence), and Washington Cathedral (when the head of the Protestant Episcopal Church in the U.S.A. is in residence)**
***NEW*670 Phone call to Cathedral, Aug. 15, 1996$b(unofficial name: Washington Cathedral changed on letterhead to: Washington National Cathedral early in 1994 to reflect commonly known name; official name remains Cathedral of Saint Peter and Saint Paul)**

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD:[system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:__ DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

0XX___

040 MARC$beng$cMARC

1XX___

4XX___

4XX___

4XX___

5XX___

670 Southwest Map Drafting and Adverstising. Airport map, c1986:$bp. 1 (Dallas/Fort Worth Regional Airport)

670 Phone call to the airport, May 5, 1987$b(Dallas/Fort Worth Regional Airport changed to Dallas/Fort Worth International Airport in 1986)
NOTE: Will also need to establish later form of airport name (see next page)

CORPORATE NAMES : THINGS TO REMEMBER

Base headings on forms found on the chief sources of body's own publications (or, reference sources, including work being cataloged)

Enter directly--unless rules for subordination are called into action (24.13 types 1-6; 24.18 types 1-11)

Qualify only when:
- Does not convey "corporateness" (Firm)
- Conflict with same or similar body
- Certain government jurisdictions
- Heading is for a church

In cases of conflict, qualify both headings (with rare exceptions)

Make distinctions between variants and changes of name

Qualifiers (usually places) and all elements of hierarchy must be established

Eliminate intervening bodies in formulating the heading when allowed by 24.14 or 24.19

Heading and references must be justified by 670 field(s) or allowed by the rules

Beware of AACR2-compatible traps

Judgement plays a BIG role in formulation of corporate hdgs.

corpttr.wp6

REFERENCES : CORPORATE NAMES
THINGS TO REMEMBER

Justify in 670 field unless allowed by rules

All elements of hierarchy used in references must also be established

References made through parent body must use established form of parent body

Do not add qualifiers to acronyms in x-refs. (LCRI26.1)

Supply references through jurisdictions for government headings **ONLY** (cf. LCRI 26.3A7)

Make inverted references **ONLY** for government headings entered under jurisdiction and some conferences (cf. LCRI 26.3A3)

Use ǂw to show special relationships (earlier/later) (LCRI 26.3B-C)

SEARCH all x-refs. to assure they do not conflict with ESTABLISHED HEADINGS

Resolve conflicts between **headings and references** by qualifying reference (cf. LCRI24.4C)

Remember references **may** conflict with each other

☞ *remember the rules for normalization* ☜

October 15, 1996

DAY 4

CONTENTS NACO DAY 4

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Geographic Name References: Things to Remember ..... P. 2

Geographic Name Exercises 1-9 ..... P. 3

Name/Title Authority Records ("When to Create" list (DCM Z1, Intro. p. 2)P..12

Uniform Title ("Most Common Cases" list) ..... P. 13

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Single Law Uniform Titles: Things to Remember ..... P. 20

Collected Law U.T.s: Things to Remember ..... P. 21

Law U.T. Exercises 1-8 ..... P. 22

Reference Evaluation Exercise ..... P. 30

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Change Exercises 1-12 ..... P. 32

1-1a. Adding cross-references between pseudonym and real name

2. Adding information to 670 without changing hdg.

3-3a. Splitting a non-unique hdg. into 2 differentiated hdgs.

4-4a. Transferring information from a duplicate hdg. before cancellation

5. Change of name for married woman

CONTENTS NACO DAY 4 (cont.)

6. Adding a variant corporate name

7-7a. Earlier-later corporate names

8. Changing provisional hdg. to full

9-9a. Changing an existing 4xx to resolve a conflict with a new 1xx

10. Correcting a hdg. (no 670 added)

11. Changing a pre-AACR2 name to AACR2

12. Changing a preliminary record to full

Corporate Body See Also References ..... P. 49-50

GEOGRAPHIC NAMES: THINGS TO REMEMBER

Geographic names are established as 151s (convert to 110 or 710 (indicator set to 1) when used as main or added entries; but 651 as subject)

Geographic names always established using reference source (i.e., gazetteers, etc.; see specific sources in LCRI 23.2)

Conflict is absolute -- this means if there is another place in the same country, state, etc., with the same name (whether or not it is in your catalog) you must further qualify hdg. (LCRI 23.4F1)

Establish in the vernacular -- unless there is an authorized BGN conventional name or the name appears on the BGN-exception list in LCRI 23.2.

Geographic names used as qualifiers for corporate hdgs. must be established.

When using geographic names in qualifiers use comma(s) to separate jurisdictions. (AACR2 24.4A1)

Spell out Mount & Saint in English; for U.K. and Canadian place names see LCRI 23.2.

Establish a new NAR when a jurisdiction changes name and connect with see-also refs. or earlier/later see-also refs. (if one-to-one change)

Change NARs for local jurisdictions to change the qualifier to the latest form of name of the larger jurisdiction (LCRI 23.4B)

When using place names in subject access points use latest form of name unless otherwise noted (SCM H 708)

GEOGRAPHIC NAME REFERENCES
THINGS TO REMEMBER

Provide x-refs. for city sections through name of city constructed as 410 hdgs. with indicator set to 1 (LCRI 23.4F2)

X-refs. through jurisdictions are made only made for government bodies entered directly (LCRI26.3A7)

Delete x-refs through jurisdictions when found on NARs for churches, if making other changes (LCRI 24.10B, note #2)

On local place name NARs which have been changed because of change in larger jurisdictions-- add previous hdg. as a 4XX (remember to use subfield w set to nnen) (LCRI 23.4B)

Make x-ref. as necessary either for the article or without (LCRI 23.2, p. 4 & LCRI 26.3A3)

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:__	TD:[system supplied]
KRC:___ NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___ CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 History of the Ana Lupe Cristán birthplace and museum, c1991:$bp. 2 (Shiner, Texas)

670 Rand McNally comm. atlas and mktg. guide, 1989:$b(Texas: Shiner; Lavaca Co.)

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

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4XX ___

4XX ___

4XX ___

5XX ___

670 Lower Turkeyfoot Township road map, 1979.

670 Rand McNally comm. atlas, 1989$b(Pennsylvania: Lower Turkeyfoot, Township of, in Somerset Co.)

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Altitude and configuration of the potentiometric surface in Springfield Township, Bucks County, PA, 1993.

670 Rand McNally comm. atlas, 1991$b(Pennsylvania: Springfield, Township of, in Bucks Co. and 8 other counties)

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:? MOD:[blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 The history of St. Mary's, Oak Lawn, 1992.

670 Dallas and its neighborhoods, 1992:$bt.p. (Oak Lawn)

670 Rand McNally comm. atlas, 1991:$b(Texas: Oak Lawn, part of Dallas)

NOTE: Establish the city section.

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:?	MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

1 5 1 - 0 Southern Rhodesia

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 The prehistory of Southern Rhodesia, 1949.

670 BGN, June 10, 1975$b(Southern Rhodesia; ppl., 19°0′S, 29°0′E)

NEW **670** Minerals industry of Zimbabwe, 1990.

NEW **670** Africa south of the Sahara, 1990$bp. 5 (Zimbabwe; Zimbabwe came into existence Apr. 14, 1980 as the successor to the colony of Southern Rhodesia)

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:?	MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

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4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Minerals industry of Zimbabwe, 1990.

670 Africa south of the Sahara, 1990$bp. 5 (Zimbabwe; Zimbabwe came into existence Apr. 14, 1980 as the successor to the colony of Southern Rhodesia)

670

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: nafl80093245		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:?	MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

1 5 1 Salisbury (Southern Rhodesia)

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Map of Salisbury, Rhodesia central area, 1969.

670

670

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: [system supplied]	ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]
KRC:___ NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]
RFE:___ CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

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4 __ __ __ __

4 __ __ __ __

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670 Proceedings of the 8th Regional Conference on Nutrition in Africa, 1996:$b(held in Harare; Jan. 12th-17th, 1996)

670 Africa south of the Sahara, 1990$bp. 5 (Harare (formerly Salisbury) the capital of Zimbabwe was renamed in 1982)
670 GEOnet Names Server, July 18, 1996$b(Harare, ppl., 17°50′S,31°03′E)

RLIN Geographic Name Authority Exercises

Fixed fields:

ID: nafo8912345		ST:s	EL:___	STH:___	MS:n	UIP:___	TD:[system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF:[system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:? MOD:[blank]

Variable fields:

040 MARC$beng$cMARC

1 5 1 Saransk (R.S.F.S.R)

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Stanichki stariny, 1980:$bt.p. verso (Saransk)

670 Phone call to BGN, Aug. 12, 1981$b(approved form: Saransk, R.S.F.S.R.; ppl., 54°11′N., 45°11′E.; no variants)

***NEW* 670 BGN, Jan. 8, 1993$b(Saransk; no change in name after break-up of Soviet Union)**

UNIFORM TITLES : THINGS TO REMEMBER

1. AACR2 Chapter 25 is optional!!

2. Uniform titles are used as a means of catalog management; therefore ut policies are institution specific

3. LC does not make a name authority for every uniform title.

Most common situations when ut NARs are needed incl.:

- Same work published under different titles (unrevised editions)

- Translations

- Parts of works

- Need 6XX or 7XX related work added entry on bibliographic record, and no bibliographic record for the work exists in the LC catalog

- Collective uniform titles:
  Works
  Selections
  Works in a single form (Poems, etc.)

4. A name authority record created to trace a reference may contain no subfield "b" in the 670 citation

5. Not all units of a ut need to be represented by a NAR. (e.g. when cataloging a translation, a NAR for the original title is not likely to be needed)

6. The basic information for uniform titles appears on bibliographic records (130, 240, 7xx), therefore there is often no need to record the information on a NAR (cf. #3 above)

Rules for uniform titles not covered by this "basic" NACO class:

- Series and serials
- Music
- Religious documents other than the Bible
- Legal documents other than laws

NAME/TITLE Authority Records

(DCM Z1, Introduction, p. 2)

Create a NAME/TITLE Authority Record When:

1. A reference must be traced on the authority record.

2. Special research done to establish the heading must be recorded.

3. The heading is needed for a *related work* added entry, *and* no bibliographic record for the work exists in the LC database.

4. Special information needs to be recorded (*e.g., citation title for a law)*

5. The authority record is needed as part of a project or program (*e.g. NACO participants)*

dcmz1.p2; August 19, 1996

UNIFORM TITLES

MOST COMMON CASES WHERE AUTHORITY RECORDS ARE CREATED

Same work published under different titles (un-revised editions)

Translations

Parts of works

Need 6XX or 7XX related work added entry on bibliographic record, and no bibliographic record for the work exists

Collective uniform titles:

- Works
- Selections
- Works in a single form (Poems, etc.)

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Such is life in Arlington, 1994.

(English translation of: Así es la vida en Arlington; written by Sherman Clarke)

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 The ultimate curtain book, 1994.

(heading for author: Forbes, Isabella)
Published previously under the title: Complete curtain book

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 Tonia Todman's candlewicking book, 1993.

(heading for author: Todman, Tonia)

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 John Irving reads from The world according to Garp [SR] p1985:$bjacket (excerpts from the novel: The world according to Garp)

(heading for Irving: Irving, John, 1942-)

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:?	ROM:? MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 By-line, Ernest Hemingway, c1990.

(selected correspondence, short stories, etc.; heading for Hemingway: Hemingway, Ernest, 1899-1961)

RLIN Sample NACO Workform

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:___	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD: [blank]

Variable fields:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

670 The short stories of Ernest Hemingway, 1986.

(heading for Hemingway: Hemingway, Ernest, 1899-1961)

SINGLE LAW UNIFORM TITLES: THINGS TO REMEMBER

Dates in the u.t.:

Always include the date if it is part of the citation title

Supply the date (in parentheses) if the jurisdiction has enacted two or more laws with the same title but the citation title does not include the date

Do not supply the date if the jurisdiction has enacted but a single law with that title when there is no conflict

If date is used in u.t., justify in 670

References are not needed unless they are true variants of the law title, not title on t.p.

IF necessary, make a reference without the jurisdiction cf. LCRI25.15A2

LAW TITLE CHANGES:

Change the NAR to reflect the new title (be sure that the law was not re-enacted; if the law was re-enacted make a new NAR)

Law title changes are not coded earlier/later

Make a reference through the old title and code subfield w "nnen"

REMEMBER to justify title change in 670 -- and to report BFM

OTHER THINGS TO REMEMBER

670s should contain the wording as found in the text (this act may be cited as: ....) to justify u.t.

It is not necessary to justify the jurisdiction if it is not otherwise indicated

If none of the options listed in AACR2 25.15A2 is available to the cataloger make the NAR provisional (code 008/33= c)

Capitalization: capitalize the word "code" only if the code was enacted as a single law (cf. Appendix A.20)

COLLECTED LAW U.T.s: THINGS TO REMEMBER

References are always made for variants of the title when applying LCRI25.15A1 if a u.t. has been assigned to the collection (cf. 25.2E2)

Make a reference for the title proper constructing it as name/title (cf. LCRI25.15A1)

670s for subject compilations should contain the wording as found in the text when using a citation title (this act may be cited as: ....) to justify the uniform title

It is not necessary to justify the jurisdiction if it is not otherwise indicated

Dates:

Always include a date in collections of U.S. state codes (LCRI25.15A1, p. 4)

For other general collections (non-state; non-U.S.) dates are not necessary unless needed to distinguish from other editions bearing the same u.t. (LCRI25.15A1, p. 1)

When a date is used in the uniform title remember to justify in 670

RLIN Law U.T. Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_ TD:[system suppl.]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n DF: [system suppl.]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

001

040 MARC$beng$cMARC

1__ __

4__ __

670 Arkansas code of 1987 annotated, 1987.

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_	TD:[system suppl.]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n	DF: [system suppl.]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:?	MOD:[blank]

Variable fields:

001

040 MARC$beng$cMARC

1__ __

4__ __

670 The Nuclear Waste Policy Act, as amended, 1995:$bp. i (This Act may be cited as The Nuclear Waste Policy Act of 1982)

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_	TD:[system suppl.]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n	DF: [system suppl.]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:?MOD:[blank]	

Variable fields

001

040 MARC$beng$cMARC

1__ __

4__ __

670 Virginia Housing Law ... 1991:$bp. 1 (36-96.1: referred to as the Virginia Fair Housing Law)

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_ TD:[system suppl.]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n DF: [system suppl.]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

001

040 MARC$beng$cMARC

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4__ __

670 Oregon revised statutes annotated, c1983-

Note on t.p.:

Containing the text of Oregon Revised Statutes (1953 edition), with the addition of all statutes of a general application in effect on September 27, 1987, including statutes enacted by the Sixty-fourth (1987) Legislative Assembly.

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_	TD:[system suppl.]	
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n	DF: [system suppl.]	
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:?	ROM:?MOD:[blank]	

Variable fields:

001

040 MARC$beng$cMARC

1__ __

4__ __

4__ __

670 Annotated Insurance Contracts Act, 1994:$b p. 7 (short title: Insurance Contracts Act 1984)

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_ TD:[system suppl.]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n DF: [system suppl.]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

001

040 MARC$beng$cMARC

1__ __

4__ __

670 Revised statutes of Newfoundland, 1990, c1990.

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_ TD:[system suppl.]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n DF: [system suppl.]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

001

040 MARC$beng$cMARC

1__ __

4__ __

4__ __

670 Texas property tax laws, 1986?- :$b v. 1, p. 3 (citation title: Property tax code)

RLIN Law U.T.Exercises

Fixed fields:

ID: [system suppl.]		ST:s	EL:___	STH:___	MS:n	UIP:_ TD:[system suppl.]
KRC:___	NMU:a	CRC:c	UPN:___	SBU:a	SBC:_	DID:n DF: [system suppl.]
RFE:___	CSC:c	SRU:b	SRT:n	SRN:n	TSS:n	TGA:? ROM:? MOD:[blank]

Variable fields:

001

040 MARC$beng$cMARC

1__ __

4__ __

670 General laws of Rhode Island, 1956.

REFERENCE EVALUATION EXERCISE

CRC = a RFE = b

110 2 Greenhouse, Arlington, Tex. (Restaurant) ***[old catalog heading]***
410 1 Arlington, Tex.$bGreenhouse (Restaurant)
550 Restaurants, taverns, etc.$zTexas
670 Corbitt, H. Helen Corbitt's Greenhouse cookbook, 1979 (a.e.)$bt.p. (Greenhouse) pref. (restaurant in Arlington, Tex.; owned by Great Southwest Corp.; estab. 12 yrs. ago)

CRC = c RFE = b

110 2 Western Kentucky University.$bCollege of Commerce.
410 2 Bowling Green College of Commerce.
410 1 Bowling Green, Ky.$bCollege of Commerce.
410 2 Bowling Green Business University, Bowling Green, Ky.$bCollege of Commerce
410 2 Western Kentucky University.$bBowling Green College of Commerce.
510 2 Western Kentucky State College.$bCollege of Commerce.
665 The College of Commerce of Bowling Green Business University was organized in 1922. In 1963 it became the College of Commerce of Western Kentucky State College. In 1966 when Western Kentucky State College was renamed Western Kentucky University, the College of Commerce continued as a part of the University.$aWorks by this body are found under the following headings according to the name used at the time of publication:$aBowling Green Business University, Bowling Green, Ky. College of Commerce.$aWestern Kentucky State College. College of Commerce.$aWestern Kentucky University. College of Commerce.$a SUBJECT ENTRY: Works about this bodies are entered under the name used during the latest period covered.

CRC = b RFE = n
100 1 Jones, John Robert,$d1842-
670 Frontier teacher, 1927:$bt.p. (J.R. Jones)
***NEW* 670 Father of our university, 1899:$bt.p. (J.R. Jones) pref. (founder of the Univ. of Idaho; b. Pocatello, 1842; d. Moscow, 1915)**

refeval.wp6; June 13, 2000

DUPLICATE HEADINGS: THINGS TO REMEMBER

GUIDELINES FOR DETERMINING WHICH TO KEEP

GENERALLY:

Only one NAR for each entity (except earlier/later, pseudonym combos)

Keep heading which causes the least effort to change or consolidate
If 2 NARs have **different 1xx: keep properly formulated 1xx**
If 2 NARs have **same 1xx: keep the one causing least effort**
If both **equal** in terms of efficiency, **toss a coin**

Transfer data if it adds new or important info to the NAR you keep

Search for related NARs; **change all NARs affected**; submit NARs while under review; replace NARs when independent

Search for related bib records with the deleted 1xx; **report BFM to Coop liaison**

NOTIFYING COOP:

Identify **which NAR to delete** and **which NAR to keep**

Remind liaison of need for **BFM** via email:

n86-1234 dup of n93-1244 keep latter; BFM all affected records from: Greene, John, 1953- to: Greene, John (John Wayne), 1953-

or: Please delete nr95-1234 in favor of no95-1230; BFM 95-22222)

Don't AGONIZE! *Exercise judgement;* ***Be CONFIDENT!****; It's a dynamic file. Any cataloger with more info is welcome to improve the NAR in the future*

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:a SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

1__ __ __ __

4__ __ __ __

5__ __ __ __

[NEW] 670 Scarlet seed, 1987:$bt.p. (Edith Pargeter) jkt. (b. 1913; d. 1995; writes mystery novels under pseudonym of Ellis Peters)

Note existing NAR for Peters on following page

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:a SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Peters, Ellis,$d1913-

4 __ __ __ __

5__ __ __ __

670 Hortensius, friend of Nero, c1937:$bt.p. (Ellis Peters) jkt. (b. 1913)

[NEW] 670 Scarlet seed, 1987:$bt.p. (Edith Pargeter) jkt. (b. 1913; d. 1995; writes mystery novels under pseudonym of Ellis Peters)

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:a SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Mitchell, Henry

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Essential earthman, c1981:$bt.p. (Henry Mitchell)

[NEW] 670 Essential earthman, c1993:$bp. vii (Henry Mitchell, b. 1923, d. 1993)

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:b SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Farrell, Harry

670 [Author of San Jose, and other famous places]

670 San Jose, and other famous places, 1983:$bt.p. (Harry Farrell) jkt. (newspaperman; lives in San Jose, Calif.)

670 [Author of Exploring family origins and old Longford town]
670 Exploring family origins and old Longford town, 1990:$bp. 1 (Harry Farrell, lives in Longford, Ireland) p. 4 of cover (employee of the Longford leader, Longford, Ireland)

675 Who's who & what's what & where in Ireland, 1973
[NEW]670 Cont. authors, v. 139 (1993)$b(Farrell, Harry (Guy), b. 1924; resident San Jose, CA; journalist, San Jose Mercury News, 1946-86; author of San Jose, and other famous places; San Felipe story; Swift Justice; Recon diary; work in progress Reporter on the beat)

A blank NAR form can be found on the following page.

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

1 __ __ __ __

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670

RLIN Change Exercises

Fixed fields:

ID: nafl95078901 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:a SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC: SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Hoadley, Steve

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Improving New Zealand's defense policy and the ANZUS dispute, 1986:$bt.p. (Steve Hoadley)

Note: Two verified NARs exist for Hoadley (see following page for the other). There are ten bib records with the usage Steve Hoadley and one bib record using J. Stephen Hoadley.

RLIN Change Exercises

Fixed fields:

ID: nafr9409012 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:a SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Hoadley, J. Stephen

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4 __ __ __ __

5 __ __ __ __

670 Improving New Zealand's democracy, 1979:$bt.p. (J. Stephen Hoadley)

675 WW in NZ, 1978

RLIN Change Exercises

Fixed fields:

ID: nafl9301293 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:a SBU:a SBC:___ DID:n DF: [system supplied]
RFE:a CSC: SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

100 10 Korbin, Frances Cruger,$d1942-

400 10 Cruger, Frances,$d1942-

4__ __ __ __

4__ __ __ __

5 __ __ __ __

670 Ethnic factor in family structure, 1979:$bt.p. (Frances Cruger Korbin) p. 1 (b. 6-12-42; married Samuel Korbin, 3-12-64; daughter of Henry Cruger)
[NEW]670 Ethnicity and the new family economy, 1989:$bt.p. (Frances Goldscheider) p. 4 (Frances Cruger Korbin married William Goldscheider Sept. 12, 1980)

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 20 Australian Historical Association

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Bibliography of the history of women in France, 1990:$bt.p. (Australian Historical Association (Melbourne))

[NEW] 670 Bibliography of Australian women's history, c1990:$bt.p. verso (Australian Historical Association; A.H.A. bibliographies in women's history)

RLIN Change Exercises

Fixed fields:

ID: nafr9012345 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 20 International Working Group for the Construction of Sports and Leisure Facilities

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Sports and leisure developments, 1980:$bcover (International Working Group for the Construction of Sports and Leisure Facilities)

[NEW]670 Sports and the construction of leisure facilities, 1990:$bt.p. (International Association for Sports and Leisure Facilities (formerly International Working Group for the Construction of Sports and Leisure Facilities))
Blank NAR form on following page

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:___ STH:___ MS:n UIP:___ TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:___ SBU:a SBC:___ DID:n DF: [system supplied]
RFE:___ CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

1 __ __ __ __

4 __ __ __ __

4 __ __ __ __

4__ __ __ __

5 __ __ __ __

670

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:c MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 20 Technology Foundation of the State of Acre

410 10 Acre (Brazil).$bTechnology Foundation

4__ __ __ __

4__ __ __ __

5__ __ __ __

670 The Acre project, 1991:$bt.p. (Technology Foundation of the State of Acre)

[NEW] 670 Monitoramento da cobertura florestal do Estado do Acre, 1990:$bt.p. (Fundação de Technologia do Estado do Acre)

RLIN Change Exercises

Fixed fields:

ID: [system supplied] ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

1_ _

4 _ _ _ _

4 _ _ _ _

4 _ _ _ _

5 _ _ _ _

670 Miller lighting fixtures, c1981:$bt.p. (Miller Company; Meriden, Conn.)

The name Miller Company conflicts with the 410 on the authority record for Eric Miller Company (see NAR on following page)

RLIN Change Exercises

Fixed fields:

ID: nafl93234569 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC: SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 20 Eric Miller Company

410 20 Miller Company

4__ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Body mechanics and lifting, c1984:$bt.p. (Eric Miller Company) cover (Narberth, Pa.)

RLIN Change Exercises

Fixed fields:

ID: nafl95034560 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:c UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:a CSC: SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 20 Detroit College of Law at Michigan State University

410 20 Michigan State University.$bDetroit College of Law

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Detroit College of Law at Michigan State University law review, vol. 3, 1995:$bt.p. (Michigan State University, Detroit College of Law)

RLIN Change Exercises

Fixed fields:

ID: nafl8004566 ST:s EL:n STH:a MS:n UIP:a TD: [system supplied]
KRC:___ NMU:a CRC:b UPN:n SBU:a SBC:___ DID:n DF: [system supplied]
RFE:n CSC: SRU:b SRT:n SRN:n TSS: n TGA:? ROM:? MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 10 Wyoming.$bUniversity.$bDivision of Business and Economic Research

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 Characterization and research investigation of alcohol ... 1976:$bt.p. (Division of Business and Economic Research, Wyoming University)
*[NEW]*670 Ethyl alcohol production and use as a motor fuel, 1983:$bt.p. (University of Wyoming, Division of Business and Economic Research)

RLIN Change Exercises

Fixed fields:

ID: nafl9504568		ST:s		EL:n	STH:d	MS:n	UIP:a	TD: [system supplied]
KRC:___	NMU:a	CRC:c	UPN:n		SBU:a	SBC:___	DID:n	DF: [system supplied]
RFE:a	CSC:	SRU:b		SRT:n	SRN:n	TSS: n	TGA:? ROM:?	MOD: [blank]

Variable fields:

040 MARC$beng$cMARC

110 20 South-Central Minnesota Inter-Library Exchange

410 20 SMILE

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

670 nuc86-21222: SMILE directory of libraries ... 1980$b(hdg. on MnHi rept.: South-Central Minnesota Inter-Library Exchange; usage: SMILE (South-Central Minnesota Inter-Library Exchange)

[NEW] 670 Smiletter, May 1982: $b t.p. (South-Central Minnesota Inter-Library Exchange; SMILE) ¶

Corporate Body See Also References

Simple "see also" references
(*LCRI* 26.3B-C, p. 4, example 2)

Bodies which are related, but type of relationship is not clear

NAR	NAR
1XX Body A	**1XX Body B**
5XX Body B	**5XX Body A**
(No ǂw subfield)	(No ǂw subfield)

Earlier/Later references are made only to immediately adjacent headings

(*LCRI* 26.3B-C, p. 6, example 3)

NAR	NAR
1XX Body A	**1XX Body B**
5XX Body B ǂw b	**5XX Body A ǂw a**
(5XX is later heading)	(5XX is earlier heading)

Corporate Body See Also References

Earlier/Later references are made only to immediately adjacent headings
(LCRI 26.3B-C, p. 6, example 4)

Body A

NAR

1XX Body A

5XX Body B ǂw b

(5XX is **Later** heading)

Body B

NAR

1XX Body B

5XX Body A ǂw a

(5XX is **Earlier** heading)

5XX Body C ǂw b

(5XX is **Later** heading)

Body C

NAR

1XX Body C

5XX Body B ǂw a

(5XX is **Earlier** heading)

DAY 5

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Appendix A Supplementary documents

1. Authority File Comparison Rules (NACO Normalization)

2. LC to continue practice of establishing literary author cutter numbers for NACO Participants in LC's online shelflist

3. LC Literary Author (053) Request Form

Appendix B NACO Participants' Manual

NACO ADMINISTRATION NOTES

1. Until a library reaches independent status, all records must be reviewed before you "prod" in RLIN or "add" in OCLC.

2. OCLC Authorities User Guide, Chapter 6, has commands for PRISM for Windows review process. There are three files, two of which can be seen only by the contributing library, and one which can be seen only by the reviewer:

   your own **Save file**--In which you create and edit records before sending them to the review file; typical commands: cho af, si, s, loc, sub, (add and rep), OR appropriate Windows procedures

   the **National PRISM Review file**--In which reviewers can view and edit records before sending them back to you with comments, corrections, questions, etc.; typical commands: cho af, si sb, s, res, (add and rep), or appropriate Windows procedures

   your **Respond file**--In which you see the records we have reviewed and returned with a 952 field containing comments, corrections, questions, etc.; typical commands: cho af, si rs, s, sub, add, rep, or appropriate Windows procedures

2a. RLIN reviewers will view records directly in RLIN, or will view via Z39.50 client. RLIN contributors and reviewers will use email to report record ID numbers of NARs, send queries, notes, corrections, etc.

3. Try the difficult stuff; send lots of records, but in reasonable batches.

4. Make corrections before sending more records.

5. Send separate email messages for queries, notices of BFM, and notices of records for review. Email is a good way to alert the reviewer that you've submitted records for review. Some questions can be included in 952 field of OCLC record.

6. JACKPHY (and possibly some other non-Roman character languages) record review requires surrogates. Send to Coop fax (202) 707-2824, or to your reviewer.

7. Formal review should include a representative range of records in sufficient volume.

8. No more than 10% error rate in areas that affect access.

9. Independent libraries still have liaisons in LC Coop Team to handle queries, BFM, and cancellation of duplicate records.

10. Independent libraries handle their own review.

11. Keep work current--no backlog in save file.

12. **24 HOUR RULE: Any record that's been in a save file for over 24 hours must have 1xx, 4xx, and 5xx searched before contribution!!!!!**

13. Continue to send BFM and duplicate reports.

14. One liaison, with a back-up. When staffing changes occur, it is the responsibility of a NACO institution to prepare someone on staff to carry on the responsibilities of performing internal quality review, training new staff in NACO and series techniques, reporting BFM, and maintaining communications with the PCC program. Please let us know if we need to update our database information about your institution's program coordinators, tech service heads, or directors. We want our libraries to receive all important documentation and announcements.

15. Ruta Penkiunas is Acting Coop Team Leader, (202) 707-2826, rpen@loc.gov). Ann Della Porta will serve for three years as Assistant Coordinator for the implementation of LC's new ILS, beginning in May 1998.

16. Keep in touch, and please follow up if your queries have no response in a reasonable amount of time.

17. Coop publishes stats semi-annually (ALA), and on the PCC home page. We welcome you at the PCC-Coop Discussion Group meetings at ALA, generally held Sunday evening, 7-9 pm.

18. We'll provide a clean copy of materials to each library to use in further training.

19. Please return the course evaluation form today, or mail it to us soon. Thanks.

20. Catalogers in libraries involved in PCC cooperative programs are encouraged to subscribe to the PCCLIST, where we post announcements and where members can exchange ideas. To subscribe, please furnish your name and email address to your Coop liaison, and we will add you to the list.

21. Visit the PCC home page:
    http://lcweb.loc.gov/catdir/pcc

22. Other PCC training opportunities: SACO workshops at ALA, BIBCO training at your institution, Training the NACO/BIBCO Trainer.

DEAR REVIEWER

SHORT AND SIMPLE SAMPLE EMAIL MESSAGES FROM A NACO LIBRARY TO A REVIEWER OR LIAISON

1. Weather in [place] has been lousy, and we've been working hard. We cleaned up the last errors in the last batch of NARs you returned.
   OCLC mode: Please check the review file for 15 new records.
   RLIN mode: The LCCNs of the 15 new NARs in the save file follow:

2. Please do BFM for the following NARS: [numbers follow]

3. Nyah, nyah, nyah! LC made a mistake! Your catalogers made duplicate NARs, and WE found them! We've transferred necessary info from one to another. Please keep record 1 and delete record 2. BFM required.

4. OOPS! We made a mistake! We contributed a NAR, and now we can't call it back. Our reputation will be ruined. Please delete record number [#]. We'll never make fun of LC again, we promise!

5. We found a subject [shxx-xxxxx] which we are transferring to a name authority [nxx-xxxx]. Please ask the subject folks to delete the subject record.

6. Please supply an 053 cutter number for this literary author [LCCN, name, LC class number, etc. supplied].

7. I found a complex problem involving 2 existing NARS, 5 bib records, 1 CIP, and a looseleaf, all in Russian. I'm faxing 38 pages to you. Can you help?

8. We'd like to enter some CJK records, but we never submitted CJK records before. Watch the mail for an envelope of NAR printouts and surrogate pages from our CJK items.

9. Congratulate me! The Dr. says it's triplets! I'm taking 6 months maternity leave, but while I'm gone, my colleague [name, phone, etc.] will keep contributing to NACO and monitoring my messages.

10. This book I'm doing has a Canadian corporate heading, eh? And I need to have you check the NLC fiche or database, eh, and let me know the official Canadian form, eh? The NAR is [LCCN] and the bib record is [LCCN].

11. Did you take a trip around the world? I keep sending messages and phoning, and all I get is silence. How can I reach independence if you don't review my records? Did you bring me a Tshirt?

LOVE, Your NACO library

SUBJECT AUTHORITY COOPERATIVE PROGRAM (SACO) GUIDELINES

STATEMENT OF EXPECTATIONS FOR SACO PARTICIPANTS

The Subject Authority Cooperative Program (SACO) was established to provide a means for libraries to submit subject headings and classification numbers to the Library of Congress. Listed below are the basic requirements for libraries wishing to contribute subject heading proposals or changes for inclusion in Library of Congress Subject Headings (LCSH) and classification number proposals or changes for inclusion in the Library of Congress classification schedules.

DOCUMENTATION AND INSTRUCTION

For those libraries that participate in the SACO program we have prepared a packet of instructional materials that enable a contributor to submit proposals and changes to the Library of Congress. This packet is a printed version similar to the instructions visible on the PCC Website. Participants should have access to the online Library of Congress authority files, both for name authorities and subject authorities. In support of their contributions, participants are expected to use the following publications that are available from the Cataloging Distribution Service of the Library of Congress:

For subject headings, current editions of:

* Library of Congress Subject Headings

* SUBJECT CATALOGING MANUAL: Subject Headings

* FREE-FLOATING SUBDIVISIONS: An Alphabetical Index

For classification numbers:

* SUBJECT CATALOGING MANUAL: Classification

* Library of Congress Classification Schedules
  (including the full run of Additions and Changes; or, one of the commercially available versions of the schedules)

SUBMISSION OF PROPOSALS

Participants may submit proposals using either an online proposal form available on the PCC Website, or by using a paper form available from the Library of Congress. Proposals should follow appropriate and current rules and policies stated in the Subject Cataloging Manual. Proposals are reviewed for editorial consistency by staff at the Library of Congress and, once reviewed, become part of LCSH or the Library of Congress Classification schedules. In order to maintain familiarity with the provisions of the Subject Cataloging Manual and the practice of submitting heading and classification proposals, it is assumed that SACO participants will submit proposals on a regular basis.

TRAINING

SACO participants are encouraged to attend subject cataloging workshops as they are offered by the Library of Congress either in conjunction with library-related meetings or conferences, or as part of the Program for Cooperative Cataloging (PCC).

INFORMATION

Participants are encouraged to view the SACO home page occasionally for newly-posted documents, including a SACO FAQ, SACO workshop notices and registration, announcements about changes in policy, and links to the weekly lists of tentative and approved subjects. The Cooperative Cataloging Team may also be reached via email at: SACO@loc.gov

H MEMOS FOR ESTABLISHING OR CHANGING SUBJECT HEADINGS

H 187 **When** to establish a new topical heading

H 193 **Changing** an existing **heading** or deleting a subject authority record

H 194 Providing for geographic subdivision of existing subject headings

H 195 **Changing references** in subject authority records

H 196 **Changing class numbers** in subject authority records

H 200 Preparation of subject heading proposals

H 202 Authority **research** for subject heading proposals

H 203 **Citation** of sources

H 205 Establishing new subdivisions having general application

H 250 Music heading authority records

H 306 Natural language in topical subject headings

H 310 (...) and (...) headings

H 315 Foreign terms

H 320 Headings qualified by nationality, ethnic group, language

H 351 Ethnic qualifiers

H 357 Parenthetical qualifiers in subject headings

H 360 (...) as (...) headings

H 362 **Free-floating** terms and phrases

H 364 Authorization for geographic subdivision

H 365 Library of Congress Classification numbers in subject authority records

H 370 Broader terms; Narrower terms; Related terms

H 373 Used for references

F MEMO FOR CLASSIFICATION NUMBERS AND CUTTERS

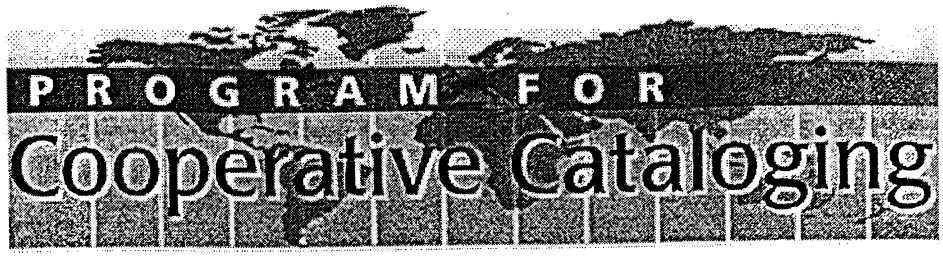
F 50 Classification proposals

SAMPLE MANUAL SUBJECT PROPOSAL FORM

SUBJECT AUTHORITY PROPOSAL FOR NAR o

FIXED FIELDS				001	100 Personal 110 Corporate body 130 Uniform title 150 Topical 151 Geographic
2. i May Subd Geog - Not Subd Geog ¦ No decision			23. WL	1XX HEADING	PF Subd New
13. b Children's heading					
29. c Coop. cat			31. PRTY 1	053 LC Classification Number	
040 _____ ‡DLC					
CONTROL DATA				4XX UF	
		e	n		
n	n		n		
n	n		n		
n	n		n		
n	n		n		
n	n		n		
BT = g	RT = n			5XX BT/RT	
g	n	n	n		
n	n	n	n		
	n	n	n		
	n	n	n		
Cataloger's code/date				Reviser's code/date	Subj Pol pre-approval

260 GENERAL SEE REFERENCE USE	360 GENERAL SEE ALSO REFERENCE SA
681 Example under reference from	680 SCOPE NOTE Here are entered works on
670 SOURCES FOUND Work cat.:	
	681 Note under
	952 CATALOGER'S PERMANENT NOTE(S) _____bib. record(s) to be changed ○ Made for existing bibliographic records ○ LC pattern ○ Requested by ○ Prompted by Other:
675 SOURCES NOT FOUND	979
	969 SHORT TERM TEMPORARY (NOTES)



SUBJECT AUTHORITY PROPOSAL FORM

Complete and mail to the Internet address: saco@loc.gov or print, complete, and fax to: 202.707.2824
(For instructions on filling in form see: Guidelines for formulating LC Subject Heading proposals)

008/06: (Direct or indirect geographic subdivision)

_____ (May Subd Geog) _____ (Not Subd Geog) _____ (No Decision)

008/39: (Cataloging source): c

040: _____$b eng $c DLC

053 : _____

1_____: _____

4_____: _____

4_____: _____

4_____: _____

5_____ (BT): _____

5_____ (BT): _____

5_____ (RT): _____

670 Work cat.:_____

670 (Sources found) :_____

670 (additional "Sources found" to justify hdg or x-refs)_____

675 (Sources not found) : _____

680 Here are entered works on _____

_____

781 (Geographic subdivision):$z_____$z_____

June 2000

667 (Note field):_____

952 : ..... bib. records to be changed

952: LC pattern or SCM Memo: _____

953 : yz00

Submitted by_____

e-mail/phone:_____

Go to:
Program for Cooperative Cataloging Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov
(05/01/00)

THINGS TO REMEMBER WHEN SUBMITTING A SUBJECT HEADING PROPOSAL

MAKE SURE THAT:

Proposed heading does not duplicate an existing heading or reference, has not already been established in another form, or is not covered by a free-floating construction.

CHECK TO ASSURE THAT:

A value has been provided for in FIXED FIELD box 2 [may subd. geog] or [not subd. geog]

FIXED FIELD box 29 has been coded "c" to denote cooperative library

MARC identification code (NUC) symbol of contributing library is provided in 040.

The work generating the proposal is cited as the 1st 670 (repeat the proposed heading in the 670 if necessary)

Additional authority information has been provided (670s or 675 to show research)

Relevant LC pattern provided (952) or SCM memo cited.

CHECK REFERENCES TO ASSURE THAT:

Required pattern references have been made (un-inverted if hdg. inverted)

Proposed 4XXs do not conflict with existing headings

5XXs are labelled BT (subfield w gnnn) or RT (subfield w nnnn)

Assure that 5XXs are currently valid headings in the subject authority file **OR**

For each 5XX **not** currently established in the subject authority file an additional subject proposal accompanies the original proposal

For each related term (RT) 5XX a subject change proposal must accompany the original proposal with the instruction to ADD the proposed heading as a related term

When establishing a new heading that is an intermediate term in a hierarchy, remember to add the new heading as a BT to any existing narrower headings

AUTHORITY RESEARCH CHECKLIST

USE AUTHORITY CITATIONS for:

All concepts of the type usually found in general references sources (e.g., Web. 3, OED). Cite them in either the 670 **[sources found]** or the 675 **[sources not found]** block.

For topics limited to a specific discipline, authorities cited should be specific to the field (cf. H 203).

Authorities cited should apply specifically to the proposed heading as a whole not just to one word or element.

All concepts being **newly established as headings** (patterns may be cited in addition but not in lieu of authorities).

USE OF PATTERNS:

Patterns should only be cited to substantiate:

1. A topic with an adjectival qualifier (to demonstrate that the heading in question has been analogously qualified and that the qualifier has been used

Proposed hdg: **150 ##** Propaganda, Zimbabwean
952 **LC Pattern:** Propaganda, West German and Poets, Zimbabwean

2. When establishing a non-free-floating subdivision

Proposed hdg: **150 ##** Church buildings--Remodeling for other use
952 **LC Pattern:** Service stations--Remodeling for other use

3. When establishing a "... and ..." or "... in ..." headings or headings always constructed according to a standard pattern

Proposed hdg: **150 ##** National characteristics, Brazilian, in literature
952 **LC Pattern:** National characteristics, Latin American, in literature

4. When establishing a heading with a parenthetical qualifier

Proposed hdg: **150 ##** Cheesecake (Cookery)
952 **LC Pattern:** Brownies (Cookery)

REMEMBER:

Patterns may be cited only to demonstrate previous usage of the qualifier, **NOT** in lieu of appropriate authority for the substantive portion of the heading.

Patterns should be truly analogous.

Proposed hdg: **150 ##** Australia in motion pictures
952 **LC Pattern:** Great Britain in motion pictures
Not: 952 LC Pattern: Lesbian vampires in motion pictures

It is not necessary to cite patterns for changes.

Be wary of citing older subject headings as patterns (esp. sh85 prefixed hdgs.)

Other than in the 4 cases above, it is not necessary to cite patterns at all -- cite the SCM memo instead!

Guidelines for formulating LC Subject Heading proposals

These instructions are to be used when filling in the Subject Authority Proposal Form found on the SACO homepage.

008/06: Geographic subdivision:

- _____ **May Subd Geog**
- _____ **Not Subd Geog**
- _____ **No Decision**

Most headings should be authorized to be divided geographically unless they are inherently geographic in nature and MARC-tagged as a 151 or they represent abstract concepts with no geographic orientation. If the new heading should be divided geographically, place an X on the **May Subd Geog** line. Should you be unable to determine the appropriate response, please leave this field intentionally blank. For further guidance please refer to LC Subject Cataloging Manual (SCM) **H 194** and **H 364.**

040: Requestor's MARC 21 identification code:_____

Please enter the institution's MARC 21 identification code (formerly NUC symbol/USMARC code).

053: Library of Congress Classification Number

Many headings do not require a 053. For guidance on when to add the 053 field and whether the number needs a qualifier, please refer to **SCM H 365**.

HEADING 1XX: _____

Indicate the proposed heading in this area. Proposing a subject heading for inclusion in LCSH must be supported by adequate, appropriate authority research demonstrating clear preference for the proposed form. Cite reference sources in which supporting information was found in **670s**. When in doubt, contact the Cooperative Cataloging Team.

4XX: Cross-References (or Used For references (UF))

For guidance in which form and how references should be constructed, please refer to SCM **H 195** and SCM **H 373**. Please cite sources in the 670 field for each additional UF reference.

5XX: Broader Term (BT) & Related Term (RT) References

For guidance on how to determine an appropriate BT, please refer to SCM **H 370**.
For guidance on how to determine if headings qualify to be related term references, please refer to SCM **H 370**.

670: Source Citations

Provide the title of the item being cataloged (work cat) which prompted the need for the subject heading as the first 670. Should the heading itself not be found in the title, indicate where in the item the term, concept, name, etc. was found and if possible a sentence or two from the item describing or explaining the heading in question. Cf. SCM **H 200, H 202,** and **H 203**.
"It is seldom acceptable to cite only the work cataloged as authority for a new concept, except in the case of certain named entities such as obscure archaeological sites, brand name products, computer languages, etc. Although the concept may have been found only in the work being cataloged, other sources appropriate to the subject area in question should be cited to demonstrate that the concept was properly investigated."
--Quoted from memo **H 202**, *Subject Cataloging Manual: Subject Headings*

675: Sources not found

Cite the titles of sources that were consulted but in which **no** information about the heading or its references was found.

680: Scope Notes

Include in this area the text of a note to define or limit the use of a particular heading.
For guidance on drafting a scope note, please refer to SCM **H 400**.

781: Geographic subdivision

If the 1XX is a 151, supply a 781 field according to SCM **H836**. Note that when the 781 field is not appropriate for a heading coded 151 (e.g., when the headings is a celestial body or a geographic entity in a city; cf. SCM **H836**) **supply a 667 field** with this note: This heading is not valid for use as a geographic subdivision.

952: Bib records to change

Optional field. Coop team will complete

952: LC pattern or SCM Memo

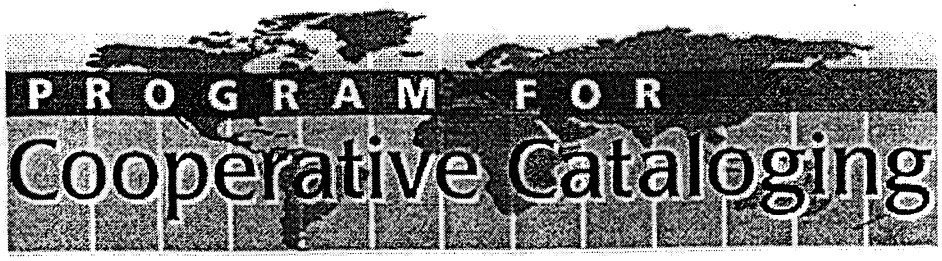
Supply the number of the SCM memo on which the 1XX was based (e.g., if 1XX is for a fictitious character cite: SCM H1610) When using patterns supply only those called for by SCM **H202**

---

go to:
Program for Cooperative Cataloging Home Page

Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (01/13/00)



LC SUBJECT HEADING CHANGE GUIDELINES

These instructions are to be used when filling in the LCSH Authority Record Change Proposal Form found on the PCC homepage

Requestor's MARC 21 identification code:_____

Please enter your institution's MARC 21 code (formerly NUC symbol or USMARC code).

Record Control Number 010: sh_____

Please enter the subject authority record control number as it is found in the 001 field of the authority record.

Geographic subdivision 008/06 _____ i = May Subd Geog

If the heading should be divided geographically, enter an X. If you are unable to determine this or think that the heading should not be divided geographically, do nothing to this field. (cf. SCM H 194 and H 364)

Library of Congress Classification Number 053: add:_____ change:_____ delete:_____

- If the change involves adding a number to an existing authority record, indicate the number in the area provided.
- If the change involves modification of an existing number, indicate the correction in this area.
- If the change involves deleting a number, indicate that number in the area provided. For further guidance on when to add, delete or change the 053 field, please refer to SCM H 196.
- Guidance on when to assign and when not to assign a number to a heading, please refer to SCM H 365.

CHANGE OF HEADING 1XX: change to:_____

Indicate the new form of heading in this area.

NOTE: Because changing the 1XX field of a subject heading may involve significant work on maintenance of the bibliographic and authority files both at the Library of Congress, and in other libraries, a cataloger should consider the impact of such a change and be judicious in recommending one. Changing the 1XX field of a subject heading means also changing all occurrences of that subject heading in other authority records (e.g., use as BT references, appearance in scope notes, use with subdivisions, etc.). Changing the 1XX field of a subject heading must be supported by adequate, appropriate authority research demonstrating clear preference for the proposed form. Cite references in

670s. When in doubt, contact the Cooperative Cataloging Teams.

Changes to Cross-References 4XX: add:_____ 4XX: change:_____ 4XX: delete:_____

- Indicate references to be added, changed, or deleted in the area provided.
- For further guidance in which form and how references should be constructed, please refer to SCM H 195 and SCM H 373.
- Please cite sources in the 670 field for each additional UF reference.

Broader Term (BT) & Related Term (RT) References 5XX: add:_____ 5XX: change:_____ 5XX: delete:_____

- Indicate broader term and related term references to be added, changed, or deleted.
- For further guidance on how to change a BT for a subject heading, please refer to SCM H 195.
- For further guidance on how to determine an appropriate BT, please refer to SCM H 370.
- For further guidance on how to determine if headings qualify to be related term references, please refer to SCM H 370.

Source Citations 670:
add:_____

- Include in this area, citations to reference works and information to justify the heading or references being added, changed, or deleted.
- Please cf. SCM H 200, H 202, and H 203.

Scope Notes 680: add:_____

- Include in this area the text of a note to define or limit the use of a particular heading.
- For further guidance on drafting a scope note, please refer to SCM H 400.

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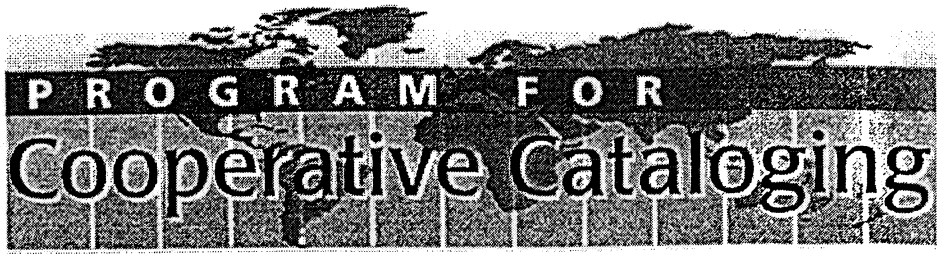

LC SUBJECT HEADING CHANGE PROPOSAL FORM

Fill in and e-mail to: SACO@loc.gov; refer to LC Subject Heading Change Guidelines for help when filling in this form.

LCSH Authority Record Change Proposal

Requestor's MARC 21 identification code:_____

Record Control Number 010: sh_____

Geographic subdivision (008/06): _____ i = May Subd Geog

Library of Congress Classification Number

053: add:_____

053: change to:_____

053: delete:_____

CHANGE OF HEADING:

1XX: change to:_____

Changes to Cross-References:

4XX: add:_____

4XX: change to:_____

4XX: delete:_____

Broader Term (BT) & Related Term (RT) References:

5XX: add:_____

5XX: change to:_____

5XX: delete:_____

Source Citations:

June 2000

670: add:_____

670:_____

675:_____

Scope Notes

680: add:_____

781: add:$z_____$z_____

Submitted by: _____

e-mail/phone:_____

Go to:
Program for Cooperative Cataloging Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (05/05/00)

Library of Congress Classification Proposals

The Subject Authority Cooperative Program (SACO) now has available an online form that will facilitate the submission of proposed LC classification, numbers for inclusion in the LC Classification Schedules. This is an attempt to expedite the growing number of submissions for classification numbers by cooperating libraries. To use this form, view it, print it, fill it in, and fax it to the Cooperative Cataloging Cataloging Team at (202) 707-2824.

Concise guidelines and examples for filling out the form are also available. These instructions and examples will help the cataloger complete the proposal form. However, please refer to the LC Subject Cataloging Manual (SCM): Classification, F 50, for a thorough explanation of the classification proposal process and instructions for completing the form. For those classification proposals that appear to involve major or complex development, it is advisable to discuss the development with the Coop liaison or to send an explanatory email message with the proposal.

The Cooperative Cataloging Team encourages experimentation with this form and requests that any recommended changes for its improvement be sent to the saco@loc.gov address.

If it is not possible for you to use this form please contact the Cooperative Cataloging Team by email at: saco@loc.gov and a printed form will be faxed to your institution for your use.

Thank you for submitting new classification number proposals and proposed changes to the existing classification schedules. Your suggestions and contributions will improve and make more comprehensive the Library of Congress Classification Schedules.

Instructions for Filling In the LC Classification Proposal Form

(For complete instructions see SCM, F50)

Filling in the boxes at the top of the form:

In the box labelled: Class Letters:
Fill in the LC classification letters of the schedule to be added to or amended
In the box labelled: Page
Fill in the page number of the most current LC classification schedule where the proposed number is to be added. Do not use page numbers from commercially issued editions, such as Gale.
In the box which contains the notations: No Book; Book; NOL; COOP
Circle COOP
In the box labelled: Pattern
Fill in with an existing classification number that is identical or similar to the new proposal in either terminology or location of the caption(s) in relation to surrounding lines.
Citing a pattern helps to justify the development of new numbers. (cf. SCM F50 p. 2)
In the box labelled: Better
Do nothing; the LC reviewer will fill in as appropriate

Filling in the body of the form:

In the column below the box labelled: Class Number
Fill in the "anchor point" or existing LC classification no. to show the location and alignment of the proposed new or changed number will fit.
Put brackets around this anchor point number to indicate that it already exists in the schedule.
When proposing a new whole classification number, use another whole number as the anchor point. (The anchor point number used may be either the whole number that precedes the proposed number or the whole number that follows the proposed number.)
In the column below the box labelled: Decimal
Fill in with the number "anchor point" (if any) to "pinpoint" the exact location within the schedule where the new or amended decimal number should be placed.
Remember to bracket the decimal number if it is being used to show placement. Enter the proposed number on a separate line, placing it relative to the anchor point that has been used.
In the column below the box labelled: Cutters, Captions, Notes
Enter the proposed Cutter, caption or note or any change to an existing caption or note in this area.
Place an asterisk before a changed caption or note.
Detailed formatting is not required, but there should be a clear indication of indentation.

Filling in the boxes at the bottom of the form

In the box labelled Work Cat:
Give citation of the item generating the proposal
In the boxes labelled: For Classification Editorial Use; Weekly list no.; Quarterly no.
Do nothing; these are for use of the Classification Editorial staff.
In the box labelled: Coop Library code
Fill in the USMARC code of your institution.
In the box labelled: Coop Cat code
Do nothing; the LC cataloger who reviews your proposal will fill in.
In the box labelled: CPSO notes
Do nothing.

Examples of completed LCC proposal forms:

1. Proposal form for a new Cutter number
2. Proposal form for a number that includes a decimal portion

LC Classification Proposal Form

By clicking on the link to the proposal form, a graphic will be displayed. This is the item for you to print and fill out as instructed above.

Program for Cooperative Cataloging Home Page

Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (09/17/96)

LC CLASSIFICATION PROPOSAL FORM

Copy, complete, and fax to: Coop Cat (202) 707-2824

CLASS LETTERS: TP	PAGE: 315	No Book	Book	NOL	COOP
		Pattern:		Better:	

CLASS NUMBER:	DECIMAL:	CUTTERS, CAPTIONS, NOTES:
[372	.55	Special reactions, A-Z] .E Enzymatic browning

FOR SUBJECT EDITORIAL USE:	
	Weekly list no.:
	Quarterly no.

Coop Library Code:	Coop.Cat code:	CPSO notes:
CSfA		

LC CLASSIFICATION PROPOSAL FORM

Copy, complete, and fax to: Coop Cat (202) 707-2824

CLASS LETTERS: Z	PAGE: 35	No Book	Book	NOL	COOP
		Pattern: HD30.37		Better:	

CLASS NUMBER:	DECIMAL:	CUTTERS, CAPTIONS, NOTES:
[695]	.24	Computer network resources including the Internet
	[.27	Graphic materials]

FOR SUBJECT EDITORIAL USE:	
	Weekly list no.:
	Quarterly no.

Coop Library Code: CSfA	Coop.Cat code:	CPSO notes:

LC CLASSIFICATION PROPOSAL FORM

Copy, complete, and fax to: Coop Cat (202) 707-2824

CLASS LETTERS:	PAGE:	No Book Book NOL COOP	
		Pattern:	Better:

CLASS NUMBER:	DECIMAL:	CUTTERS, CAPTIONS, NOTES:

WORK CAT:	
For Classification Editorial use:	Weekly list no.:
	Quarterly no.

Coop Library Code:	Coop.Cat code:	CPSO notes:

INFORMATION SOURCES FOR COOPERATIVE CATALOGING

Program for Cooperative Cataloging (PCC) web site:

http://lcweb.loc.gov/catdir/pcc/

LCCN (Library of Congress Cataloging Newsline)

Send message: subscribe lccn John Doe
to: listserv@loc.gov

CONSRLIN (CONSER Electronic Newsline)

Send message: subscribe consrlin Jerry Doe
to: listserv@loc.gov

PCClist (Program for Cooperative Cataloging general news for participants)

Send message: Please subscribe Jane Doe [Jane's email address] to PCClist
to: Coop team liaison/team leader (email addresses on web site)

SACOlist (Subject Authorities program general news for participants)

Send message: Please subscribe Judy Doe [Judy's email address] to SACOlist
to: Coop team liaison/team leader (email addresses on web site)

Library of Congress
CDS Technical Notice

DUPLICATE SUBJECT AUTHORITY RECORDS TO BE DELETED

Because of requests from subscribers who wish to combine name and subject authority records in a single file, subject authority records for headings that are more accurately name authority records will not be created by the Library of Congress after December 31, 1994. In the past, these records were necessary in order to provide a complete hierarchy. Examples of such headings are personal names, (e.g., Faulkner, William, 1897-1962); jurisdictions, (e.g., Wisconsin); and organizations, (e.g., Harvard University).

In addition, special projects will be initiated, as time permits, to delete those subject authority records already created for which name authority records also exist. The control number for the deleted subject authority record will be entered in field 010 $z of the name authority record.

This change in practice will result in clearer delineation between the two files and eliminate unnecessary duplication.

Heading—subdivision records properly belong in the subject authority file. These entries will remain and continue to be established.

Any questions about this change in practice may be directed to:

Cataloging Policy and Support Office
Library of Congress
Washington, D.C. 20540-4305
Phone: (202) 707-4380
Fax: (202) 707-6629
Internet: cpso@mail.loc.gov

DECEMBER 1994

The following conventions will apply to catalogers at LC.

1) Monographic IAMM records will reside on the Computer Files database and will follow the computer files format. These records will be created by the Computer Files Team, Special Materials Cataloging Division.

2) Serial IAMM records will reside on the Serials File. These records will be created by staff in the Serial Record Division.

3) As they are encountered, any older records for IAMM should be revised and brought into conformity with the new guidelines.

SUBJECT CATALOGING

SUBDIVISION SIMPLIFICATION PROGRESS

Since the Subject Subdivisions Conference took place at Airlie House, Virginia, in May 1991, progress continues to be made in simplifying subdivisions in the Library of Congress Subject Headings system. On Weekly Lists 94-31 to 94-42, changes were made in the following areas:

Recommendation #1. Toward achieving the recommended standard order of [topic]—[place]—[chronology]—[form] in LC subject heading strings, new topical subdivisions for which geographic orientation is logical are now established with the designation *(May Subd Geog)*. On a case-by-case basis, subdivisions not previously divided by place are being authorized for geographic subdivision. Thirteen subdivisions not previously divided by place, including ten free-floating subdivisions listed below, were authorized for geographic subdivision during this period.

Recommendation #6. During the third quarter of 1994, progress in simplifying subdivisions was made in the following areas:

1) *Cancellation of subdivisions that represent the same or similar concepts in different forms:*

The subdivision —**Rules for classification and construction**, which was established under the headings **Ships; Bulk carrier cargo ships; Diving bells; Manned undersea research stations**; and **Oceanographic submersibles**, was cancelled and replaced by the standard free-floating subdivision —Standards under those headings.

The subdivision —**Transportation supplies and stores**, which was established under **United States. Army** and on the list of free-floating subdivsions used under individual military services, H 1159, was cancelled and replaced by —**Transportation—Equipment and supplies**. The subdivision —**Equipment and supplies** is a standard free-floating subdivision.

2) *Subdivisions replaced by phrase headings:*

Five subdivisions were cancelled and replaced by phrase headings during this period.

The subdivision —**Bulletin boards**, which was established under the heading **Christian education**, was replaced by the heading **Bulletin boards in Christian education.**

The subdivision —**Deductions** and its further subdivisions, which were established under the heading **Income tax**, were cancelled and replaced by headings of the type: **Income tax deductions; Income tax deductions for charitable contributions; Income tax deductions for taxes**; etc.

The subdivision —**Experimental areas**, which was established under the headings **Forests and forestry** and **Watersheds**, was discontinued in favor of **Experimental forests** and **Experimental watershed areas.**

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Comments: lcweb@loc.gov
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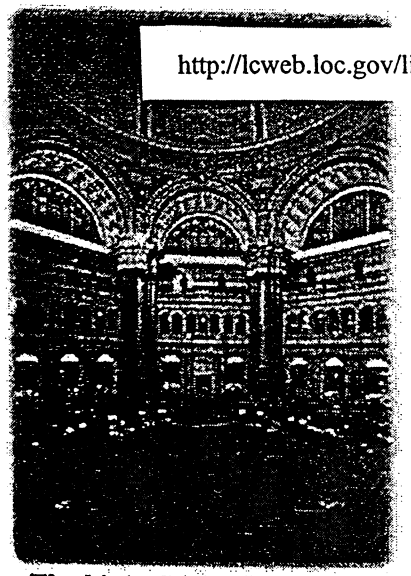
http://lcweb.loc.gov/library/



The Main Reading Room of The Library of Congress

Library of Congress Update for ALA Annual Conference '99

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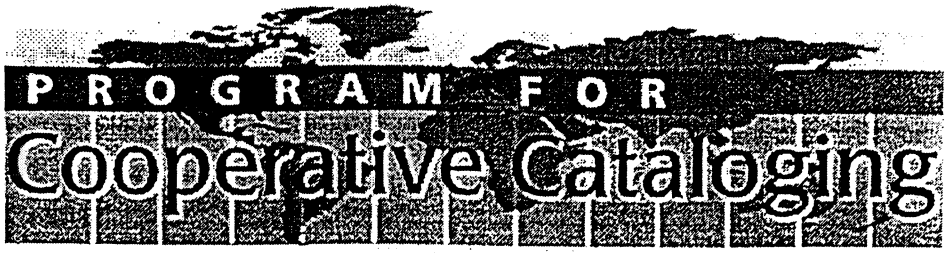

For more information about PCC programs, click on the name below:

BIBCO | CONSER | NACO | SACO

About the Program for Cooperative Cataloging (PCC)
[Para información sobre el PCC en Español pulse aquí]

What's *new* with the Program for Cooperative Cataloging:

- PCC Survey on national-level series treatment policies and practices
- PCC Participants Meeting summary report ALA Annual, June 1999
- LC-ILS implementation and PCC participants
- Article from RLIN Focus newsletter on how Authority Assistant Saves Time for Catalogers, Wins Over Skeptics DISCLAIMER
- Information on the ALCTS/PCC Cataloging Now! workshops DISCLAIMER

Program for Cooperative Cataloging organization

- PCC Policy Committee, Steering Committee and Advisors
- Standing Committees on Automation, Standards, and Training

Program for Cooperative Cataloging governance and information

- Governance Document
- Strategic Plan
- Tactical Plan to support the PCC Strategic Plan
- Annual report of the PCC
- PCC Calendar
- PCC Funding structure summary
- PCC Liaisons list
- PCC Membership benefits list
- PCC Name Use policy document
- Update on PCC record exchange
- PCC Values statement

Program for Cooperative Cataloging statistics

- Online statistics for the PCC for BIBCO, CONSER, and NACO
- Graphs of statistics of the PCC through fiscal year 1998, containing graphs of NACO growth, new name authorities, new series authorities, new subject proposals, and NCCP/BIBCO records contributed

Archived documents and reports from various PCC groups and meetings, etc.

go to:

LIBRARY OF CONGRESS ONLINE CATALOG

The Library of Congress Online Catalog (http://catalog.loc.gov/) is a database of approximately 12 million records representing books, serials, computer files, manuscripts, cartographic materials, music, sound recordings, and visual materials in the Library's collections. The Online Catalog also provides references, notes, circulation status, and information about materials still in the acquisitions stage. **Text-only users**, please see special information on an alternative interface for the online catalog. Telnet access is not available.

Search the Online Catalog

Hours: 24 hours a day, seven days a week *
* Maintenance and updates are done during the late evening
and early morning hours, during which time some features may not be available.

Alternative Interface for the Online Catalog

Note: The alternative Web interface provides access to the Library's bibliographic files but does not provide the following information and features found in the primary Web interface described above:

- availability and location(s) in the Library for materials
- circulation status of any item
- number of copies available
- ability to limit searches by date, language, material type, country of publication, etc.

In addition, the alternative Web interface works well with text-based browsers (e.g., Lynx), whereas, the primary Web interface to the online catalog (described above) does not.

Z39.50 Gateway to the Online Catalog

Simple Search	Advanced Search	Phrase Search
any keyword	multiple terms using Boolean operators	left-anchored, exact phrase

Hours: 24 hours a day, seven days a week *
* Maintenance and updates are done during the late evening
and early morning hours, during which time some features may not be available.
This service is currently limited to 250 simultaneous users.

Library of Congress Home | Using the Library | Thomas | Copyright Office | American Memory | Exhibitions | The Library Today | Bicentennial | Help & FAQs | Search our Site | Site Map

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Library of Congress
Comments: lcweb@loc.gov (04/13/2000)

About This Catalog

The Library of Congress Online Catalog is a database of records representing the vast collection of materials held by the Library. In addition to these records, the Online Catalog provides cross-references, notes, and circulation status, as well as information about Library materials still in the acquisitions stage.

Scope of the Online Catalog

The Library of Congress Online Catalog contains approximately 12 million records representing books, serials, computer files, manuscripts, cartographic materials, music, sound recordings, and visual materials. The Catalog also displays searching aids for users, such as cross-references and scope notes. The catalog records reside in a single integrated database; they are not separated according to type of material, language of material, date of cataloging, or processing/circulation status.

As an integrated database, the Online Catalog includes 3.2 million catalog records from an earlier database. These catalog records, primarily for books and serials cataloged between 1898 and 1980, are being edited to comply with current cataloging standards and to reflect contemporary language and usage. The legend **[from old catalog]** indicates that the headings may deviate from current Library of Congress cataloging policy. For a complete search of books and serials cataloged prior to 1980, researchers onsite at the Library should also use the Main Card Catalog.

Many items from the Library's special collections are accessible to users but are not represented in this catalog. In addition, some individual items within collections (microforms, manuscripts, photographs, etc.) are not listed separately in the Catalog, but are represented by collection-level catalog records.

The Catalog includes romanized records for Chinese, Japanese and Korean language material cataloged since 1984, Hebrew and Yiddish cataloged since 1988, and Arabic and Persian cataloged since 1991. These catalog records appear in the Library of Congress Online Catalog in the roman alphabet and with English language subject headings. In the future, the Online Catalog may display catalog records in the scripts used by these languages.

Library Holdings, Location, and Status Information

Each catalog record indicates where onsite users should request Library materials. Other users should consult the Interlibrary Loan policy for the Library of Congress. Records in the Online Catalog will generally indicate that the Library holds one copy of a work, even though additional copies may actually be available in the Library's collections. Library staff will begin entering information about additional copies in the near future. The Library will also be incorporating more detailed information about serials holdings, indicating which issues are available and where they should be requested.

In addition to holdings and location information, the catalog record supplies information on the circulation status of library materials. Initially, some circulation information may not be complete, since many materials in the Library (including many special collections materials) are not handled by the circulation system at this time.

Catalog users should consult reference staff if they have questions about holdings or the circulation status of any materials.

Other Databases and Electronic Research Tools

In addition to the Library of Congress Online Catalog, users have access to recent issues of the Handbook of Latin American Studies (HLAS). HLAS is accessible by selecting the [Databases] button from the top button bar on most Catalog screens. Other electronic research tools, some of which provide supplementary access to the Library's collections, can be found on the Library of Congress Web Site.

Special Notes for Libraries and Librarians

There are several notable features and changes important to librarians using the Library of Congress Online Catalog:

- Name and Subject Authority records cannot be directly searched or retrieved in the new Online Catalog. However, the Catalog provides information from authority records by means of cross references (marked with the [MORE INFO] icon) or scope notes (marked with the [MORE INFO] icon) which can be accessed from the Headings List produced by using the Subj-Name-Title-Call # search method.
- MARC 21 is the Online Catalog's content designation standard, including a number of locally defined fields.
- Searching by Library of Congress Control Number (LCCN) is only available using special index codes in Guided Keyword or Command Keyword search methods.
- It is not possible to store search results sets for further manipulation; however, searches may be refined and combined using the Guided Keyword and Command Keyword search methods.
- An online guide to Command Keyword Index Codes is available.
- CONSER (Cooperative Serials Cataloging Program) records of other institutions cannot be searched or retrieved in the new Online Catalog; only those serials the Library has acquired and continues to acquire are available.

Go to > Help Contents > Searching Overview > New Search

Library of Congress
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The LIBRARY of CONGRESS

Cataloging Policy & Support Office

Circular Painting Representing Wisdom Jefferson Building

Announcements - About the Cataloging Policy and Support Office - Cataloging Tools and Documentation - Library of Congress Subject Headings Weekly Lists - Library of Congress Classification - Cataloging Policy Papers and Reports

NEW! The Latest News from CPSO NEW!

Draft of Subclasses KBR (History of Canon Law) and KBU (Law of the Roman Catholic Church. The Holy See)
LC Discontinues "In-Process" Record Distribution
LCRI 6.5B1 Extent of Item (Including Specific Material Designation)

Draft LCRI 24.7B Conferences, Congresses, Meetings, etc. - Additions
LC ILS and NACO Requirements for Reporting of Bibliographic File Maintenance

The Cataloging Policy and Support Office's mission is to provide leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library community; support the effectiveness of the cataloging staff at the Library of Congress through guidance, advice on cataloging policy and maintenance of bibliographic, authority, and classification records; develop and support national and international standards for structure and content of bibliographic, authority, and classification records through cooperative endeavors.

Announcements

- LC Discontinues "In-Process" Record Distribution
- Draft LCRI 1.11A Non-microfilm and Electronic Reproductions
- Draft LCRI 6.5B1 Extent of Item (Including Specific Material Designation)
- Draft LCRI 24.7B Conferences, Congresses, Meetings, etc. - Additions
- Uniqueness of Call Numbers Assigned by the Library of Congress
- Revisions in Cataloging of Art Materials - Comments Invited
- Draft Interim Guidelines for Cataloging Electronic Resources
- LC ILS and NACO Requirements for Reporting of Bibliographic File Maintenance
- Pinyin Conversion Project
- Chinese Conventional Place Names
- "DPCC" Approved for Use in Series Authority Records
- LC To Implement Core Level Cataloging
  - Announcement
  - Descriptive Cataloging Manual B16 (Core Level Cataloging) and Appendices
  - Descriptive Cataloging Manual C1 (Cataloging Priorities and Levels of Cataloging)
- Authority Data Elements Implementation
- Subdivision Authority Records (18X)
- Implementation of Change in Indicator Value for Multiple Surnames in MARC 21
- Democratic Republic of the Congo
- Hong Kong (China)
- Macau (China : Special Administrative Region)

About the Cataloging Policy and Support Office

- How to Send Queries to CPSO
- CPSO Annual Report for Fiscal Year 1998

Cataloging Tools and Documentation

- MARC Code List for Languages
- Guidelines for Applying the Language Code for Sign Languages
- Current Library of Congress Rule Interpretations
- How to Search Geographic Names Online in GNIS and GEOnet
- Cataloging Distribution Service (CDS) Publications

Library of Congress Subject Headings Weekly Lists

- About the Weekly Lists
- 2000: List 22 (June 7) Go

Library of Congress Classification

- Library of Congress Classification Outline
- Draft of Subclasses KBR (History of Canon Law) and KBU (Law of the Roman Catholic Church. The Holy See) - Comments invited
- Library of Congress Implements New Standardized Form Division Tables for K Classification Schedules
- Subclasses JZ and KZ (International Relations and Law of Nations)
- Library of Congress Classes JZ and KZ: Historical Notes and Introduction to Application - Errata
- Subclass HM (Sociology))
- Subclass ZA (Information Resources)

Cataloging Policy Papers and Reports

- Pinyin Romanization: New Developments and Possibilities, by Philip Melzer
- Library of Congress Control Number (LCCN)--Restructuring to Accommodate Century Change

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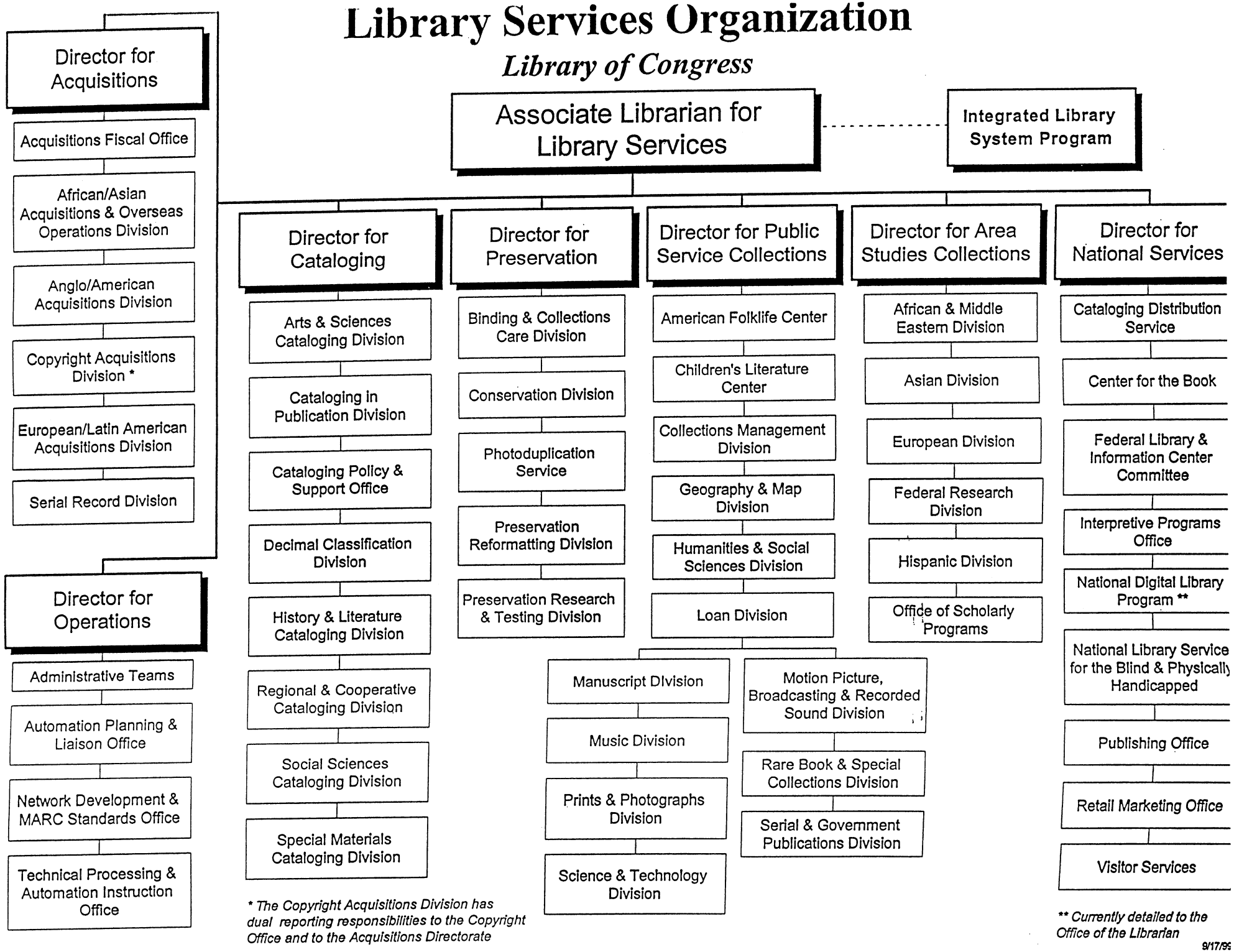
Library of Congress

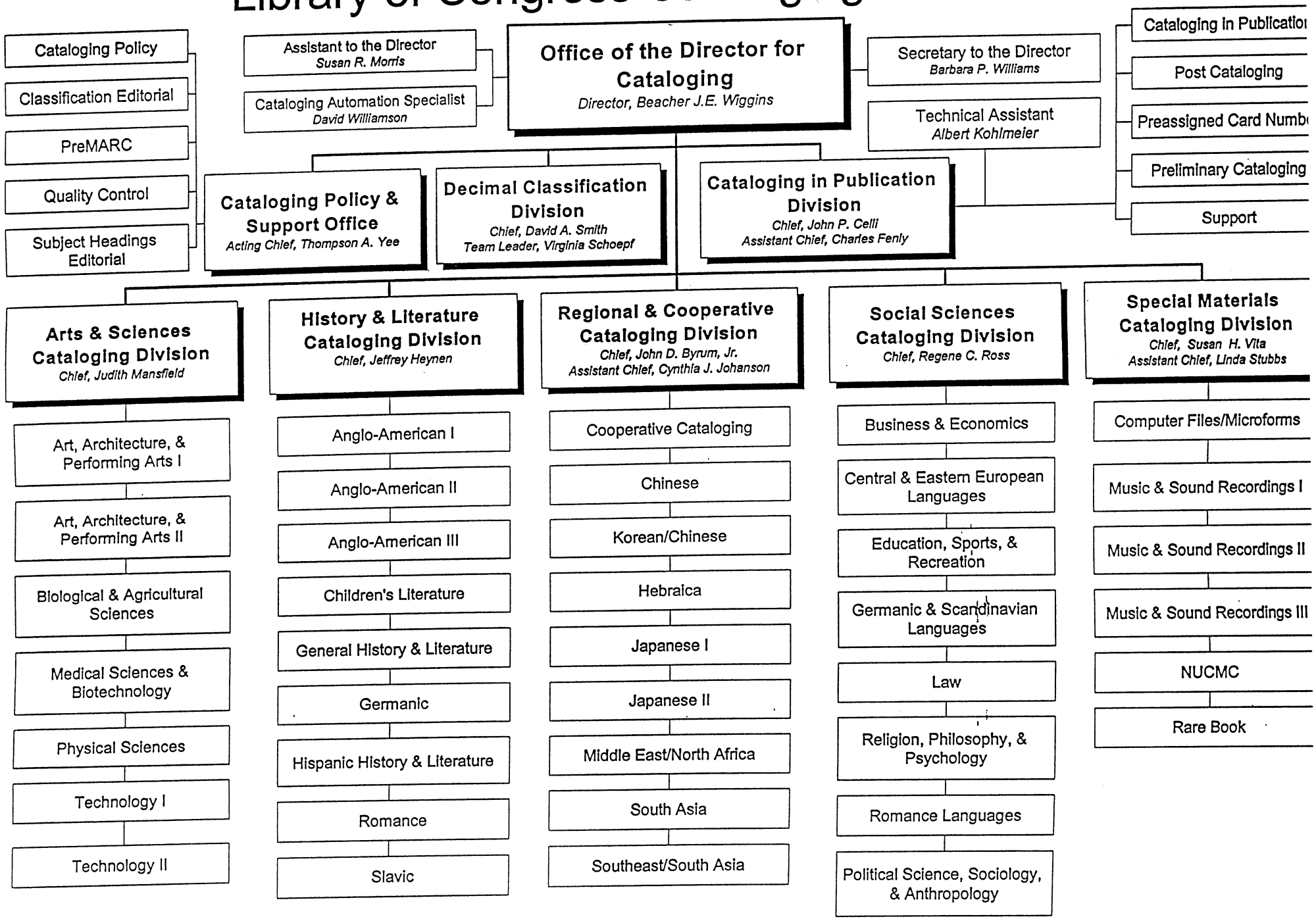


** The Copyright Acquisitions Division has dual reporting responsibilities to the Copyright Office and to the Acquisitions Directorate*

*** Currently detailed to the Office of the Librarian*

9/17/99

Library of Congress Cataloging Directorate



9/15/9

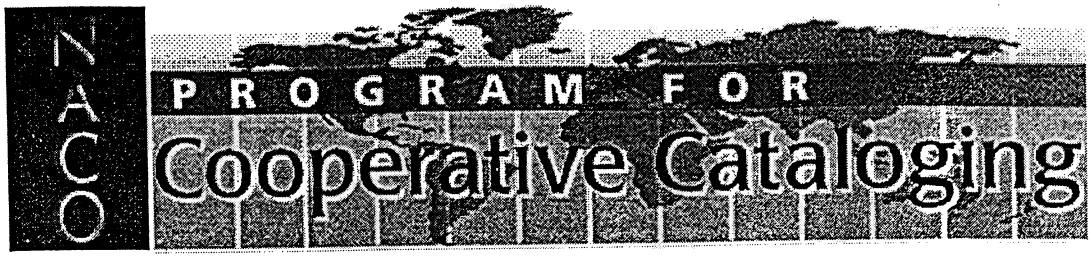
APPENDIX A:
LOCIS searching guide

Appendix A Supplementary documents

1. Authority File Comparison Rules (NACO Normalization)

2. LC to continue practice of establishing literary author cutter numbers for NACO Participants in LC's online shelflist

3. LC Literary Author (053) Request Form



Authority File Comparison Rules

(NACO Normalization)

(9/16/98)

When a new authority record is added to an authority file, each heading is compared against the headings in the file to determine whether the new headings are unique, i.e., adequately differentiated from existing headings. The headings already in the file and the one to be added are normalized before comparison so that only certain characters will be allowed to differentiate between headings. The normalization rules for this uniqueness edit are specified in Appendix A. The rules for comparison are given below.

Rules for Comparison

The following rules apply to all LC/NACO name, LC/NACO series, and LCSH subject (USMARC) 008/11=a) authority records for authorized heading and subdivision records (USMARC 008/09=a, d, or f), but not to reference records (USMARC 008/09=b or c). (LC subject headings for children's literature are also excluded, 008/11=b.)

The files under discussion are built under the rules specified in AACR and in LCSH. The files may be segmented (e.g., name and subject) or combined at a file location. The rules state how to treat the relationships among headings in name authority records and those in subject authority records.

No comparisons are made across name and subject authority records.

The heading strings undergoing comparisons according to these rules are assumed to be normalized according to the attached character normalization table in Appendix A. Comparisons are between tag groups, with the following conventions:

1. Name headings. (Tags 100/110/111/130/151)

1.1. A field 100, 110, 111, 130, 151 may NOT normalize to any field 100, 110, 111, 130, 151 in another record.

1.2 A field 500, 510, 511, 530, 551 MUST normalize to the same string as a 100, 110, 111, 130, 151 in the same tag group in another record.

1.3 A field 400, 410, 411, 430, 451 may NOT normalize to the same string as any 100, 110, 111, 130, 151 in the same or another record. **(Note a)**

1.4 A field 4XX MAY normalize to the same string as another 4XX in the same or another record.

1.5 A field 7XX is not compared.

Note a: If on input, a 4XX normalizes to the same string as a 1XX in the same or another record,

then one of the two is qualified.

Exceptions: (1) if it is not possible to qualify a conflicting 100 or 400, then the 400 is changed to a 500; (2) when a 4XX is a pre-AACR2 reference, the reference is deleted, since such 4XXs cannot be qualified or changed into 5XXs.

2. Subject headings. (Tags100/110/111/130/151/150/155/180/181/182/185) (Note b)

2.1 A field 100, 110, 111, 130, 151 may NOT normalize to any field 1XX in another record. **(Note c)**

2.2 A field 150, 155, 180, 181, 182, 185 may NOT normalize to the same string in that same tag group in another record.

2.3 A field 500, 510, 511, 530, 550, 551, 555, 580, 581, 582, 585 MUST normalize to the same string as a 100, 110, 111, 130, 150, 151, 155, 180, 181, 182, 185 in the same tag group in another record.

2.4 A field 400, 410, 411, 430, 451 may NOT normalize to the same string as any 1XX in the same or another record; a field 450, 455, 480, 481, 482, 485 may NOT normalize to the same string as a 150, 155, 180, 181, 182, 185 in the same tag group, in the same or another record.

2.5 A field 4XX MAY normalize to the same string as another 4XX in the same or another record.

2.6 A field 7XX is not compared.

Note b: These rules also apply to subject headings for children (008/11) = b) when comparing within that thesaurus. Headings for children are NOT compared with LCSH headings.

Note c: Fields 111 and 130 are strings duplicated from name headings. Records with these headings may contain a reference structure appropriate to subjects. LC does not plan to create 181 headings that conflict with 151 headings (geographic subdivision forms will be recorded in field 781 if appropriate).

Appendix A

Normalization Table

(9/16/98)

Character:	Converted Value:	Comments:
LEADING BLANKS	Delete	
TRAILING BLANKS	Delete	
MULTIPLE BLANKS	Blank	Compress to a single blank.
LETTERS		Convert all letters to the same case (upper or lower).
DIACRITICS	Delete	Miagkiy znak, alif, ayn, tverdyi znak, pseudo question mark, grave, acute, circumflex, tilde, macron, breve, superior dot, umlaut or dieresis, hacek, angstrom, ligature, high comma off center, double acute, candrabindu, cedilla, right hook, dot below character, double dot below character, circle below character, double underscore, underscore, left hook, right cedilla, double tilde, high comma centered, middle dot, upadhmaniya

Translated Characters

Character:	Converted Value:	Comments:
SUPERSCRIPT NUMBERS	Numbers	Convert to non-superscript equivalent.
SUBSCRIPT NUMBERS	Numbers	Convert to non-subscript equivalent.
AE DIGRAPH	"AE"	
OE DIGRAPH	"OE"	
CROSSED D	"D"	
ETH	"D"	
TURKISH I	"I"	
POLISH L	"L"	
SCRIPT L	"L"	
HOOKED O	"O"	
HOOKED U	"U"	
SLASHED O	"O"	
ICELANDIC THORN	"TH"	
ALPHA	"A"	
BETA	"B"	

GAMMA	"G"

Punctuation

Character:	Converted Value:	Comments:
!	Blank	
"	Blank	
APOSTROPHE '	Delete	
LEFT PAREN. (	Blank	
RIGHT PAREN.)	Blank	
HYPHEN -	Blank	
LEFT BRACKET [	Delete	
RGT. BRACKET]	Delete	
LEFT BRACE {	Blank	
RIGHT BRACE }	Blank	
LEFT ANGLE BRACKET <	Blank	
RIGHT ANGLE BRACKET >	Blank	
SEMICOLON ;	Blank	
COLON :	Blank	
PERIOD .	Blank	
QUESTION MARK ?	Blank	
COMMA ,	"," or Blank	The first comma in the $a subfield (unless it is a terminal comma) is taken into account. In all other cases commas are converted to blank.

Other Numbers and Special Characters

Character:	Converted Value:	Comments:
DATES	Numbers	(Retain unchanged.)
ROMAN NUMERALS	Letters	(Retain unchanged.)
NUMBERS	Numbers	(Retain unchanged.)
FLAT SIGN	flat sign	(Retain unchanged.)
SHARP SIGN/HATCH #	#	(Retain unchanged.)
SLASH /	Blank	
BACKWARD SLASH \	Blank	
AT SIGN @	Blank	
AMPERSAND &	&	Normalization changed from blank to "&" in 12/1990.
ASTERISK *	Blank	
VERTICAL BAR |	Delete	
PERCENT %	Blank	
EQUALS =	Blank	
PLUS +	+	Normalization changed from blank to "+" in 9/1998.
PLUS AND MINUS	Blank	
LOGICAL "OR"	Blank	
LOGICAL "NOT"	Blank	
SUPERSCRIPT + - ( )	Blank	
SUBSCRIPT + - ( )	Blank	
PATENT SIGN	Blank	
PHONORECORD SYMBOL	Blank	
COPYRIGHT SYMBOL	Blank	
DOLLAR SIGN $	Blank	
BRITISH POUND SIGN	Blank	

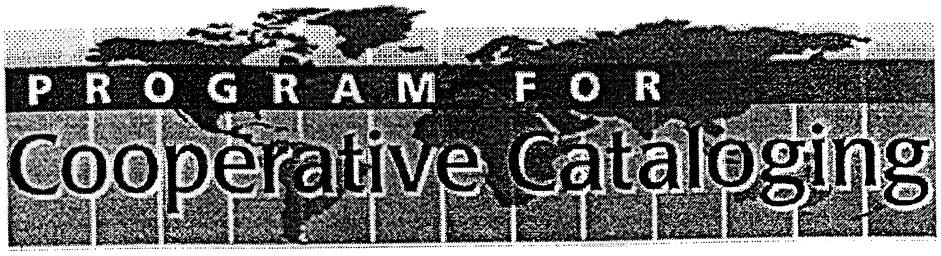
Content Designation

Character:	Converted Value:	Comments:
INDICATORS	Delete	
SUBFIELD DELIMITERS	Hex 1F	Subfield delimiters are retained, except the first delimiter, which precedes the data string, would be dropped.
SUBFIELD CODES	Delete	
TAG		The tag is used to point to the population against which a normalized string is to be compared for a uniqueness edit (see Authority File Comparison Rules).

(prepared by LC Network Development and MARC Standards Office)

Go to:
Cataloging Directorate Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (2/17/00)



LC to continue practice of establishing literary author cutter numbers for NACO participants in LC's online shelflist

The Library of Congress will continue the practice of establishing literary author numbers at the request of PCC partner institutions with the implementation of its Integrated Library System.

To briefly describe that process: a NACO institution sends an e-mail or fax request to the Cooperative Cataloging Team and a member of the COOP staff reserves a literary author number in the LC shelflist for each author as requested. The PCC participant then records that number in the 053 of the name authority record. This procedure assures that authorized literary author numbers will be available to all users of LC's bibliographic products for application in their catalogs. The full national authority file is available in OCLC and RLIN.

NACO libraries may use LC's online shelflist via the Web for purposes of formulating a LC classification number when requesting an 053 for inclusion in a name authority record. BIBCO libraries may browse the online shelflist to assist in assigning an LC Classification number to bibliographic records they create or update. **Below are instructions for searching:**

After accessing the LC Online Catalog

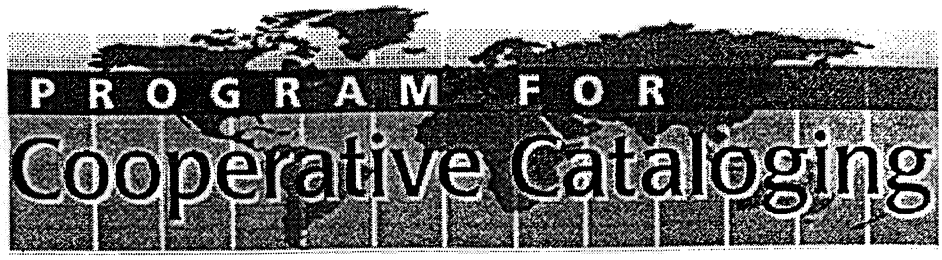
- Click on the **COMMAND search** key
- Type in the index code "05XX" and then the classification number to be searched followed by a question mark (truncation mark):
  - **Example:** 05XX PQ8180?

  For a more specific search put the classification number to be searched in quotes:
  - **Example:** 05XX "PQ8180.13?"

  In order to search for works entered under uniform titles use the index code "05UT" preceding the class number. It will provide a display which includes the uniform title.
  - **Example:** 05UT PQ6329?

Go to:
Program for Cooperative Cataloging Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (09/10/99)



Library of Congress
Literary Author (053) Request Form

Instructions for using form:

1. **Do not explicitly code for an initial subfield ($a) in any field.**
2. Supply a proposed number including cutter based on search of the LC online shelflist (cf. Browsing LC Shelflist ...)
3. Supply the author's name as formulated in the 100 field of the authority record including dates, qualifiers, etc.
4. **Supply** the appropriate subfield code preceded by a delimiter (§) for dates, qualifiers, etc.
5. Spell out diacritics preceding the affected letter (example: Corti(tilde)nas Calder(acute)on, Ma(acute)ia)
6. **To create a delimiter, depress the ALT key and strike the number 21 on the numeric keypad (not on the number row above the letter keys) resulting in what appears as the legal paragraph symbol (§).**

Asterisk * indicates required field.

Today's date: [ ]

040: [ ] *(Input institutional MARC 21 code)

053: [ ] Input suggested classification number

100* Author's name as formulated in NAR (**Do not supply** tag number or subfield $a; **however, supply** other subfield codes with indicators, when needed)

[ ]

952: Brief information about author, e.g., author's nationality or place residence, language used for works, etc.: (**cf. SCMC F632)**
Do not use enter key in this box

[ ]

952: Additional information or comments (**Do not use enter key in this box**):

[ ]

* Name of cataloger: [ ]

* E-mail: [ ]

Submit Clear Form

Go to:
PCC Home Page
CPSO Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (06/12/00)

APPENDIX B:
NACO Participants Manual

Library of Congress

NACO Participants' Manual

2nd Edition

Library of Congress, Cataloging Distribution Service ♦ Washington, D.C., 1996

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Preface

Today, shared authority work is essential. NACO, the name authority program of the Program for Cooperative Cataloging (PCC), is the mechanism for realizing that goal. Through NACO the PCC has achieved an increase in the number of participants both domestically and internationally. This includes an increase in the number of libraries that implemented authority control and that create authority records locally. As part of the PCC endeavor toward simplified documentation for the contribution of authorities the *NACO Participants' Manual* was created.

In 1994 the first edition of this manual was published. Amy McColl, then Authority Project Coordinator, Philadelphia Area Consortium of Special Collections Libraries, was the compiler of that original edition. Although it is designed expressly for NACO catalogers, catalogers creating name authority records in other databases also may find it useful.

The Cooperative Cataloging Team wishes to express its thanks to the NACO participants for their suggestions in revising the *NACO Participants' Manual* for its second edition. The team is especially grateful to the Cataloging Policy and Support Office and Judy Kuhagen and Diane Humes, Senior Cataloging Policy Specialists for their insight and assistance in updating this edition for our users.

John D. Byrum, Jr.
Chief, Regional and Cooperative Cataloging Division
Library of Congress
August 1996

Acknowledgments from 1st edition

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Introduction

The Library of Congress (LC) engages in various kinds of cooperative cataloging activities. The Name Authority Cooperative Project (NACO) is one of LC's cooperative cataloging projects.

NACO was established in 1977 as a result of an agreement between LC and the U.S. Government Printing Office (GPO) to use and maintain a common authority file. With the success of this initial project, LC established several other cooperative cataloging projects, involving many institutional participants, e.g., the Subject Authority Cooperative Program (SACO) and the National Coordinated Cataloging Program (NCCP).

One of the missions of the LC Regional and Cooperative Cataloging Division (RCCD) is to support bibliographic cooperation among U.S. libraries. The following objectives have been designed with that mission in mind:

- To produce a national-level authority file;
- To share the costs of authority work;
- To reduce duplication of effort;
- To increase the timeliness of cataloging copy;
- To extend cataloging coverage; and
- To produce cataloging of national-level quality.

Currently, over 200 institutions representing federal, state, university, and special libraries participate in a variety of cooperative cataloging projects.

NACO participants contribute authority records to the national authority file (NAF). These records may include personal and corporate name authorities, as well as series authorities. Libraries create or change records in an online save file of their particular utility. After review or finalization, they are contributed to the national authority file and subsequently redistributed out to the utilities.

Cooperative serials cataloging is performed by members of the CONSER (Cooperative Online Serials) Program, which is coordinated by LC's Serial Record Division. CONSER members contribute name and series authority records to the national authority file.

Introduction

LC encourages libraries to contribute subject headings via the Subject Authority Cooperative Program (SACO). The contribution of subject headings is done through subject authority workforms (see Appendices V & VI) which are then mailed, faxed, or e-mailed to LC. Subject heading proposals submitted by cooperating libraries are circulated for comment and finally approved at the weekly subject editorial meetings at LC. Libraries are notified of approved headings and any changes to the headings as submitted. The review process takes approximately six weeks, and if approved, new subject headings are be added to the Subject Authority File (SAF). Some basic guidelines for submitting new subject headings can be found in this manual; complete instructions can be found in the *Subject Cataloging Manual.*

This manual will address NACO/SACO procedures only, and will not include instructions for series authority record creation. It is not meant to replace AACR2, the LCRIs, or utility-based documentation; rather, it should be used in conjunction with these tools. Many of the name authority procedures discussed in the *Descriptive Cataloging Manual* (DCM) Z section are covered in this manual, but for more complete information the Z section should be consulted.

Examples in this manual generally use OCLC spacing for purposes of readability; that is, spaces appear before and after subfield delimiters. RLIN users should omit these spaces when entering records into RLIN. Examples with specific references to headings or variants found in the RLIN database reflect RLIN spacing practices.

Glossary of Terms and Abbreviations

AACR2 - *Anglo-American Cataloguing Rules*, 2nd ed., 1988 revision.

BFM - Bibliographic File Maintenance. NACO participants must notify their Coop Cat liaison when changing an existing heading found in LC bibliographic records. LC staff will perform BFM on those bibliographic records.

BGN - U.S. Board on Geographic Names.

CIP data - Cataloging in Publication data.

Coop Cat - Cooperative Cataloging Team, RCCD.

DCM - Descriptive Cataloging Manual. An in-house tool which is used by LC catalogers. It includes an entire section (Z) which addresses name and series authority procedures.

ENR - Early Notice Record. Brief, incomplete authority record input into the NAF as a temporary record while the full record undergoes the complete review and input process.

LC - Library of Congress.

LCRIs or RIs - *Library of Congress Rule Interpretations.*

MLC - Minimal Level Cataloging. Indicated by a value of "7" in the Level of Establishment fixed field on bibliographic records.

NACO - Name Authority Cooperative Project.

NACO Coordinator - The person responsible for reviewing and producing all NACO records at a particular institution or a cooperative NACO project.

NAF - National Authority File. In RLIN, "NAF" is the Name Authority File and "SAF" is the Subject Authority File.

NAR - Name Authority Record.

NUC - National Union Catalog.

Glossary of Terms and Abbreviations

PCC - Program for Cooperative Cataloging

Preliminary Records - Authority records with Level of establishment 008/33 value **d**. Used for authority records created without a work in hand, usually as part of a retrospective conversion project. Machine generated authority records may be coded preliminary.

Provisional Records - Authority records with Level of establishment 008/33 value **c**. These may be created by NACO participants when there is not enough information to establish a full record. Most common example: contributing library does not have the language expertise to establish the record in full.

Quality Review - The review by the Cooperative Cataloging Teams, RCCD, of a set number of a new NACO institution's records, conducted to determine readiness for independent status.

RCCD - Regional and Cooperative Cataloging Division, Library of Congress.

SACO - Subject Authority Cooperative Program.

SACO Coordinator - The person responsible for reviewing all SACO records at a particular institution or a cooperative SACO project.

SAF - Subject Authority File.

SAR - Series Authority Record.

Surrogate - A copy of the title page, other preliminary pages, and the colophon that are supplied to Coop Cat to aid in the review of certain non-Roman language NARs.

Undifferentiated personal name - A heading that represents more than one person with the same name. Also referred to as a non-unique name.

Usage - The literal transcriptions of the forms of name usually found in statements 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, distribution area and from series statements. Headings may never be provided as usage.

Eligible Headings

Authority records are permanent records in machine-readable form representing established names. Generally, they include the following elements: 1) the form of the name chosen for use in headings (1XX); 2) the sources for this form and variant forms (670); and 3) the cross references leading to the heading from variant forms or from related headings (4XX and 5XX) if appropriate. Additional information may be recorded in fixed fields (008) and cataloger's notes (667, 663, 664, etc.). Control data and content designation are also included for proper identification and manipulation of the machine-readable data.

Generally, a name authority record is made for any personal or corporate (including geographic) name heading that may be used as a main or added entry heading (including subject), or in certain cross references. NARs may also be made for geographic or corporate names which are used as qualifiers in headings. NARs are not made for personal names when the only clue to the person's identity is a non-alphabetic or non-numeric device (cf. DCM Z1, Introduction, p. 2), nor for entities that may be used only as subject entries, e.g., topical subject headings, fictional characters, animals, or geographic features.

NACO participants may contribute name authority records for titles or name/titles (other than series, see below) as needed for cataloging. At LC an authority record for a uniform title is required <u>only</u> when one or more of the following conditions applies (cf. DCM Z1, Introduction)

a) a reference must be traced on **that** authority record; or,
b) special research done to establish the heading must be recorded; or,
c) the heading is needed for a **related** work added or subject entry, and no bibliographic record for the item exists in the database; or,
d) special information needs to be recorded, e.g., citation title for a law.

At LC these criteria are applied to each element of the full heading (main title, language, part, etc.) and a separate authority record is made for each element that meets the criteria.
Note that this means that authority records are **not** automatically created for each element of a uniform title heading.

Eligible Headings

Types of headings

All name headings are eligible for contribution to NACO, including:

- personal name headings
- corporate body headings
- conference headings
- uniform title headings
- geographic name headings for jurisdictions

Libraries that have received training in series authority contribution may contribute SARs for all monographic series, analyzable or partially analyzable multipart items, all occasionally analyzable serials other than monographic series, and series-like phrases that may be construed by some to constitute a series. They may also contribute SARs for not-analyzable multipart items according to local decisions and make changes to established SARs. Detailed instructions for series authority contribution may be found in the DCM Z.

Libraries that have received training in music name-uniform title authority contributions as part of the NACO-Music Project may contribute music name-uniform title NARs and make changes to established NARs.

Subject headings may be contributed using paper or electronic workforms (see Appendices V & VI) supplied by the Library of Congress. Follow the *Library of Congress Subject Cataloging Manual* (5th ed.) when formulating subject headings and cross references. Refer to the "Division of the World" document found in the DCM Z11 or the *LC Subject Cataloging Manual* (H405) to determine whether a heading should be established as a name or subject.

If you are not sure whether a particular heading is eligible, consult with your Coop Cat liaison.

Surrogates

For the review of authority records, LC requires NACO participants to submit surrogates (photocopies) of title pages (or source information in the case of manuscripts and archives) for headings in non-Roman languages, except Cyrillic.

The surrogates should be mailed or faxed to your Coop Cat liaison (fax number: 202-707-2824).

NACO Documentation

NACO authority work is based on the following documentation:

A. Required NACO Documentation

1. The Library of Congress *Descriptive Cataloging Manual* (DCM), with particular reference to the following section:

   Z1, rev. 1996 -- name authority records. Updates issued as needed.

2. *Anglo-American Cataloguing Rules* (AACR2), 2nd ed., rev. 1988.

3. *Library of Congress Rule Interpretations*, 1990 (LCRIs). Updates issued quarterly.

4. *Library of Congress NACO Participants' Manual.* Updated edition issued as needed.

5. *USMARC Authority Format*, 1993. Updates issued regularly.

6. *ALA-LC Romanization Tables.*

7. *Cooperative Cataloging News.*

8. *Music Cataloging Decisions* (MCD). For music materials.

B. SACO Documentation.

1. *Library of Congress Subject Headings.* New edition published annually.

2. *Subject Cataloging Manual: Subject Headings* (5th ed). Updates issued regularly.

3. *Free Floating Subdivisions: An Alphabetical Index.* New edition published annually.

4. *Library of Congress Period Subdivisions Under Names of Places.*

5. *Library of Congress Classification schedules.* Updated quarterly.

6. *Subject Cataloging Manual: Classification* (1st ed., 1992). Update No 1, 1995.

NACO Documentation

C. RLIN Documentation

1. RLIN Authority Field Guide (Aug. 1988) and Memory Aid (updates issued at regular intervals)

2. "Searching the Authority Files" (Chapter 9 of the *RLIN Searching Manual*, 3rd ed.)

3. "Input and Update in the NAF" (Sept. 1988)

D. OCLC Documentation

1. *OCLC/LSP Authority File: User Guide* (1988)

Section I

New Authority Records

Workflow

Training Status

I. During the quality review period, new authority records are entered by the cataloger or NACO Coordinator into the bibliographic utility's Save or Review file. These are full authority records in that they include:

A. values supplied for the fixed fields for **Descriptive Cataloging Rules** (008/10), **Undifferentiated Personal Name** (008/32), **Reference Evaluation** (008/29), and **Level of Establishment** (008/33) if warranted, as well as default values for other fixed fields.

B. the new heading (1XX)

C. 4XX and 5XX fields (if needed)

D. a 670 field for the work being cataloged

E. additional 670 field(s) if necessary

F. other fields (such as 675 or 667) if necessary

II. The NACO Coordinator then reviews all records before sending record numbers to LC. Each NACO Coordinator must develop a system of review for his own institution or institutions. A possible workflow for a single university project with several departments participating might look like this:

A. Records are input using several accounts set up by the bibliographic utility in different departments of the university (Original Cataloging, Serials, Law Library, etc.).

B. Each cataloger contributing records sends e-mail to the NACO Coordinator, notifying him of records input into the Save or Review file. The NACO Coordinator prints out all records in Save or Review by accessing each account, and reviews them.
OR
Each cataloger sends printouts to the NACO Coordinator through regular intramural mail; NACO Coordinator then reviews them.

C. The NACO Coordinator notifies each cataloger (normally via e-mail) of corrections which need to be made.

D. After all records are reviewed by the NACO Coordinator, a list of record numbers is sent to the Coop Cat liaison via e-mail, who also reviews each record.

E. Coop Cat liaison notifies the NACO Coordinator of any corrections which need to be made.

F. After all corrections are made, and the Coop Cat liaison gives final approval, records are then put into production by the NACO Coordinator. Records normally appear in one to two days on the bibliographic utilities.

It is also possible for catalogers to fill in worksheets and send them to the NACO Coordinator, who then inputs all records online. It is up to each NACO Coordinator to determine the most efficient system for the project.

III. Remember that for languages requiring surrogates, the institution must mail or fax the relevant pages to the Coop Cat liaison. Please label the photocopies clearly with the record number(s) and where the information is from (e.g., "t.p.," "colophon," etc.).

IV. Records for which there are questions for LC staff are handled in a separate stream. LC is queried via e-mail for resolution of the question(s).

Independent Status

Independent status is granted to the project after a formal quality review is conducted by Coop Cat. During the quality review, LC staff members review a set number of new records to determine accuracy. After independent status is granted, records are not reviewed by LC staff before they are put into production. The NACO Coordinator may want to set up a new workflow for the contribution of name authority records. The Coordinator may decide to continue to review and produce all records input by catalogers, or if he feels confident that catalogers have mastered NACO procedures, it may not be necessary to review every record. Again, this is up to the Coordinator. The workflow may look something like this:

A. Records are input by catalogers using different accounts
B. NACO Coordinator receives notification of new records input
C. NACO Coordinator prints out and reviews all records by accessing accounts, notifying catalogers of changes or problems
D. After all corrections are made, NACO Coordinator produces records.

Or, if the quality of authority records has been consistently good, the NACO Coordinator may simply decide to do this:

A. Records are input directly into production by each cataloger.

Note that libraries may wish to keep copies of individual records or lists of record numbers for internal record keeping purposes.

Database Search Procedures

NACO participants create authority records when they find no matches in the online NAF. However, it is not required that every heading for which there is no match be submitted. Participating libraries are not obligated to contribute particular authority records, but they are encouraged to expand their contributions whenever possible.

In order to create an original heading, participants need to follow NACO searching procedures. This is generally limited to the NAF and bibliographic records in the RLIN and OCLC bibliographic files. If no information is found in these locations, formulate the heading based on the piece in hand. In special cases, as dictated by *AACR2* or the *LC Rule Interpretations*, you will also need to consult reference sources.

I. Authority File Searching

Search the NAF, using RLIN, OCLC or the LC database via Internet. Be sure the heading you wish to create does not already exist in the NAF. Remember to search any variants as well. Use the proper bibliographic utility documentation to determine the most effective way to search. **Some examples:**

RLIN

fin pn smith, w p	[to find personal name William Peter Smith]
fin cp philadelphia pri#	[to find Philadelphia Print Shop]
fin hp shakespeare#merchant	[to find Shakespeare's *Merchant of Venice*]

Keep in mind that in RLIN verified authority records and saved authority records are kept in two separate files. To find records in the Save or Pending Record file, use the following command:

fin prp simmons#	[to find all saved or pending headings which begin with "simmons"]

More detailed instructions for searching the NAF in RLIN can be found in the *RLIN Searching Manual*.

OCLC

sca pn smith, william peter	[to find personal author William Peter Smith]
sca co philadelphia print shop	[to find Philadelphia Print Shop]
sca ti merchant of venice	[to find title *Merchant of Venice*]

New Authority Records

The OCLC Authority File does not combine verified and saved authority records. The save file is separate from the NAF. Each member library can view records only in its own save file. Therefore, it is imperative always to search the NAF just before contribution of new records, as another NACO participant may have already contributed the same heading. More detailed searching procedures may be found in the *OCLC Authorities User Guide.*

LC Database via Internet

A new feature for institutions with Internet access is the ability to search the LC database directly. Access is through LC's Marvel gopher server (gopher://**marvel.loc.gov**). Access is given to several files including bibliographic records and subject authorities using the SCORPIO searching interface which is menu-driven (help screens are available), or to the MUMS database which provides access to the name authority file. Users are advised to retrieve instruction guides (available via anonymous ftp) or purchase them from the Cataloging Distribution Service. Some examples of authority file searches:

ppnk smith,william;f=na	[to find authority records for "Smith, William"]
find c philadelphia print;f=na	[to find authority record for Philadelphia Print Shop]
find t merchant venice;f=na	[to find authority record for *Merchant of Venice*]

II. Bibliographic File Searching

A. If the heading is not found in the NAF, the cataloger may next search the bibliographic files in RLIN or OCLC in order to find the predominant form (for personal authors) or usage of name, and any other relevant information. **Usage** refers to the forms of name found in the 245 field of the bibliographic record, or other transcription of the name from the work, such as an "at head of title" note, not the form found in the 1XX, 6XX, or 7XX. The cataloger must also note any LC bibliographic records which contain the proposed heading or variations of that heading. Valid LC bibliographic records are defined in RLIN and OCLC by memoranda found at the back of this manual as Appendices III and IV. Be sure to search all appropriate files for the name you are trying to establish (in RLIN, select all files before beginning your search). Use documentation for the specific bibliographic utility to determine the most efficient search strategy. **Some examples:**

RLIN

Select all files before beginning your search.

fin pn williams, j p	[to find bibliographic records with the heading "Williams, Janice P."]
fin pn williams, j p/als li dclc	[to find all LC bibliographic records with that heading]
fin cp philadelphia print#	[to find bibliographic records with corp. phrase "Philadelphia Print Shop"]

OCLC

Logon to PRISM, and conduct a regular OCLC PRISM search for the heading. There are several ways to do this, using either keyword searching or search key searching.

fin au williams and au janice	[to find all bibliographic records with the heading "Williams, Janice P."]
=auto,man,s	[to find all bibliographic records with corp. phrase "Automated Management Systems"]
=hers,foo,c/dlc	[to find all LC bibliographic records with corp. phrase "Hershey Food Corporation"]

LC Database via Internet

It is also possible to search the LC database directly via Internet to find LC bibliographic records which contain the heading in question. To do this, follow the online help screens after using the LC Marvel gopher server. Some examples of searches:

ppnk williams,janice	[to find all LC bibliographic records which contain the words "Williams, Janice" in a personal name heading, in that particular order]
find c automated management	[to find all LC bibliographic records which contain the words "Automated" and "Management" in a corporate heading]
find t merchant venice	[to find all LC bibliographic records which contain the words "Merchant " and "Venice" in a title]

B. If your search retrieves full level or CIP LC bibliographic record(s) coded AACR2 (Descriptive cataloging form Leader/18 = **a**), recheck the NAF. The heading should be there.

C. Determine which of the following cases (1-4) applies to your heading and follow the instructions listed there:

New Authority Records

1. No LC records in the bibliographic file:

If you don't find any LC bibliographic records in the bibliographic files, create the heading based on the piece in hand and non-LC bibliographic records. Use AACR2 and the LCRIs, and create a new name authority record for that heading.

2. Full-level pre-AACR2 LC records in the bibliographic file:

If you find full-level pre-AACR2 LC bibliographic record(s) in the bibliographic file (Descriptive cataloging form Leader/18 **b or i**), you will need to determine:

a. whether the heading you would create according to AACR2 and the LCRIs would be the same as the pre-AACR2 LC heading; if so, choose that as the heading.

See procedures on how to cite LC in RLIN or OCLC in authority records.

If the heading you would create differs from the pre-AACR2 LC heading:

a. create a new name authority record for that heading
b. cite the pre-AACR2 LC heading in your record according to procedures for 670 fields; trace a reference from that form if it is valid according to AACR2 and the LCRIs
c. report the need for bibliographic file maintenance (BFM) to the Coop Cat liaison.

3. Minimal Level Cataloging (MLC) LC records in the bibliographic file:

Authority work normally has not been done for headings 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, or nlc). It may be necessary to reconsider the formulation of the heading on the MLC bibliographic record; if the established heading is different, notify the Coop Cat liaison to do BFM. However, an MLC record or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. You will be able to identify LC minimal level cataloging records by checking the **Encoding Level** fixed field in the bibliographic record, which will be coded **7**. If you find LC MLC records in the bibliographic file, you will need to determine:

a. whether the heading you would create according to AACR2 and the LCRIs would be the same as the heading on the MLC bibliographic records
b. how many instances of the heading used on MLC bibliographic records there are in the database

If the heading you would create matches the heading found on MLC bibliographic records, create a new name authority record that matches that heading. See 670 procedures on how and when to cite headings found on MLC bibliographic records in authority records.

If the heading you would create does not match the heading found on MLC bibliographic records, create a new name authority record. See 670 procedures on how and when to cite headings found on MLC bibliographic records in authority records. It will be necessary to notify the Coop Cat liaison that BFM is needed.

4. Full-level pre-AACR2 and LC MLC records in the bibliographic file:

If you find a combination of a pre-AACR2 heading and a heading used on MLC bibliographic records in the bibliographic file, you will need to determine:

a. whether the heading you would create according to AACR2 and the LCRIs would be the same as the pre-AACR2 heading and/or the heading on MLC bibliographic records
b. how many total instances of the headings there are in the database

If the pre-AACR2 heading and the heading found on MLC bibliographic records are the same and the heading you would create matches this form, create a new name authority record for that heading.

If the heading you would create does not match the pre-AACR2 heading and the heading found on MLC bibliographic records, it will be necessary to notify the Coop Cat liaison that BFM is needed.

New Authority Records

Fixed Fields

Most fixed fields in authority records are either constants or are system supplied. The only ones catalogers will routinely need to determine are:

Descriptive Cataloging Code (008/10)

RLIN = CRC
OCLC = Rules

- -- code **a** for earlier rules (not used for newly created NARs)
- -- code **b** for AACR1 (not used for newly created NARs)
- -- code **c** for AACR2
- -- code **d** for AACR2 compatible headings (used only for newly established NARs for uniform titles entered under a personal or corporate name that is already coded **d**, or for subordinate units that are entered under a corporate name already coded **d**)

Undifferentiated Personal Name (008/32)

RLIN = UPN
OCLC = Name

- -- code **a** for a differentiated (i.e., representing one person) personal name or a name/title entered under a personal name
- -- code **b** for an undifferentiated (non-unique) personal name (i.e., a name heading that represent more than one person with the same name, according to AACR2 22.20)
- -- code **n** otherwise (i.e., for a corporate, conference or geographic name)

Reference Evaluation (008/29)

RLIN = RFE
OCLC = Ref status

- -- code **a** if your record includes cross references (4xx or 5xx)
- -- code **n** if it does not

Level of Establishment (008/33)

RLIN = STH
OCLC = Auth status

- -- code **a** for full-level
- -- code **c** for provisional level
- -- code **d** for preliminary level

See Appendices I and II for examples of RLIN and OCLC worksheets, including fixed field values.

053 Field

NACO participants may request from LC assignment of literature class numbers for authors of belles lettres. Note that 053 fields are not assigned to undifferentiated personal name headings. When making the request, include the following information:

1. Original language of writings. If multiple languages are used, indicate which predominates.

2. Current nationality, or nationality at time of death. If the author changed citizenship, indicate also the nationality at the time the preponderance of works was written, if different.

3. Country of birth.

4. Country of residence.

5. Span of productive years, and/or birth and death dates.

6. Place and date of publication of work in hand.

7. Suggested class number, if it can be determined.

LC will then assign a class number, which should be included in the 053.

Examples

```
100 10 Smiley, Jane
053    PS3569.M39
```

```
100 10 Kunitz, Stanley, ‡d 1905-
053    PS3521.U7
```

1XX Field

Formulate your heading according to AACR2, the *LC Rule Interpretations*, and usage found on the piece in hand and in RLIN or OCLC bibliographic records. Enter your new record into the bibliographic utility's Save or Review file. Supply tag, indicators, delimiters, and subfield codes as appropriate.

All non-roman scripts must be romanized according to the *ALA-LC Romanization Tables*.

For all languages, provide diacritics as they appear in the language, with the exceptions given in LCRI 1.0G.

Do **not** end the 1XX field with a period unless it ends with an initial or an abbreviation. Note that the second (nonfiling characters) indicator is currently supplied in authority records although it has been made obsolete for some heading fields in USMARC.

For information on adding dates and other qualifiers to headings when pre-AACR2 headings are found in the RLIN or OCLC bibliographic files, see the section on **Additions and Changes to Authority Records -- Pre-AACR2 Headings in the NAF** in this manual.

Personal Names

100 10 Smith, John
100 10 Smith, John, ‡c of Walworth
100 10 Smith, John, ‡d b. 1648?
100 10 Smith, John A.
100 10 Smith, J. A. S. ‡q (John Alec Sydney)
100 10 Smith, John, ‡d 1864-1905

Corporate Names

When establishing a subordinate unit of a corporate body, you must also establish the parent body as a separate entry, unless it is already in the NAF.

110 10 United States. ‡b Internal Revenue Service
110 20 Labour Party (Great Britain)
110 20 Free Library of Philadelphia
110 10 France. ‡b Commission interministérielle "Loisirs des personnes handicappées"
110 10 New York (N.Y.). ‡b Street Dept.
110 20 Library of Congress

New Authority Records

Conference Names

111 20 International Conference on Adaptive Structures
111 20 New England Governors Eastern Canadian Premiers Conference. ‡e Committee on Sustainable Economic Development
111 20 Conference on HDTV & Future Television
111 20 NFU Conference
111 20 Organon Round Table Conference
111 20 Workshop on Statistics and Computing in Disease Clustering ‡d (1992 : ‡c Port Jefferson, N.Y.)

Uniform Titles

100 10 Shakespeare, William, ‡d 1564-1616. ‡t Merchant of Venice
100 10 Walker, Alice, ‡d 1944- ‡t Nineteen fifty-five
100 10 Forster, E. M. ‡q (Edward Morgan), ‡d 1879-1970. ‡t Short stories. ‡k Selections
100 10 Victoria, Tomás Luis de, ‡d ca. 1548-1611. ‡t Masses ‡n (1592). ‡p Missa Vidi speciosam
130 0 Bonn Convention ‡d (1952)
130 0 Talmud Yerushalmi. ‡p Nezikin. ‡l German. ‡k Selections

Geographic Names

151 -0 Mountain View (Calif.)
151 -0 Germantown (Philadelphia, Pa.)
151 -0 Tunbridge Wells (England)
151 -0 Dublin (Ohio)
151 -0 Mexico City (Mexico)
151 -0 Shanghai (China)

4XX and 5XX Cross References – General Overview

I. All authority records contributed to the NAF need to be evaluated to determine whether they require cross references. For the basic procedures to be used in formulating cross references, see:

A. AACR2, chapter 26, and parts of chapters 22-25
B. LCRIs for chapter 26, and parts of chapters 22-25
C. DCM, section Z1

II. If the record does require cross references, add them to the authority record, including tags, subfields, delimiters, and diacritics. Be sure to include control subfields (beginning with **‡w**) when needed for special types of references, e.g., references from earlier or later names.

Search all cross references to insure they do not conflict with established headings (4XX refs. can conflict with each other)

Simple 4XX and 5XX Cross References

I. Apply the guidelines in AACR2, chapter 26, and the associated LCRIs in formulating cross references for 4XX ("see" or "search under") and 5XX ("see also" or "search also under").

II. Do not trace a 4XX "see" cross reference that would normalize to the same form as the heading on the same record or to the same form as a heading on another record. Note that 5XX "see also" references **will** normalize to the same form as established headings. See DCM, section Z1, "Introduction" for full information on NACO normalization.

III. Formulate all references according to AACR2 and the LCRIs, i.e., in the form in which they would be constructed if chosen as the heading.

IV. Do not end 4XX and 5XX fields with a period unless the heading ends with an initial or an abbreviation.

V. See sections below for notes on:

A. Simple 4XX "See" Cross References

B. Simple 5XX "See Also" Cross References

Simple 4XX "See" Cross References

I. Record in the 670 all forms of the name found on the chief source. Be selective about recording forms not found on the chief source.

II. NACO participants are no longer required to trace references from pre-AACR2 headings found on LC bibliographic records, which are sometimes called "linking references from pre-AACR2 headings." However, if judged useful by the cataloger or in the case of specified projects, a linking reference from the pre-AACR2 heading may be made (see section on **Linking References from Pre-AACR2 Headings** for more information).

Personal Names

A. Trace a reference from each variant that affects the primary elements of the name (see LCRI 26.2). Generally, this means variations in all elements to the left of the comma and in the first element to the right of the comma. Do not trace a reference that would normalize to the same form as the heading on the same record or to the same form as the heading on another record. Refer from other variants (i.e., those that do not affect the primary entry elements) when it is judged the access to the catalog would be improved, as in the case of differing search strategies in other databases. One frequently applicable factor is a rather common-sounding surname seen in the form found prominently.

B. Generally make one reference from each possible entry element of the name chosen as the heading.

C. Generally make only one reference from each variant. Use judgment in determining whether to make references that are "variants of variants."

D. In references with initials, generally include in parentheses the full form, if known. However, if the heading contains an initial without the full form being given there, make the reference "match" the heading.

Examples

100 20 Carroll-Spillecke, Maureen, ‡d 1953-
400 10 Spillecke, Maureen Carroll-, ‡d 1953-
400 10 Carroll, Phyllis Maureen, ‡d 1953-
400 20 Carroll-Spillecke, M. ‡q (Maureen), ‡d 1953-

New Authority Records

100 10 Hays, James D., ‡d 1926-
400 10 Hays, J. D. ‡q (James D.), ‡d 1926-
[**not** 400 10 Hays, J. D. ‡q (James Donald), ‡d 1926-]

100 10 Smith, John Samuel
400 10 Smith, John S. ‡q (John Samuel)
[in this case, since "John Smith" is a very common name, it is a good idea to trace this cross reference even though the primary elements are the same in the 100 and 400 fields. See LCRI 26.2.]

100 00 H. D. ‡q (Hilda Doolittle), ‡d 1886-1961
400 10 Aldington, Hilda Doolittle, ‡d 1886-1961
400 10 D., H. ‡q (Hilda Doolittle), ‡d 1886-1961

100 10 Williams, J. Llewellyn ‡q (John Llewellyn)
400 10 Williams, John Llewellyn

100 10 Sword, Penelope Haley, ‡d b. 1736
400 10 Haley, Penelope, ‡d b. 1736

Corporate Names

A. Include qualifiers in the reference if appropriate to the form in the reference even if the qualifier has not been used in the heading because of earlier policies or because it is not appropriate there. But, do not add a qualifier to a reference consisting solely of an initialism. See LCRI 26.1, p. 3-4.

Examples:

110 20 Galleria nazionale d'arte moderna (Italy)
410 20 National Gallery of Modern Art (Italy)

110 20 International Business Machines Corporation
410 20 IBM
410 20 I.B.M.
410 20 International Business Machines Corp.
410 20 IBM Corporation

B. Construct the reference to "match" the heading with regard to the presence, absence, or form of a term of incorporation.

Example:

110 20 William Claiborne, inc.
410 20 Claiborne, inc.

Simple 5XX "See Also" Cross References

Personal Names

A. (Cf. LCRI 22.2B and LCRI 26.2D) When a contemporary author uses one or more pseudonyms, create name authority records for each name and link them with 500 "see also" references. Generally, LC practice will be to prefer simple, individual "see also" references when only two names are involved, but explanatory references are required when there are three or more names. For examples of the latter, see the section in this manual on the **663/664 Fields**.

Example

100 10 Lasky, Kathryn
500 10 Knight, Kathryn Lasky

100 10 Knight, Kathryn Lasky
500 10 Lasky, Kathryn

See LCRI 22.2, Contemporary authors who use different real names concurrently.

B. (From LCRI 26.2C) For personal names, when the entire form in the first line of a reference and the entire form in an established heading are the same, attempt to resolve the conflict by additions to the name in the reference (cf. LCRI 22.17-22.20). If there are no data available to resolve the conflict, trace it as a 5XX reference, rather than a 4XX reference. This applies whether the cross reference already exists on an NAR or is being added to an NAR.

Example

100 10 Jones, A. R. ‡q (Albert R.)
500 10 Jones, Albert R.
[Jones, Albert R. is already established; no data available to resolve the conflict]

C. (From LCRI 26.2C) When the name of a performing group contains the name of one or more of its members, make a "see also" reference from the heading for each person to the heading for the group (but not from the group to the person).

Example

110 20 Peter, Paul, and Mary (Musical group)
500 10 Yarrow, Peter, ‡d 1938-
500 10 Stookey, Paul, ‡d 1937-
500 10 Travers, Mary, ‡d 1936-

Corporate Names

A. (Cf. LCRI 26.3B-C) When the relationship between two corporate names is not directly sequential or when information about the exact relationship is not known, make simple "see also" references between the related headings (as opposed to earlier/later cross references).

Example

110 10 United States. ‡b Office of Indian Affairs. ‡b Washington Superintendency
510 10 United States. ‡b Office of Indian Affairs. ‡b Oregon Superintendency
670 Guide to records in the Nat. Archives of the U.S. relating to Am. Indians, 1981: ‡b p. 145-146 (Washington Superintendency was est. 1853 with the organization of Washington Territory; the Indians in Washington previously had been assigned to the Oregon Superintendency; between 1857 and 1861 the Oregon and Washington Superintendencies were combined; reest. in 1861; abolished in 1874)

110 10 United States. ‡b Office of Indian Affairs. ‡b Oregon Superintendency
510 10 United States. ‡b Office of Indian Affairs. ‡b Washington Superintendency

B. (From LCRI 26.3B-C) Connect the heading for a head of state, ecclesiastical official, etc., to the corresponding official heading with a "see also" reference instead of the explanatory reference called for in AA21.4D2 and illustrated in AA26.3C1.

Example

100 10 Smith, Alfred Emanuel, ‡d 1873-1944
510 10 New York (State). ‡b Governor (1923-1928 : Smith)

Note that the reference is made only from the corporate heading to the personal heading, cf. AA21.4D2.

Control Subfield ‡w for Cross References

It is necessary to include a control subfield (**‡w**) for some types of cross references. No control subfield is necessary for simple references. The control subfield should be the first element in the 4XX or 5XX field. It will be followed by **‡a** and the text of the reference.

Linking References from Pre-AACR2 Headings (Note: Linking references from pre-AACR headings are now *optional*. OCLC NACO participants should **not** code the control subfield to indicate a linking reference from a pre-AACR2 heading unless they have verified that form in the LC database.)

These three control subfields indicate a linking reference:

4XX ‡w nna	This indicates that the cross reference was a heading which was found in a pre-AACR2 LC record in RLIN or OCLC (known as an "old catalog heading" at LC), and is in a form **compatible** with AACR2 practice.
4XX ‡w nnaa	This indicates that the cross reference was a heading which was found in a pre-AACR2 LC record in RLIN or OCLC but it is in a form **incompatible** with AACR2 practice.

References from *former* AACR2 heading

4XX ‡w nne	This indicates that the cross reference was formerly an AACR2 or AACR2 compatible heading on an existing record.

Earlier/Later References

The following possibilities are used **only** for corporate name 5XX fields when there are earlier/later headings (see section in this manual on **Earlier/Later References** for definition):

5XX ‡w a	This is used only for 5XX fields which indicate that the cross reference is an **earlier** name of the corporate body.
5XX ‡w b	This is used only for 5XX fields which indicate that a cross reference is a **later** name of the corporate body.

If a NACO participant is unsure about what code the subfield should contain, he should consult the proper USMARC, RLIN, or OCLC documentation, or contact the Coop Cat liaison.

Linking References from Pre-AACR2 Headings or Former AACR2 Headings

I. Linking references are special types of cross references. They are most often used to record the pre-AACR2 LC form of a heading. NACO participants are no longer required to make linking references from pre-AACR2 headings found in LC bibliographic records online, but they may make them if the cataloger judges them to be useful or if they are required for specified projects (please note: OCLC participants should **not** make linking references from pre-AACR2 headings, due to OCLC's name correction program). Although no longer routinely made, retain a linking reference from a pre-AACR2 headings on an existing authority record. The provisions below are being retained for use in those instances when the linking reference is judged useful and for historical purposes. Even if linking references are not made notify Coop Cat that BFM is needed.

II. Do not give a linking reference from a pre-AACR2 heading if:

A. the reference would normalize to the same form as the heading or another reference on the same record or to the same form as a heading on another record. Instead, give the form in a 667 field: "Old catalog heading: _____" Cf. DCM Z1, Introduction, p. 4-6.

B. there is no one-to-one correspondence between the pre-AACR2 heading and the AACR2 heading, i.e., two or more pre-AACR2 headings will be treated as one heading under AACR2, or one pre-AACR2 heading will be split under AACR2. Instead, in a 667 field give the appropriate information. For the former, use "Includes the old catalog headings: _____; and, _____." For the latter, use "Previous to AACR2 covered by the heading: _____" See LCRI 26, p. 4-6.

III. When changing the heading on an authority record that has already been coded as AACR2 or AACR2 compatible and the former heading is retained as a valid see reference, code the reference as an earlier established form of heading by using the value "e" in **‡w**, position 3 (**‡w nne**). Initiate changes to the LC bibliographic records on which the old heading has been used by notifying Coop Cat that BFM is needed.

151 10 Boston (England)
451 10 ‡w nne ‡a Boston (Lincolnshire)

IV. *Optionally:* Code a reference as the LC pre-AACR2 heading whenever the reference tracing would serve to identify exactly the pre-AACR2 form of the heading found in LC bibliographic records.

New Authority Records

100 10 Bely, Andrey, ‡d 1880-1934
400 10 ‡w nna ‡a Bugaev, Boris Nikolaevich, ‡d 1880-1934

100 10 Yeats, W. B. ‡q (William Butler), ‡d 1865-1939
400 10 ‡w nna ‡a Yeats, William Butler, ‡d 1865-1939

110 20 Library of Congress
410 10 ‡w nna ‡a United States. ‡b Library of Congress

100 10 Luxemburg, Rosa, ‡d 1871-1919
400 10 ‡w nnaa ‡a Luxemburg, Rosa, ‡d 1870-1919
[Control subfield coded "do not make" (‡w nnaa) since original birth date was incorrect.]

100 10 KixMiller, William, ‡d b. 1885
400 10 ‡w nnaa ‡a KixMiller, William, ‡d 1885-
[Control subfield coded "do not make" (‡w nnaa) since form of date does not follow current AACR2 practice]

V. Standardize obsolete pre-AACR2 heading forms when tracing linking references, even though the linking reference is coded "do not make" (**‡w nnaa**).

100 10 Plunket, Emmeline M. ‡q (Emmeline Mary), ‡d b. 1835
400 10 ‡w nnaa ‡a Plunket, Emmeline Mary, ‡c Hon., ‡d 1835-
400 10 Plunket, Emmeline Mary, ‡d b. 1835
[Control subfield coded "do not make" (‡w nnaa) since form of date and subfield c do not agree with current AACR2 practice. Note that in this example, a second 400 is given to trace the form of name found in the linking reference in a valid AACR2 form.]

Earlier/Later References

I. Earlier/later references are special types of "see also" (5XX) cross references. They are used to record a sequential relationship between headings.

II. Earlier/later references are normally made only to connect immediately adjacent headings, thus creating a chain of "see also" references leading from one heading to another.

III. Full information about earlier/later references may be found in the LCRI 26.3B-C, along with several pages of examples. Please refer to that section for a more complete explanation of earlier/later references.

IV. All headings connected by the references must be represented in machine-readable form, i.e., there must be an NAR in the national authority file, including those for which there are no bibliographic records. All headings and references must be in correct AACR2 form. Establish any heading not yet in the national authority file.

V. In source citations (670 or 675), generally cite only sources that deal with the immediately preceding and succeeding headings.

VI. Always give the citation for the item being cataloged in a 670 field. If the work does not contain the name being established, give an explanatory note (e.g., "(name not given)"). Give other source citations as necessary.

VII. If any other sources give only an earlier or later name, but not the name used in the heading, cite the source in the 675 field. Note that subfield **b** is not used in the 675 field because all information is given in subfield **a**. Do not, however, divide a citation for successive issues of a serial; give the complete citation in the 670 field if any volume contains the heading or in the 675 field if no volume contains the heading.

VIII. Justification of preceding and succeeding headings is not required for: (1) changes in a government heading because of an official language change; (2) changes involving only a parent body to which the body being established is subordinate.

IX. In most cases, you will need to both establish your new heading, recording the earlier or later name in a 5XX reference **and** add a 5XX earlier/later reference and 670/675 field to an existing authority record.

New Authority Records

Examples

110 20 American Material Handling Society
510 20 ‡w b ‡a International Material Management Society
670 Materials handling handbook, 1984: ‡b t.p. (International Material Management Society (successor to the American Material Handling Society))

110 20 International Material Management Society
510 20 ‡w a ‡a American Material Handling Society
670 Materials handling handbook, 1984: ‡b t.p. (International Material Management Society (successor to the American Material Handling Society))

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110 10 Connecticut. ‡b State Commissioners of Fisheries and Game
510 10 ‡w b ‡a Connecticut. ‡b State Board of Fisheries and Game
670 Its Report ... 1895-1896: ‡b t.p. (State Commissioners of Fisheries and Game)
675 Connecticut. State Board of Fisheries and Game. Biennial report ... 1913-1914: t.p. (State Board of Fisheries and Game)

110 10 Connecticut. ‡b State Board of Fisheries and Game
510 10 ‡w a ‡a Connecticut. ‡b State Commissioners of Fisheries and Game
670 Its Biennial report ... 1913-1914: ‡b t.p. (State Board of Fisheries and Game)
675 Connecticut. State Commissioners of Fisheries and Game. Biennial report ... 1911-1912: t.p. (State Commissioners of Fisheries and Game)

110 20 Dropsie College for Hebrew and Cognate Learning
510 20 ‡w a ‡b Dropsie University
670 Essays on the occasion of the seventieth anniversary of the Dropsie University, 1909-1979, c1979 (a.e.): ‡b t.p. (Dropsie University) verso t.p. (Dropsie Univ., Philadelphia) p. x (organized in 1907; chartered in 1909 as the Dropsie College for Hebrew and Cognate Learning; in 1969 the name was changed to Dropsie University)

110 20 Dropsie University
510 20 ‡w a ‡a Dropsie College for Hebrew and Cognate Learning
510 20 ‡w b ‡a Annenberg Research Institute
670 Essays on the occasion of the seventieth anniversary of the Dropsie University, 1909-1979, c1979 (a.e.): ‡b t.p. (Dropsie University) verso t.p. (Dropsie Univ., Philadelphia) p. x (organized in 1907; chartered in 1909 as the Dropsie College for Hebrew and Cognate Learning; in 1969 the name was changed to Dropsie University)
670 PPAnR files ‡b (Dropsie University; formerly named Dropsie College for Hebrew and Cognate Learning; later changed name to Annenberg Research Institute)

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110 20 Annenberg Research Institute
510 20 ‡w a ‡a Dropsie University
510 20 ‡w b ‡a University of Pennsylvania. ‡b Center for Judaic Studies
670 Jewish quarterly review (Philadelphia, Pa.). Jewish quarterly review, July/Oct. 1987: ‡b t.p. (Annenberg Research Institute)
670 PPAnR files ‡b (Annenberg Research Institute; formerly named Dropsie University; became University of Pennsylvania, Center for Judaic Studies in 1993; located in Philadelphia, Pa.)

110 20 University of Pennsylvania. ‡b Center for Judaic Studies
510 20 ‡w a ‡a Annenberg Research Institute
670 Medoff, J. Collection, 1901-1919 ‡b (collection located at University of Pennsylvania, Center for Judaic Studies)
670 PPAnR files ‡b (University of Pennsylvania, Center for Judaic Studies; new name for Annenberg Research Institute, 1993; formerly Dropsie University; located in Philadelphia, Pa.)

670 Field (Sources Found)

This section is organized as follows:

I. Introduction and Basic Format

II. Citing the Main Entry

III. Citing the Title

IV. Citing the Imprint or Other Date

V. Citing Numeric/Chronological Designation

VI. Citing Location of Data Found

VII. Citing the Data

VIII. Suggested Conventions for Punctuation, Spacing, Abbreviations

IX. Citing LC in RLIN & OCLC

X. Citing LC Minimal Level Cataloging (MLC) Records

XI. Citing Reference Sources

XII. Citing the National Union Catalog (NUC)

XIII. Citing Non-LC Bibliographic Records in RLIN & OCLC

XIV. Citing In-House Files

XV. Citing the U.S. Board on Geographic Names

XVI. Citing Non-Bibliographic Sources

XVII. Citing Home Page, Gopher, etc. on the Internet

I. Introduction and Basic Format

The 670 field is used to justify the heading and the cross references created. It may also contain further important information which is necessary to identify the person, corporate body, uniform title, or information which can be used to clarify relationships between the heading and other headings in the file.

In most cases it is only necessary to create a single 670 field, citing the work being cataloged and giving the form(s) of the name found therein. **As of the 1996 revision of the DCM Z1 "style and punctuation" are not prescribed. For historical purposes and for those who may be interested the instructions for formulating the 670 field for the work being cataloged are found in sections I-VIII of this section of the manual and may still contain old style examples.**

In certain other cases, it will be necessary to create additional 670 fields, citing other sources where the name was found, such as LC records in RLIN & OCLC or reference sources. **The instructions for formulating this type of 670 field are found in sections IX-XVII of this section of the manual (for style and punctuation, see above paragraph).** Note that it is not always necessary to include a 670 for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record.

It is **not** necessary to add 670 fields to justify references in the following cases:

1. References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.

2. References made on the basis of the cataloger's awareness of different romanizations or orthographies.

3. Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources. Note: When preparing an authority record for the text of a law under AACR2 25.15A2 or a subject compilation of laws under AACR2 25.15A1, 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 Worker's compensation law ... 1980: ‡b t.p. (Worker's compensation law of the state of North Carolina) citation title, p. 49 (The North Carolina Worker's Compensation Act)

4. References made on the basis of information from the National Library of Canada (cf. DCM C2).

5. References to earlier/later headings of corporate bodies reflecting changes due to national or orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.

6. References made on the basis of information from the British Library as part of the English Short Title Catalogue project.

7. References from pre-AACR2 forms on retrospective NARs.

The 670 field for the work cataloged, normally the first 670 in the record, contains the following elements:

‡a Title proper, imprint or other date: ‡b first location of data cited (data) other location (data)

Please note that the following changes have been made to the 670 format in the 1993 revision of the DCM Z1. The main entry, formerly required as the first element of the 670, is no longer required. However, if the title is generic in nature ("Minutes," "Report," etc.) or the cataloger feels that the main entry adds pertinent information to the record, it may be cited. Methods for citing main entry are given later in this section. The General Material Designation (GMD) is no longer cited in the 670.

Examples

100 20 Meier-David, Huguette
670 Die kleine Rodung, 1978: ‡b t.p. (Huguette Meier-David) p.16 (Huguette Meyer-David; resident of Cologne)

110 20 Chamber Music Players of London
670 Milne, D. Guitar concerto, p1984: ‡b label (The Chamber Music Players of London)

110 20 Compagnie générale fiduciaire
410 20 C.G.F.
410 20 CGF
670 Etude sur les codes précision ... 1987: ‡b t.p. (Compagnie générale fiduciaire, C.G.F., Dakar)

Examples for Archival Materials and Manuscripts

If manuscripts or archival collections are being cataloged, no "location of data" is necessary. Normally, it will only be necessary to cite the main entry, due to the generic nature of the "title":

110 20 Burnham, Parry, Williams & Co.
410 20 Burnham, Parry, Williams and Co.
670 Austin, W.L. Papers, 1855-1932: ‡b (Burnham, Parry, Williams & Co.)

110 20 Bethlehem Iron Company
510 20 ‡w b ‡a Bethlehem Steel Corporation
670 Johnston, A. Papers, 1865-1948: ‡b (Bethlehem Iron Company; later became the Bethlehem Steel Corporation)

100 10 Fowler, Albert W. ‡q (Albert Wose), ‡d 1940-
670 Fowler, A.V. Papers, 1923-1970: ‡b (Albert W. Fowler; Albert Wose Fowler; Quaker librarian & archivist; b. 1940, son of Albert V. & Helen W. Fowler)

100 10 Tower, Lewis R.
670 Oberlin College. Office of Business and Finance. Records, 1927-1988: ‡b (Lewis R. Tower, appointed first business manager of Oberlin College in 1954; retired in 1971)

Example for "Name not given" in the 670

Occasionally, the name being established is not given in the work cataloged. If this occurs, use the phrase "name not given" in the first 670. One or more additional 670s will be necessary in order to justify the heading.

100 10 Breay, Phillis
670 The mine explored, 1850 ‡b (name not given)
670 OCLC, Mar. 1, 1994 ‡b (hdg.: Breay, Phillis)

NOTE: In citations for publications viewed electronically give information in subfield ‡a in the context of the publication rather than how it was viewed; in subfield ‡b, give location and information.

670 McMillan newsletter, Jan.-Feb. 1995: ‡b t.p. (McMillan Family Association)
670 Reducing your cholesterol, 1996 ‡b readme (Improving your diet series)

New Authority Records

II. Citing the Main Entry

According to the 1993 revision of the Z1 section of the DCM, NACO participants are no longer required to cite the main entry in the 670 for the work cataloged. Optionally, a cataloger may cite the main entry, using the following procedures.

If the cataloger decides that the main entry should be included in the 670 field, the form used for the main entry element depends on the type of main entry on the corresponding **bibliographic** record. Determine which of the following cases applies:

A. the main entry of the bibliographic record is the same as the authority heading being created

B. the main entry of the bibliographic record is the same as the authority heading being created, but contains further levels of hierarchy than are represented in the authority record

C. the main entry of the bibliographic record is a personal author or a corporate or conference name other than the authority heading being created

Instructions for each case follow.

A. the main entry of the bibliographic record is the same as the authority heading being created

Represent personal authors by "His" or "Her." If it is not certain which pronoun applies, "Author's" may be used. Represent corporate bodies and conferences by "Its."

Examples

100 10 Leeper, Jean Hallowell, ‡d 1939-
670 Her Our Hallowell roots, 1991: ‡b t.p. (Jean Hallowell Leeper) p. 21 (b. 1939)

100 10 Lewis, B. L.
670 Author's Linear frequency modulation derived polyphase pulse-compression codes and an efficient digital implementation, 1981: ‡b t.p. (B. L. Lewis, Target Characteristics Branch, Radar Div., Naval Research Lab., Washington, D.C.)

110 20 Minnesota Academy of Natural Sciences
670 Its Constitution and by-laws of ... 1873: ‡b t.p. (Minnesota Academy of Natural Sciences; instituted 1873)

B. the main entry of the bibliographic record is the same as the authority record being created, but contains further levels of hierarchy than are represented in the authority record

When the main entry of the bibliographic record includes further levels of hierarchy than are represented in the heading, cite these further levels after "Its." Use this technique also in the case of citations of headings for sequential conferences that do not include number, place, or date.

Examples

110 20 Smith Science Center
670 Its Dept. of Biochemistry. Catalog of the Smith Science Center Department of Biochemistry publications, 1945-1980, 1986: ‡b t.p. (Dept. of Biochemistry, Smith Science Center)

111 20 International Conference on Mathematical Physics
670 Its (6th : 1981 : Berlin, Germany). Mathematical problems in theoretical physics, 1982: ‡b t.p. (6th International Conference on Mathematical Physics, Berlin (West), 8/11-20/1981)

New Authority Records

C. the main entry of the bibliographic record is a personal author or a corporate or conference name other than the authority heading being established

Give the main entry in an abbreviated form, omitting birth/death dates and using initials for forenames. Normally abbreviate corporate body headings by abbreviating words, not by omitting them.

Examples

100 10 Elesh, Pamela
400 10 Elesh, Pam
670 Gallant, A. Educating the eye, c1993: ‡b p. 79 (Pamela Elesh) p. 3 (Pam Elesh, wife of James N. Elesh)

100 10 Allen, Horatio, ‡d 1802-1899
670 Jervis, J.B. Papers, 1820-1884 ‡b (Horatio Allen; b. 1802; d. 1899)

III. Citing the Title

A. If the title is relatively brief, cite it in full.

B. If the title is long, shorten it by abbreviating words or by using the 3-dot mark of omission after the first four or five words.

When shortening the title, be sure not to omit words such that the subject area of the work is obscured. For example, a book entitled "Recent advances in computer science" might be shortened to "Recent advances in comput. sci." **not** "Recent advances in ...", which would obscure the fact that the work deals with computer science, and wouldn't allow the searcher to be able to distinguish this work from other titles beginning "Recent advances in ..."

Examples

[whole title]

110 20 Bentley Historical Library
670 Guide to manuscripts in the Bentley Historical Library, 1976

[Note that in this example, it is not necessary to give the name of the library in parentheses, since it appears in its full form in the title of the work. This is the only case where the subfield **b** and data in parentheses may be omitted. See #7 of VII, **Citing the Data**.]

[abbreviated title]

100 10 Bowers, Paul A. ‡q (Paul Applegate), ‡d 1911-
670 Obstetrical Soc. of Phila. Records, 1946-1993 ‡b (Paul A. Bowers)

[mark of omission]

100 10 Hotz, H.
670 The moral and intellectual diversity of races ... 1856: ‡b t.p. (H. Hotz)

IV. Citing the Imprint or Other Date

The format for citing the date in the 670 field is governed by how it appears in the bibliographic record for the work cataloged. Generally, they will be the same. Note that for archival and manuscript materials, the date will normally appear as the final element of the 245 field. The date in the authority record **does not** include brackets even when they are used on the bibliographic record.

A. Other symbols are used in the 670, including the copyright "c" or phonogram copyright "p," question marks, and hyphens.
B. If the bibliographic record has multiple dates, record them.
C. If the bibliographic record has both Gregorian and non-Gregorian dates, record only the Gregorian date.

Examples

bibliographic record 260 field:
London : ‡b Macmillan, ‡c **1986**.

670 field:
George Orwell, **1986**: ‡b t.p. (Adrian Quine)

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bibliographic record 260 field:
Ky¯oto : ‡b Benrid¯o, Taish¯o 15 **[1926]**

670 field:
Shina kach¯oga satsu, **1926**: ‡b colophon (Tanaka Denzabur¯o [in rom.])

---

bibliographic record 260 field:
Washington : ‡b NASA, ‡c **c1974, distributed 1975**.

670 field:
Apollo to the moon, **c1974, distributed 1975**: ‡b cover (Harry S. Galene)

---

bibliographic AMC record 245 field:
‡k Records, ‡f **1880-1981**.

670 field:
Va. Coal and Iron Co. Records, **1880-1981**: ‡b (Holston Coal Company)

V. Citing Numeric/Chronological Designation

A. If the item cataloged is the first volume of a numbered multipart item, record the date of publication as an open date.

B. Use a chronological designation instead of a publication date when giving a 670 for a serial other than a monographic series. If there is no designation date, use the numeric designation plus and the date of publication. Indicate, following the designation statement, if a surrogate was used.

C. Do not translate designation statements.

D. Capitalize the first word or abbreviation used with the numeric designation.

E. The cataloger may 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").

Examples

If the work being cataloged is:
The Verdict, vol. 2, no. 1 (Feb.. 1975)
cite as:
670 The Verdict, Feb. 1975: ‡b t.p.
["Feb. 1975" is the designation date]
NOT 670 The Verdict, vol. 2, no. 1 (Feb. 1975): ‡b t.p.

670 Studies in Confederate history, no. 1 (1966), surrogate: ‡b t.p.
NOT 670 Studies in Confederate history, 1966, surrogate: ‡b t.p.

670 Grunts, 1976: ‡b v. 1-3, t.p. (Charles R. Anderson) v. 2, p. 316, etc. (Ex-Marine; b. Elgin, Ill.; teaches English in Japan)

670 A New image of man ... 1977- : ‡b pt. 1, p. i (International Research Institute for Man-Centered Environmental Sciences and Medicine)

New Authority Records

VI. Citing Location of Data Found

The 670 field for the work being cataloged specifies the form(s) of the heading found in the piece and indicates **where** in the piece the forms are found. Note that for most archival and manuscript materials it is not necessary to supply the location, since these materials have no standard source of information (such as a title page). In these cases, add subfield **b** immediately after the date.

A. Generally cite the chief source of information first, followed, if necessary, by other sources. Note that when the cover, or any other source, substitutes for the chief source it will be cited as "t.p." Use standard terms and abbreviations including:

t.p.	verso t.p.	map recto
jkt.	label	p. 3 of cover
cover	colophon	back cover

B. If the information comes from a specific page, cite the page. Omit brackets when citing unnumbered pages.

C. If the information comes from the cover, cite as:

cover	(for front cover)
p. 2 of cover	(for inside front cover)
p. 3 of cover	(for inside back cover)
p. 4 of cover	(for back cover)

Examples

670 Conflict and cooperation in police labour relations, c1980: ‡b t.p. (Richard L. Jackson) p. 239 (Professor Rick Jackson, School of Business, Queen's Univ.)

670 Die kleine Rodung, 1986: ‡b t.p. (Huguette Meier-David) verso t.p. (Huguette Meier David) p. 16 (Huguette Meyer-David)

BUT

670 Jervis, J.B. Papers, 1820-1884: ‡b (Horatio Allen; b. 1802; d. 1899) [no location given, since this is an archival collection]

VII. Citing the Data

This section provides information regarding citations of the name as used in the heading or in cross-reference tracings, and any other information given in addition to name citations.

A. General Information

1. Give the name as it appears in full in the source being cited (including the work being cataloged) -- **regardless of how identical the consequent citation is with the heading, in cross-reference tracings, or in citations from other sources.** Note that in some cases, it is not necessary to repeat the form of name after subfield **b** if it is found in the bibliographic title (see #7 below).

2. If the name or information about the name appears in the same form in different locations in a single source, do not repeat this information.

3. If the name cited is not in the nominative case, it is not necessary to amplify the citation to "explain" this, although a mark of omission may be used to indicate that surrounding words have been omitted.

4. All data must be given in standard romanized form. It is understood that any romanization transcribed is the cataloger's romanization. When transcribing a romanized form found in a non-roman item, add after it the bracketed phrase: **[in rom.]**. In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data. When transcribing text that does include the vowels, add after it in brackets **[voc.]** or **[part voc.]** to note vocalization, as appropriate.

5. Data other than names should be given in as brief a form as possible. Abbreviate liberally. Generally translate data in foreign languages into English, paraphrasing or summarizing where possible. However, **do not** translate names and titles, or other distinguishing terms that could be used in the 1XX field to break a conflict.

6. To facilitate international contribution and use of records in the authority file, when giving dates use the abbreviated forms for months given in AACR2 Appendix B.15. (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**.

7. If the entire heading (1XX) appears exactly the same in the title of the work cited, it is not necessary to repeat the heading in parentheses. This is the **only** case where the parenthetical statement may be omitted. (See example for the Bentley Historical Library, in section on **Citing the Title** in this manual.)

New Authority Records

B. Personal Names

1. Record all forms of the name found on the chief source of the item being cataloged. Be selective about citing forms of the name not on the chief source. Record only those judged to add important information about the name (such as a fuller form) or those that justify cross references.

2. Cite birth and death dates explicitly whenever they appear in sources. Use abbreviated forms for months (see 6 above).

3. Do not abbreviate or translate distinguishing terms such as titles of address or office that appear with personal names in conjunction with the name in statements of responsibility or in reference sources which potentially could be used as part of the heading or in a reference. These may be needed to resolve a conflict later.

Examples of such titles

kand. biol. nauk
Ph. D.
Rev.

Examples

670 Acid rain and waterfowl, 1987: ‡b t.p. (Paul Hansen; Upper Miss. Reg. Repr., Izaak Walton League of Amer.) cover (Paul W. Hansen)

670 A History of Iowa, 1937: ‡b t.p. (Samuel S. Gribble) p. 105 (b. July 7, 1861; d. Aug. 23, 1943)

670 A scuola da Bettina, 1986: ‡b t.p. (M. Elisabetta Mazza) p. 15 (Maria Elisabetta Mazza; family name, Bettina; b. Jan. 21, 1886) p. 206 (d. Aug. 29, 1950)

C. Corporate Names and Conference Names

1. In establishing corporate headings, when elements of a hierarchy not included in the heading appear in a source found, include in the data cited all the hierarchy required to justify needed cross references, but elements irrelevant to the particular heading being established may be omitted.

Each element of hierarchy in a heading or its cross references is established separately.

Examples

110 20 San Francisco Widget Research Institute. ‡b Employee Benefits Division
410 20 San Francisco Widget Research Institute. ‡b Personnel Dept. ‡b Employee Benefits Division
670 Top U.S. widget executives benefit packages, 1986: ‡b t.p. (San Francisco Widget Research Institute, Personnel Department, Employee Benefits Division)

110 20 San Francisco Widget Research Institute. ‡b Personnel Dept.
670 Top U.S. widget executives benefit packages, 1986: ‡b t.p. (San Francisco Widget Research Institute, Personnel Department)

2. For conferences, generally record the place and date of the meeting, even if the qualifiers are not included in the heading being established.

Example

111 20 Congreso Internacional de Tribunales de Cuentas
670 Memoria del Primer Congreso Internacional de Tribunales de Cuentas, 1954: ‡b t.p. (2. Congreso Internacional de Tribunales de Cuentas; held in Havana, 2-9 Nov. 1953)

New Authority Records

VIII. Suggested Conventions for Punctuation, Spacing, Abbreviations

Note: These guidelines are retained as historical information and for understanding information already present in 670 fields since style and punctuation are not prescribed as of the 1996 revised DCM Z1.

A. The date or edition statement of the source is followed by a colon if the next element is the first unit of location. It is followed by no punctuation if the next element is in parentheses. If it is an open date ending with a hyphen, it is followed by a single space before the colon (e.g., 1909- :).

B. Do not use brackets around numbers for unnumbered pages, volumes, etc.

C. Information after a location is cited within parentheses.

D. Use a single space and no punctuation to separate the various locations and data. Exception: use a semicolon to separate information cited from different issues of a serial.

E. Give citations of the name in full, but abbreviate other words liberally whenever the context makes the meaning clear.

Examples

670 Looking at America's canyons, c1983: ‡b t.p. (P. Jonathan Phillips) cover p. 4 (Geology Dept. Chair, Univ. of British Columbia)

670 Police administration statistics, 1972: ‡b t.p. (Statistics Canada, Judicial Division); 1973/74: t.p. (Statistics Canada, Judicial Statistics Division)

670 LC in RLIN, 8/31/93‡b(hdg.: Calisch, Edward Nathaniel, 1865-1946; usage: Edward N. Calisch)

670 The History of the Dakota Presbytery of the Presbyterian Church in the United States of America, 1892: ‡b t.p. (Presbytery of Dakota) p. 3 (org. 1844)

670 LC in OCLC, Nov. 24, 1992 ‡b (hdg.: Enthoven, Reginald Edward, 1869-1952; usage: R.E. Enthoven)

670 OCLC, 9/24/91‡b(hdg.: Harris, John Lowrey, 1953- ; usage: John Lowrey Harris)

IX. Citing LC in RLIN & OCLC

If a search of the RLIN and/or OCLC bibliographic files retrieved any instances of pre-AACR2 usage of the heading on Library of Congress records input by LC (i.e., not transcribed by another library--see Appendices III & IV on Defining the LC Catalog in RLIN and OCLC), record this in a 670 field. (For LC minimal level cataloging (MLC) records retrieved, see next section.)

The information found in these records may be used, as appropriate, in formulating the heading.

The format for the 670 field citing LC in RLIN or OCLC is:

670 LC in RLIN, [date of search]‡b(hdg.: [data]; usage: [data])
670 LC in OCLC, [date of search] ‡b (hdg.: [data]; usage: [data])
670 LC database, [date of search] ‡b (hdg.: [data]; usage: [data])

(The last format is used if the library has direct access to LC's catalog through Internet.)

A. If the **heading** on the LC bibliographic record(s) matches the **usage** on the work you are cataloging, generally consider the heading on the LC record to be AACR2 and do not examine or record the usage from the LC record. Use the heading from the LC record as the NACO heading.

NOTE: **Usage** on bibliographic records refers to literal transcriptions of the forms of name usually found in a 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. **Variant** refers to forms of the name other than usage.

Examples

100 10 Grant, James,‡d1771 or 2-1833
670 The narrative of a voyage of discovery ... 1803:‡bt.p. (James Grant, lieutenant in the Royal Navy)
670 LC in RLIN, Aug. 23, 1993‡b(hdg.: Grant, James, 1771 or 2-1833)

110 20 Asesoramiento y Gestión Económica, S.A.
410 20 AGECO
670 Datos básicos sobre la evolución ... 1972: ‡b cover (Asesoramiento y Gestión Económica, S.A.) t.p. verso (AGECO)
670 LC in OCLC, 2/19/93 ‡b (hdg.: Asesoramiento y Gestión Económica, S.A.)

New Authority Records

B. If the heading on the LC bibliographic record(s) does **not** match the usage on the work you are cataloging, consider the usage(s) on the LC records and on your item to determine the AACR2 heading. Often the pre-AACR2 forms will contain fuller forms of forenames or dates to be used as additions. Record both the LC heading **and** any usage(s) found. Use a semicolon to separate the heading from the usage.

Examples

100 10 Guillermin, Gilbert
400 20 ‡wnna‡aGuillermin de Montpinay, Gilbert
670 Journal historique de la révolution de la partie de l'est de Saint-Domingue ... 1810:‡bt.p. (Gilbert Guillermin, chef d'escadron attaché à l'Etat-major de l'armée de Saint-Domingue)
670 LC in RLIN, 8/24/93‡b(hdg.: Guillermin de Montpinay, Gilbert; usage: Gilbert Guillermin)
[Note: this example reflects RLIN spacing practice]

Do not code the **w** control subfield to show that the tracing refers to a pre-AACR2 heading, if the database being searched is OCLC.

100 10 Phelps, Reginald H. ‡q (Reginald Henry)
400 10 Phelps, Reginald Henry
670 The German scientific heritage, 1962: ‡b t.p. (Reginald H. Phelps)
670 LC in OCLC, 1/29/93 ‡b (hdg.: Phelps, Reginald Henry; usage: Reginald H. Phelps)

In this example, the cross reference is optional, since the primary elements are not affected. See LCRI 26.2.

C. If a new heading would be the same as another one on pre-AACR2 records, try to resolve the conflict. For instance, add dates or qualifiers to the newly established heading if possible. If you cannot resolve the conflict, a non-unique name record will be needed.

X. LC Minimal level cataloging (MLC) records and Less than fully authenticated serial records

Authority work normally has not been done for headings used in minimal level cataloging records (Encoding level Leader/17 fixed field in the bibliographic record = 7) and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes **lc, lcd, or nlc**). Headings on LC MLC records or less than fully authenticated serial records may or may not be properly established AACR2 forms. These headings should be verified to ensure that they conform to AACR2 and the LCRIs.

A. Therefore, in preparing authority records, ignore MLC records and less than fully authenticated serial records unless the heading, usage, or statement of responsibility provides important information not found on the piece or in full-level, pre-AACR2 records.

B. Note, however, that statements of responsibility found in these records should be taken into account as usage, but the headings do not have equal status with those found on full-level, pre-AACR2 records, even when they provide additional information.

Thus, for example, if the piece does not contain the author's birth date and there is both a full-level, pre-AACR2 heading on an LC bibliographic record without a birth date and an LC MLC record with a date, the AACR2 heading will **not** include the date. (Cf. LCRI 22.17). The MLC heading with the date will be cited in the 670 field for informational purposes only.

However, if there is no existing full-level, pre-AACR2 bibliographic record and there is an LC MLC record with the date, the date will appear in the heading.

C. Notify Coop Cat that BFM will be required if changes to MLC records or less than fully authenticated serial records will be necessary.

Format for MLC heading(s):

670 LC in RLIN, [date of search]‡b(MLC hdg.: [data]; MLC usage: [data])

670 LC in OCLC, [date of search] ‡b (MLC hdg.: [data]; MLC usage: [data])

Format for full-level, pre-AACR2 and MLC headings:

670 LC in RLIN, [date of search]‡b(hdg.: [data]; MLC hdg.: [data]; MLC usage: [data])

670 LC in OCLC, [date of search] ‡b (hdg.: [data]; MLC hdg.: [data]; MLC usage: [data])

New Authority Records

Format for less than fully authenticated serial heading:

670 LC in RLIN, [date of search]‡b(Less than fully authenticated serial hdg.: [data])

670 LC in OCLC, [date of search] ‡b (Less than fully authenticated serial hdg.: [data])

Examples

100 10 Schwarz, Frederic
670 German-American relations, 1945-1960, 1982:‡bt.p. (Frederic Schwarz)
670 LC in RLIN, Feb. 24, 1993‡b(hdg.: Schwarz, Frederic; MLC hdg.: Schwarz, Frederic, 1920-)

100 10 Charles, Lloyd,‡d1945-
670 Housing construction in Jamaica, 1988:‡bt.p. (Lloyd Charles)
670 LC in RLIN, 5/27/93‡b(MLC hdg.: Charles, Lloyd, 1945-)

100 10 Houlihan, Diane, ‡d 1937-
670 United States foreign relations with China, 1987: ‡b t.p. (Diane Houlihan)
670 LC in OCLC, Sept. 7, 1993 ‡b (Less than fully authenticated serial hdg.: Houlihan, Diane, 1937-)

110 20 Barrington & Wilder
410 20 Barrington and Wilder
670 Its Records, 1875-1910‡b (Barrington & Wilder)
670 LC in OCLC, 7/20/93 ‡b (MLC hdg.: Barrington and Wilder; MLC usage: Barrington & Wilder)

XI. Citing Reference Sources

In certain cases AACR2 and the LCRIs require the cataloger to search reference sources beyond the work in hand. Examples: 22.3B2 (Names in vernacular and Greek or Latin forms), 22.3C ("well established in English-language reference sources"), LCRI 22.13B (saints) and LCRI 23.2 (*Rand McNally Commercial Atlas and Marketing Guide*).

Further research is also needed to resolve conflicts. This will be especially important for common names.

A. When doing extra research, record the information in a 670 field and take the information into account when formulating the heading.

B. Use abbreviations when citing standard reference sources, including a year of publication or edition. Include location of data found **unless** the reference source is a strictly alphabetized source, such as the *Dictionary of American Biography*, *Who Was Who*, or an encyclopedia.

Examples

670 Nat. fac. dir., 1987‡b ([data])

670 Brockhaus, 1974: ‡b Bd. 19, p. 823 (under Walkenried: Zisterzienserabtei W.; founded 1127)

670 New Cath. enc. ‡b (Guibert of Gembloux; Benedictine abbot; b. ca. 1125; d. Feb. 22, 1213; became abbot of Gembloux, 1193)

670 DAB ‡b ([data])

670 Martindale-Hubbell, 1992: ‡b v. 6, p. IL311P (Bruce, Joseph J.; b. 1952)

670 Baker, 8th ed.: ‡b (Loewengard, Max Julius; b. Oct. 2, 1860, Frankfurt am Main; d. Nov. 19, 1915, Hamburg; German writer on music, teacher, and composer)

New Authority Records

XII. Citing the National Union Catalog (NUC)

Catalogers may need to consult the NUC when seeking additional information about a heading. Note that headings found in the NUC are **not** considered authoritative pre-AACR2 headings. If, however, you have genuine cause to search the NUC or NUC pre-1956 (primarily for resolving a conflict) and find useful additional information, record the information found in a 670 field.

Examples

100 10 Hunt, John, ‡d 1775-1848
670 His Report of the proceedings on an information filed ex officio ... 1811: ‡b t.p. (John Hunt)
670 NUC pre-56 ‡b (Hunt, John, 1775-1848)

100 10 Cater, Katherine, ‡d 1945-
670 Her Legal research for librarians, 1968: ‡b t.p. (Katherine Cater)
670 NUC 1968-72 ‡b (Cater, Katherine, 1945-)

XIII. Citing Non-LC Bibliographic Records in RLIN & OCLC

Note: In constructing headings and references, and recording information, NACO participants may make use of all bibliographic records in the file against which the searching and cataloging is being done.

Non-LC libraries' records in RLIN and OCLC may be cited in 670 fields, and usage found in these records may be used in formulating the AACR2 heading.

A. Format for citing these records is as follows:

670 RLIN, [date of search]‡b(hdg.: [data]; usage: [data])

670 OCLC, [date of search] ‡b (hdg.: [data]; usage: [data])

Take heading data from any appropriate field, such as the 1XX, 6XX, or 7XX field. It is only possible to take usage information from the 5XX field if it is in a quoted note. Give usage information (normally found in the statement of responsibility in the 245 field) if available. Do **not** list the NUC symbol of the library that cataloged the bibliographic record.

Examples

670 RLIN, Aug. 24, 1993‡b(hdg.: Pacaud, Jean Jacques, 1772- ; usage: J.J. Pacaud)

670 RLIN, 8/23/93‡b(hdg.: Wm. E. & J. Sibell; W.E. & J. Sibell)

670 OCLC, April 23, 1993 ‡b (hdg.: Gagen, V. A. (Vladimir Aleksandrovich), b. 1874; usage: V.A. Gagen)

670 OCLC, 1/8/93 ‡b (hdg.: Lloyd, Richard Douglas, 1924-)

New Authority Records

XIV. Citing In-House Files

It is possible to cite institutional in-house (usually manual) files in a 670 field. Do not add full histories or biographies.

A. It is suggested that you use your institutional NUC symbol, followed by the word "files," subfield **b** and data. It is not necessary to qualify what sort of file you consulted. Do not give local call numbers or classification schemes in your citation.

Examples

100 10 Freeman, Constant, ‡d 1757-1824
400 10 Freeman, Const. ‡q (Constant), ‡d 1757-1824
670 U.S. Dept. of the Treasury. Fourth Auditor's Office. Letter from the secretary of the Navy, transmitting a statement of the expenditures and application of the moneys drawn from the treasury on account of the Navy ... 1821: ‡b folded leaf (Const. Freeman, fourth auditor)
670 MWA/NAIP files ‡b (hdg.: Freeman, Constant, 1757-1824; note: joined U.S. Army, 1st lt., Nov. 9, 1776; reached rank of col.; hon. disch., June 15, 1815; auditor of the U.S. Navy Dept.)

100 10 Meeker, George H. ‡q (George Herbert), ‡d b. 1871
670 Biographical memoir of Edgar Fahs Smith, 1936: ‡b t.p. (George H. Meeker)
670 PU-Ar files ‡b (George Herbert Meeker; b. 1871)

100 10 Wallace, Robert J. ‡q (Robert John), ‡d 1846-1909
670 Trevor's Taxes on succession, 1881: ‡b t.p. (Robert J. Wallace, of the Legacy and Succession Duty Office)
670 MoSU-L/NLT files ‡b (hdg.: Wallace, Robert John, 1846-1909)

100 10 Richardson, Hannah White, ‡d 1811?-1882
670 White, J. Papers, 1796-1906: ‡b (Hannah White Richardson)
670 PHC files: ‡b (Hannah White Richardson; b. 1811?; d. 1882; Quaker author of spiritual works and founder and benefactor of Medical College of Pennsylvania)

XV. Citing the U.S. Board on Geographic Names

Apply the following for current place names:

1) For names in the United States, base the heading on the form found in the Geographic Names Information System (GNIS) (**http://www-nmd.usgs.gov/www/gnis/gnisform.html**). A recent edition of the *Rand McNally Commercial Atlas and Marketing Guide* may also be used when access to the World Wide Web is not available.

2) For names in Australia and New Zealand, base the heading on the form found on the GEOnet Names Server (GNS) (**http://164.214.2.53/gns/html/index.html**). A gazetteer published within the last two years may also be used when access to the World Wide Web is not available.

3) For names in Canada, use the heading provided by the National Library of Canada (NLC).

4) For names in Great Britain, base the name on a recent edition of *Bartholomew Gazetteer of Places in Great Britain*.

5) For other names, base the heading on the form found in the work being cataloged together with a consideration of the form found on GNS (or an appropriate gazetteer if access to the World Wide Web is not available).

Examples

670 BGN, May 13, 1989 ‡b (Coast [brief] Province; 3°00′S, 39°30′E)

670 BGN, July 7, 1992 ‡b (Provincia di Varese [Varese = brief]; 44°22′N, 9°37′E)

670 GEOnet May 21, 1996 ‡b (Mariental, Namibia; PPL, 24°38′S, 17°58′E)

XVI. Non-bibliographic sources

Occasionally the name of a personal author or a corporate body may be verified by telephone or other means. In such cases, record the information in a 670 field.

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.

Examples

670 Phone call to Timber Mgt., 5/12/93 ‡b (not same as United States, Forest Service, Timber Management Research; Timber Mgt. is subord. to National Forest System, a branch of Forest Serv.; Timber Mgt. Res. was subord. to Forest Serv. Research, a different branch of Forest Serv., and became Forest Management Research ca. 1991)

670 Personal communication from author, Sept. 1, 1993 ‡b (rare book cataloguer; b. Deborah J. Jackson on 26 July 1958 in Newport Beach, Calif.)

670 Phone call to H. Jones, Jan. 31, 1992 ‡b (Harry Jones is the real name of Lionel James)

670 Information from publisher, Feb. 6, 1991 ‡b (James Allan's middle name is Stephen, not Steven)

670 E-mail from U. Tex. at Arlington, Jan. 30, 1996 ‡b (James Edwin Thayer; Ph.D. in linguistics from Ind. U. 1973; M.S. in materials sci. from U. Tex. at Arlington in 1987)

XVII. Citing Home Page, Gopher, etc. on the Internet

Give the name of the home page, gopher, etc. and the date it was consulted. In subfield ‡b, give a location, if appropriate, and the information found. Generally, don't include the URL (Uniform Resource Locator) since the address often changes.

670 British Oceanographic Data Centre WWW Home page, Sept. 6, 1995 ‡b (BODC, est. Apr. 1989, developed British Oceanographic Data Service (BODS))

670 Harvard Business School Publishing Corporation gopher, Nov. 23, 1994 ‡b main menu (Harvard Business School Publishing Corporation) readme (Harvard Business School Publishing)

or 670 Internet, URL: gopher://johnnymac.harvard.edu:70/11/hbspc, Nov. 23, 1994 ‡b main menu (Harvard Business School Publishing Corporation) readme (Harvard Business School Publishing)

675 Field (Sources Not Found)

The 675 field is used to record sources in which no information about the person, body, or title was found. It is not always necessary to include in the 675 every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record. The 675 is also used to document earlier/later names not found in the work cataloged.

I. The 675 field is not repeatable. Cite all sources in one continuous paragraph. Abbreviate source citations and separate them with a semicolon. Use subfield **a** before each separate source.

Examples

675 DAB; ‡a WWasWAm; ‡a Enc. Brit., 15th ed.

675 WW in sci. in Europe, 1985; ‡a Cur. contents add. dir., Sci & Tech., 1985; ‡a DNB; ‡a Boase; ‡a Aust. dict. of biog.

II. When using the 675 to document earlier or later names not found in the work cataloged, do not use subfield **b** to separate the bibliographic data from the heading data. Subfield **b** is not valid for the 675 field.

Examples

110 20 American Enterprise Association
510 20 ‡w b ‡a American Enterprise Institute for Public Policy Research
670 Who gets the money? 1940: ‡b t.p. (American Enterprise Association)
675 Nuclear energy, a reassessment, c1980: t.p. (American Enterprise Institute for Public Policy Research)

110 20 American Enterprise Institute for Public Policy Research
410 20 American Enterprise Institute
510 20 ‡w a ‡a American Enterprise Association
670 Nuclear energy, a reassessment, c1980: ‡b t.p. (the American Enterprise Institute for Public Policy Research) cover (American Enterprise Institute)
675 Who gets the money? 1940: t.p. (American Enterprise Association)

663/664 Fields (Complex See Also and See References)

Simple cross references are preferred over complex cross references, but if necessary, NACO participants may use the 663 or 664.

The **663** field contains the explanatory text and the headings referred to that are required when relationships exist between an established name and other established names that cannot be adequately conveyed by one or more simple cross references generated from the 5XX fields. (See also LCRI 22.2B and LCRI 26.2D.) These are often used in the case of authors using two or more pseudonyms or joint pseudonyms. 5XX references should contain the subfield **‡w** with the 4th position set to **c** (reference not displayed, field 663 used). Subfield **b** is used to list the related established headings to which the heading in field 1XX of the record refers.

The **664** field contains the explanatory text and the headings referred to that are required when relationships exist between an unestablished name and one or more established names that cannot be adequately conveyed by simple cross references generated from 4XX fields in the established heading records. 4XX references contain the subfield **‡w** with the 4th position set to **b** (reference not displayed, field 664 used). Subfield **b** is used to list the related established heading to which the heading in field 1XX of the record refers. 664 fields are rarely used, cf. *US MARC Authority Format*, 664 Complex See Also References, LC Guidelines.

<u>663 Example</u>

100 10 Rich, Barbara
500 10 ‡w nnnc ‡a Jackson, Laura (Riding), ‡d 1901-
500 10 ‡w nnnc ‡a Graves, Robert, ‡d 1895-
663 Joint pseudonym of Laura (Riding) Jackson and Robert Graves. For works of these authors written under their own names, as well as a listing of other names used by Laura (Riding) Jackson, search also under: ‡b Graves, Robert, 1895- ‡b Jackson, Laura (Riding), 1901-

100 10 Graves, Robert, ‡d 1895-
500 10 ‡w nnnc ‡a Rich, Barbara
663 For works of this author written in collaboration with Laura (Riding) Jackson, search also under: ‡b Rich, Barbara

New Authority Records

100 10 Jackson, Laura (Riding), ‡d 1901-
500 10 ‡w nnnc ‡a Rich, Barbara
500 10 ‡w nnnc ‡a Riding, Laura, ‡d 1901-
500 10 ‡w nnnc ‡a Vara, Madeleine, ‡d 1901-
500 10 ‡w nnnc ‡a Outcome, Lilith, ‡d 1901-
500 10 ‡w nnnc ‡a Reiter, Lilian, ‡d 1901-
500 00 ‡w nnnc ‡a L. R., ‡d 1901-
663 For works of this author written under other names, search also under: ‡b Riding, Laura, 1901- ‡b Vara, Madeleine, 1901- ‡b Outcome, Lilith, 1901- ‡b Reiter, Lilian, 1901- ‡b L. R., 1901- ‡a For works written in collaboration with Robert Graves, search also under: ‡b Rich, Barbara

<u>664 Example</u>

100 10 Reger, Max, ‡d 1873-1916. ‡t Dies irae
664 For this movement included in the composer's unfinished Requiem search under ‡b Reger, Max, 1873-1916. ‡t Requiem (Mass)

100 10 Reger, Max, ‡d 1873-1916. ‡t Totenfeier
664 For this movement included in the composer's unfinished Requiem search under ‡b Reger, Max, 1873-1916. ‡t Requiem (Mass)

100 10 Reger, Max, ‡d 1873-1916. ‡t Requiem (Mass)
400 10 ‡w nnnb ‡a Reger, Max, ‡d 1873-1916. ‡t Totenfeier
400 10 ‡w nnnb ‡a Reger, Max, ‡d 1873-1916. ‡t Dies irae

667 Field (Nonpublic General Note)

The 667 is used to give information of permanent value and general interest that would be useful to catalogers at LC and other institutions. Separate 667 fields may be given in any order.

Examples

Not the same as:
Cannot identify with:
Reinvestigate before using again
Change heading if name _____ continues to be used
For works issued before/after [date] (to be used for official language changes)
Pseudonyms not found on published works:

Please note that it is probably not necessary to put in a "Not the same as ____" note if the heading has already been distinguished by the addition of dates of other qualifiers. However, if a heading **without** qualifiers looks similar to one **with** qualifiers, a 667 note might be appropriate. For example, the NACO participant may wish to create a heading for **Summers, John A.**, and during routine searching, finds a heading in the NAF for **Summers, John A. ‡q (John Adam)**. If it is known that these are two different people, create a separate record for **Summers, John A.** and add a 667 to each record which reads: "Not the same as: [heading in the other record].

Example
(existing record in the NAF; added 667)

100 10 Imray, James F. ‡q (James Frederick), ‡d 1829?-1891
400 10 ‡w nna ‡a Imray, James Frederick, ‡d 1829?-1891
667 Not the same as: Imray, James
670 nuc89-14292: His North Pacific pilot [MI]1870 ‡b (hdg. on Cst rept.: Imray, James Frederick, 1829?-1891)
670 LC data base, April 17, 1990 ‡b (hdg.: Imray, James Frederick, 1829?-1891; usage: James F. Imray)

(new record being added)

100 10 Imray, James
667 Not the same as: Imray, James F. (James Frederick), 1829?-1891
670 The interesting history, of little King Pippin, 1820: ‡b t.p. (James Imray; publisher, 20 Featherstone St., City Road, London)

Provisional Authority Records

If a heading cannot be satisfactorily established according to the rules because of inadequate information about the person, corporate body, or uniform title the heading represents, NACO participants may create a **provisional** heading for it. To do so, code the Level of establishment fixed field (008/33 [RLIN = STH; OCLC = Auth status]) **c**.

NACO participants may create provisional authority records in the following situations:

1. There are some cases when no information about the heading is available, and the heading must therefore be established in a form other than that specified in the rules.

2. If the contributing library does not have the language expertise to establish the heading as a fully established authority record; this would include situations where the library lacks adequate reference sources for research or where the cataloger is not confident of his ability to determine the correct grammatical form of heading.

3. If the contributing library is unable, due to limited resources or other constraints, to complete related authority work or to determine the appropriate reference structure that is required for fully established headings.

In no case will NACO participants create provisional authority records for headings that conflict (including normalization) with already established headings. The Cooperative Cataloging Teams are prepared to provide language expertise, etc., to NACO participants on request, so that such headings and references can be fully established at the time they are contributed.

This option is not to be used for NARs contributed by NCCP libraries in support of their NCCP bibliographic records, i.e., those records with "lcnccp" in the 042 field.

For information on upgrading provisional headings, see the section on **Provisional Headings** in the **Additions and Changes** section of this manual.

Preliminary Authority Records

Preliminary authority records (Level of establishment fixed field 008/33 [RLIN = STH; OCLC = Auth status] = **d**) were created by LC Catalog Management and Publication (CMP) staff and are created as part of cooperative retrospective projects, e.g., the University of Chicago retrospective cataloging project. Preliminary authority records were also contributed by Cornell University in its retrospective conversion project for headings used in records for non-current serial titles in the humanities. NACO participants may create preliminary records. NACO participants are advised to consult with their Coop Cat liaison to discuss the creation of preliminary records before contributing them. Preliminary records may also be upgraded by NACO participants. (See section on **Preliminary Records** in the **Additions and Changes** section of this manual.)

New Authority Records

Queries to the Library of Congress

Queries to LC are sent by the NACO Coordinator via electronic mail. There are two categories of queries:

1. Reporting Bibliographic File Maintenance (BFM). NACO participants must notify Coop Cat of changes to headings. Normally, the text of this type of query will be as follows:

> The following new NARs will require BFM at LC:
>
> nr 93-18463
> nr 93-18472
>
> no 93-2846
> no 93-2857
>
> The following updated NAR will require BFM at LC:
>
> n 85-18375

2. Other Queries. We are asked to research problems as fully as possible before referring them to LC. These may include:

> a. NLC -- asking LC to verify a Canadian corporate heading with the National Library of Canada.
>
> b. Language queries (see section on **Provisional Records** in this section).
>
> c. Request for LC staff to check authority record for errors. After independent status is granted, NACO participants may request that Coop Cat review individual records if necessary.

Section II

Additions and Changes to Authority Records

General Information

Almost as common as the need to create a new authority record is the need to alter a record already in the file. 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 heading 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.

Change an authority record when errors in headings or cross references are 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, or uniform title, 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 main entry, and changes in title proper do not require changes to authority records created for CIP items.

Notify Coop Cat about BFM needed when changing the 1XX heading.

Not all authority records in the NAF have been coded **c** (AACR2) or **d** (AACR2 compatible) in Descriptive Cataloging Rules 008/10. These headings must be coded for AACR2 at the first instance of use. Refer authority records for headings that are totally invalid under AACR2 to Coop Cat.

PLEASE NOTE: Generally, do not add or take away any information (including dates--see LCRI 22.17) to authority **headings** (1XX) coded AACR2 or AACR2 compatible (Descriptive cataloging rules fixed field 008/10 will be coded **c** or **d**) unless there is a documentable error or it is specified in the rules, for example if birth dates become available for a heading with "flourished" dates (cf. LCRI 22.1, page 2). Keep in mind that while it may not be possible to add the information to the 1XX, it **is** possible to add it in a new 670 field. (Example: LC has a fully established, AACR2 authority record for Smith, John Henry, 1911- in the file, and the NACO participant knows his death date. Do not add the death date to the heading (cf. LCRI 22.17, p. 2), but the death date can be added as information in a 670 citation.) See the section on **Additions and Changes to Authority Records -- Pre-AACR2 Headings in the NAF** in this manual for policy on additions to pre-AACR2 headings.

Additions and changes are governed by the same guidelines used for creating original authority records, i.e., AACR2, the LCRIs, and the DCM.

Additions and Changes to Authority Records

Workflow

Training Status

I. If an addition or change is warranted, make the changes to the NAR online, or mark a printout of the record with proposed changes. When updating the record online, your NUC symbol will automatically appear at the end of the 040 field (both RLIN and OCLC have mechanisms which add NUC symbols to the 040 automatically when a record is updated).

II. NACO participants are required to bring the **whole record** up to date. This includes examining and making necessary adjustments to the fixed fields (008/10 Descriptive Cataloging Rules, 008/29 Reference Evaluation, 008/33 Level of Establishment), the 1XX, 4XX, 5XX, 667, 663/664, 670, and 675 fields.

III. Send the record number and the fact that it is an **updated** (not new) record via e-mail to the NACO Coordinator, or send the marked printout to the Coordinator.

IV. The NACO Coordinator will then review the record to be sure it is correct. Problems will be referred back to the cataloger via e-mail.

V. After all corrections have been made, the record numbers of updated records are sent to the Coop Cat liaison, along with record numbers of any new records which have been created.

VI. After the Coop Cat liaison has approved the changes, the NACO Coordinator will be notified by e-mail that the records may be produced. The Coordinator will put the records into production. Changed records should appear in the bibliographic utilities within one to two days.

Independent Status

After independent status is granted, updated records do not have to be approved by Coop Cat. If the change involves adding a 4XX field and a 670 field, the record number does not need to be sent to LC. If the change involves a form of name change in the 1XX, you must notify Coop Cat to do BFM. A typical workflow might look like this:

A. Records are updated by catalogers
B. NACO Coordinator receives notification of updated records via e-mail
C. NACO Coordinator prints out and reviews all records by accessing accounts, notifying catalogers of changes or problems
D. After all corrections are made, NACO Coordinator produces updated records

If the Coordinator is confident that quality of records is high, he may decide to allow each cataloger to input changes and produce records without reviewing them.

Fixed Fields

Most fixed fields in authority records are either constants or are system supplied.

There are certain fixed fields which must be examined and adjusted if necessary when making additions and changes to NAF records.

These fixed fields are listed and briefly annotated below. For complete information on authority record fixed fields, see appropriate sections of the DCM, the RLIN Authority Field Guide and Memory Aid, and the *OCLC/LSP Authority File: User Guide.*

Encoding Level	**Leader/17**	EL (RLIN)	Enc lvl (OCLC)
code n	complete authority record		
code o	incomplete authority record (i.e., early notice record)		
Level of Establishment	**008/33**	STH (RLIN)	Auth status (OCLC)
code a	fully established heading		
code b	memorandum		
code c	provisional heading		
code d	preliminary heading		
Record Update in Process	**008/31**	UIP (RLIN)	Upd status (OCLC)
code a	record can be used		
code b	record is being updated		
Descriptive Cataloging Rules	**008/10**	CRC (RLIN)	Rules (OCLC)
code a	Earlier rules		
code b	AACR1		
code c	AACR2		
code d	AACR2 compatible		

Undifferentiated personal name	**008/32**	UPN (RLIN)	Name (OCLC)
code a	differentiated personal name		
code b	undifferentiated personal name		
code n	not applicable, i.e., not a personal name		

Reference evaluation	**008/29**	RFE (RLIN)	Ref status (OCLC)
code a	cross references have been evaluated and are consistent with the heading		
code b	cross references are not necessarily consistent with the heading, i.e., the references have not been evaluated for AACR2		
code n	record does not contain cross references		

Pre-AACR2 Headings in the NAF

Evaluating Form of Name in the 1XX

If a heading is found in the NAF that has not been coded AACR2 (Descriptive cataloging rules fixed field 008/10 = **c**) or AACR2-compatible (Descriptive cataloging rules fixed field 008/10 = **d**), re-evaluate the heading based on the work in hand, LC bibliographic records in RLIN or OCLC, and other sources. Determine what the AACR2 heading would be and which of the following cases applies:

I. AACR2 heading would match pre-AACR2 heading:

A. If the AACR2 heading would be the same as the pre-AACR2 heading, make changes in the record so that it is fully in accord with current AACR2 policy.

B. Be sure to change the Descriptive cataloging rules fixed field 008/10 to **c**, to evaluate and adjust the cross references, and to change the Reference evaluation fixed field 008/29 to **a** (indicating that the cross references have been evaluated) or to **n** (indicating that there are no cross references).

II. AACR2 heading would not match the pre-AACR2 heading:

A. Make necessary changes to the record.

B. Be sure to enter the AACR2 heading in the 1XX field.

C. Change the tags and other codes as necessary. Change the Descriptive cataloging rules fixed field 008/10 to **c**. Be sure to evaluate and adjust the cross references to reflect AACR2 practice, and code the Reference evaluation fixed field 008/29 **a** (indicating that the references have been evaluated) or to **n** (indicating that there are no cross references).

D. Notify the NACO Coordinator that BFM is needed if there are LC bibliographic records with this heading in the database.

Additions and Changes to Authority Records

Adding Dates and Other Qualifiers to Pre-AACR2 Headings

Dates
(Cf. LCRI 22.17--bracketed segments are additional, explanatory notes).

Do not add the date to a [personal name] heading being coded for AACR2 [i.e., to a pre-AACR2 heading which is being upgraded to an AACR2 heading] when the heading is represented by an access point on an existing bibliographic record in the catalog [for NACO participants, this means in LC bibliographic records found in RLIN or OCLC] and is otherwise in accord with current policy. However, if the person is no longer living and the existing heading contains a date, change the date if it is obsolete in either form or fact. For example, if the existing heading has an open birth date such as "1861- ," either add the death date (if available) or change the open birth date to "b. 1861," or if the existing heading has an approximate date and the exact date is now available, use the exact date in the AACR2 heading [for example, if the date was "ca. 1872-1947" and it is known that the birth date is actually 1873, the date may be changed to "1873-1947"].

Please note that this LCRI applies to both authority records in the NAF that are not coded for AACR2 (Descriptive cataloging rules fixed field 008/10 = **a** or **b**) and to headings that appear in pre-AACR2 LC bibliographic records, but do not yet have established authority records.

Other Qualifiers
(Cf. LCRI 22.18A, Exception #3).

Do not add the fuller form of a personal name heading to a pre-AACR2 heading. For example, if there is a pre-AACR2 heading in an LC bibliographic record for "Eddison, C.D.," do **not** establish the heading as "Eddison, C.D. (Carlton David)."

Cancellation of Authority Headings in the NAF

Cancellation of an established authority record

Occasionally you may find a record in the NAF which should be deleted. This process is called "cancellation" or "deletion." Most commonly an authority record is canceled because it is found to be a duplicate, i.e., it represents the same person, corporate body, conference or title represented by another authority record.

If you find an authority record that should be canceled, notify the NACO Coordinator. Include an explanation of the situation and justification for requesting the cancellation. If the forms of name differ in duplicate records, the database should be searched and usage should be reported to Coop Cat so that BFM can be done.

The cancellation request will be reviewed and then forwarded to LC for consideration. The cancellation itself can only be done by LC, even if the record was contributed by your institution. The Coop Cat liaison will transfer any needed information and the canceled record number (001) to the NAR being kept.

Deletion of a record in the RLIN Save file or the OCLC Review file

It may also be necessary to delete records input into the RLIN Save file or OCLC Review file if duplicates are found for these headings.

RLIN Save file

To delete a record in the RLIN Save file, add a variable field with the values:

INS -- d

A fuller example might look like this:

```
100 10 Jones, Harold D.
670    His A primer for young readers, 1857:‡bt.p. (Harold D. Jones)
INS    d
```

The record will be deleted in overnight processing.

OCLC Review file

To delete a record in the OCLC Review file, simply call up the record and type in the command **de**. You will prompted to confirm deletion of the record. The record will disappear immediately from the review file.

Undifferentiated Personal Name Authority Records

Sometimes a personal name heading being created will conflict with or normalize to match another heading in the NAF. Normalization refers to a computer edit that eliminates all diacritics and most punctuation (except first comma after subfield **a**), and converts all letters to uppercase and all modified letters to their unmodified equivalents. (See DCM Z1, Introduction, p. 4-6, for more information and examples.)

If neither heading can be modified to differentiate it from the other, an authority record representing more than one person with the same name will need to be created. These are called undifferentiated personal name authority records (also called non-unique name authority records).

From April 1988-mid-June 1990, the LC policy was to list up to three persons represented by the name in the authority record. If the heading represented four or more people, the record retained information on three persons and included a 667 note "Record covers additional persons."

In June 1990 LC decided to abandon the limit of three persons (reverting to earlier practice) and to allow undifferentiated personal name records to list all people represented by the heading, without regard to the number of people using that name. Although the note "Records covers additional persons" has been discontinued for new records, it should be retained when found on existing records.

Procedure:

I. If the heading being created will exactly match or will normalize to exactly match another heading in the NAF, examine the heading to see if it is for a differentiated personal name (Undifferentiated personal name fixed field 008/32 = **a**) or for an undifferentiated personal name (Undifferentiated personal name fixed field 008/32 = **b**). If it is the latter, skip to section IV below.

II. If the authority record is for a differentiated personal name, try to resolve the conflict for either the heading being created or the heading already in the NAF. See AACR2 22.17-19 and consult appropriate reference sources to do so.

III. If the conflict cannot be resolved, it will be necessary to change the existing NAF record into a heading for an undifferentiated personal name, per AACR2 22.20 and DCM Z1.

A. Change the Undifferentiated personal name fixed field to **b**.

B. For each person represented by the NAR, supply **two** 670 citations for the name on the work in hand. The first will contain an informal descriptive term for the person, consisting of the title of the work cataloged and the person's relationship to it, and will be in brackets. The second will be a standard 670 note.

Pattern:
670 [Author (or editor, etc.) of Title of work in hand]
670 Title, date: ‡b location (citation of name)

Example:
670 [Author of A history of witchcraft]
670 A history of witchcraft, 1981: ‡b t.p. (Jean Mason)

C. List the reference sources consulted in trying to break the conflict in the 670 or 675 (sources not found) field as appropriate.

D. Add a bracketed 670 field for the first person already listed in the authority record, per step III. B. above. This will be the **first** 670 field for that person.

IV. If the NAF record being changed is already coded as an undifferentiated personal name (Undifferentiated personal name fixed field 008/32 = **b**), add the citations to the record, following steps III B-C above.

Examples

100 10 Stewart, John
670 [Editor of The Best of Tracks]
670 The Best of Tracks, 1975 (a.e.) ‡b cover (John Stewart, editor)
670 [Author of Of no fixed abode]
670 His Of no fixed abode, 1975: ‡b t.p. (John Stewart) jkt. (lecturer in soc. admin., Univ. of Lancaster)
670 [Author of Ulster D.V.]
670 His Ulster D.V., 1972: ‡b t.p. (John Stewart) introd. (former missionary; pastor, Woodvale Meth. Church, Belfast)
670 [Subject of The missionary power]
670 Mitchell, J. The missionary power, 1827 (subj.) ‡b t.p. (John Stewart)
670 [Editor of Made for television]
670 Made for television, 1985: ‡b t.p. (John Stewart) p. iv (Television access officer at the British Film Institute)
675 WW Aus, 1975; ‡a Allibone; ‡a Lanman, C. Biog. annals of civil govt. of U.S., 1876; ‡a Hough; ‡a Drake; ‡a WwasW in Amer., 1607-1968; ‡a Academic WW, 1973-74; ‡a Commonwealth univ. yrbk., 1974; ‡a WW, 1970, 75

Additions and Changes to Authority Records

100 10 Smith, Mary
670 [Subject of An Affecting narrative ...]
670 An Affecting narrative ... 1815 (subj.) ‡b t.p. (Mary Smith; captured by Indians Aug. 1814)
670 Sabin ‡b (Mary Smith)
670 [Author of Savage barbarism]
670 Her Savage barbarism, 1978: ‡b CIP galley (Mary Smith; captured by Indians July 1789)
675 Cushing; ‡a Evans; ‡a Newberry Lib. E. E. Ayer Coll. Narr. of cap., 1912

4XX and 5XX Fields

4XX and 5XX fields on existing NAF records may be added, deleted, and/or modified for various reasons, including:

1. adding a new 4XX/5XX field because a variant form of the heading has been encountered

2. deleting a 4XX/5XX field because it is no longer appropriate

3. modifying a 4XX/5XX field in order to reflect new information or make a correction

I. For guidelines on how and when to add or modify 4XX/5XX fields, see:

A. AACR2, chapter 26
B. LCRIs for chapter 26
C. DCM, section Z1

II. For more information on formulating 4XX/5XX fields, see the section of this manual on **New Authority Records -- 4XX/5XX Fields**.

III. Many modifications to 4XX/5XX fields will also necessitate the addition of 670 and/or 675 fields. For information on formulating these fields, see the sections of this manual on **New Headings -- 670 Field** and **New Authority Records -- 675 Field.**

IV. When adding or adjusting 4XX/5XX fields on an authority record, remember that the whole record must be brought up to date. Be sure to examine and, if necessary, adjust all 4XX/5XX fields in the record. Indicate that the references have been evaluated by coding the Reference evaluation fixed field 008/29 **a** or **n**.

V. Routinely delete all subject-to-name references (field 5XX ‡wnb) when changing a record for another reason. (These references are no longer made; since existing references have not been maintained, they may not be in accord with current subject cataloging policy. Cf. DCM Z1, 5XX See Also From Tracings, p. 1)

VI. Do not delete or change linking references in existing authority records except in cases of conflicts that cannot be resolved by additions to the other heading. See Additions and Changes -- 667 Field (p. 86).

670 Field

Supply 670 citations to an existing authority record in the following two situations:

1. Additions or changes have been made to the record, and changes must be justified (exception: changes made to update punctuation on existing LC NAF records -- such as removing final periods -- do not have to be justified in a 670)

2. Important new information is found about a heading that warrants inclusion

Note: It is important to point out that, just as a NACO library is not obligated to contribute any individual new NAR, so a NACO library need not make a change to any individual NAR, unless the change is required by the rules.

Procedure:

I. Apply the principles in the section **New Headings -- 670 Field** in formulating additional 670 citations.

II. Generally do not change the order of the existing 670 fields already cited in the record. New 670 fields will simply be listed after those already given.

III. Do not routinely delete 670 fields already cited when the addition of new 670 fields makes the earlier ones irrelevant.

IV. For undifferentiated personal name authority records, follow the guidelines in this manual.

675 Field

If, in researching a heading in order to make additions or changes to an authority record, sources are searched that do not provide information about the heading, cite them in a 675 field.

This field is used to record sources in which no information about the heading was found. It is formulated in one continuous paragraph, utilizing subfield **a** before each separate source after the first. Source citations are abbreviated and separated by semicolons (see section on **New Authority Records -- 675 Field** for examples).

If the authority record being modified already contains a 675 field, add newly searched source(s) at the end. If it does not, formulate one listing your source(s).

The 675 field may also be added to an existing authority record to document earlier or later names not found in the work cataloged. See the section on **New Authority Records -- 675 Field** for examples.

663/664 Fields

It may be necessary to add, change, or delete 663 or 664 fields and/or add or change control subfields (‡w) to cross references on existing authority records.

1. Conversion from Complex Reference to Regular Reference

Change the record on which the complex reference is traced by changing the ‡w control subfield and correcting the tag, if necessary.

For a see reference, search the database for the record with the 664 field. If found, cancel it following the normal procedures for record cancellation. If not found, assume that the complex reference has already been cancelled. For see also references recorded in 663 fields, also delete the 663 field from the record for the heading referred from.

2. Conversion from Regular Reference to Complex See or See Also Reference

Change the ‡w control subfield for the reference by adding a value **b** or **c** in the 4th position. Correct the tag if necessary. For see also references, also change the record for the heading referred from, and add the 663 field to it.

3. Change to an Existing Complex Reference

If the reference is, and will remain, a "see" (664) reference, and if the change is to the refer-to or refer-from lines, change the name authority record(s) on which the complex reference is traced.

If the reference is, and will remain a "see also" (663) reference, adjust the text of the reference as necessary. If the change is to the refer-to or refer-from lines, also change the name authority records on which the reference is traced.

665 Field

Do not use this field, cf. *US MARC Authority Format,* 665 History Reference, LC Guidelines.

667 Field

I. When adding a "Not the same as" or "Cannot identify with" 667 note to a new authority record, it may be helpful to add a corresponding 667 to the existing record.

Example

(new record being added)

100 10 Thomas, Edward, ‡c printer, of London
400 10 Thomas, E. ‡q (Edward), ‡c printer, of London
667 Cannot identify with: Thomas, Edward, printer
670 The interesting history, of little King Pippin, 1820: ‡b p. 40 (E. Thomas; printer, Golden Lane, Barbican, London)
670 Todd, W.B. Directory of printers ... London & vicinity 1800-1840, 1972 ‡b (Thomas, Edward; printer in London, active 1808-1837)

(existing record in the NAF, 667 added)

100 10 Thomas, Edward, ‡c printer
667 Cannot identify with: Thomas, Edward, printer, of London
670 Little Tommy, 1858: ‡b t.p. (Edward Thomas; printer, Chester, England)

II. If a linking reference would normalize to the same form as the heading or another reference on the same record or to the same form as a heading on another record, add an "Old catalog heading" 667 note. It may also be necessary to use this 667 note if the linking reference method of tracing a pre-AACR2 LC heading is not appropriate. Cf. DCM Z1, Introduction, p. 4-6.

100 00 Napoleon ‡b I, ‡c Emperor of the French, ‡d 1769-1821
667 Old catalog heading: Napoléon I, Emperor of the French, 1769-1821

Preliminary Authority Records in the NAF

The NAF contains headings designated "preliminary" which may be identified by Level of Establishment fixed field 008/33 **d**; occasionally the 670 field will begin with a control number.

The code indicates that the item (book, serial, etc.) was not available when the heading was established. Rather, the heading was established on the basis of a bibliographic record (manual or online) for the item. Although most NACO participants do not create preliminary headings, they are permitted to upgrade them to fully-established headings. LC catalogers must upgrade such headings when they are used in access points on national level bibliographic records, but NACO libraries are not obligated to upgrade such headings unless they are making a change for another reason, no matter how insignificant, to the authority record.

Procedure:

I. For personal names, do not change the heading in order to add qualifiers or dates, or because of a difference in fullness of forename. (Cf. LCRI 22.17 and 22.18, exception #3.)

II. If there is **no change** to the heading, upgrade the record to fully established by changing the Level of Establishment fixed field value from **d** to **a** and adding a 670 field for the work being cataloged.

III. If there **is** a change to the heading, change it and make other changes as noted in II above. Check for LC records in RLIN or OCLC that may need maintenance done.

Additions and Changes to Authority Records

Provisional Authority Records in the NAF

Background:

The NAF contains headings designated "provisional" which may be identified by Level of Establishment fixed field 008/33 **c**.

Generally, these are authority records which could not be fully established according to the rules because of inadequate information about the person, corporate body, etc. Frequently, this is because the language of a parent body and a subordinate body differ, or because the cataloger who established the heading did not have the language expertise necessary to establish it as a full-level record.

Procedure:

I. Revise the heading on a provisional record when the work being cataloged provides information which enables the cataloger to upgrade into a fully established record. Change the Level of Establishment fixed field from **c** to **a**.

II. In addition to changing and/or adding information to the heading (if necessary) and adding a 670 field, check all fixed fields and the rest of the heading for any needed adjustments.

III. Search the RLIN or OCLC bibliographic files for LC records which will need maintenance due to changes. If there are any, notify the NACO Coordinator, who will then notify Coop Cat.

British Library Name Authority Records

In January 1994 the British Library (BL) began contributing name authority records to the Library of Congress name authority file. These records were created by the BL and input at LC, the records may be identified by:

(1) The presence of the code "Uk" in the subfield ‡a of the 040 field, coupled with the code "DLC" in subfield ‡c of the 040.
(2) A 667 note with the legend "Data prepared by the British Library."
(3) Abbreviated 670 fields.

In October 1996 the British Library will begin to contribute NARs online. These records will be identified by the prefix "nb" in the 010 of the record as well as the code "Uk" in both subfields of the 040.

The BL must be consulted prior to making any change to the 1XX field on any record with the code "Uk" in the a subfield of the 040. Send an email message to Sharon Agar, Authority Control Manager (internet address: **sharon.agar@mail.bl.uk**) giving the LCCN of the record and a brief explanation for the the proposed change. Ms. Agar may also be contacted by fax (**international +44 1937 548979**).

English Short Title (ESTC) Records

Authority records for names established by the British Library in connection with the English Short Title Catalogue project are submitted to the NAF by ESTC North America staff. Since these headings are being provided by a national library, they may not be changed without special permission. Proposed changes should be referred to the NACO Coordinator who will route them to Coop Cat.

ESTC records can be identified by the following elements:

1. The 040 field contains either UK/ESTC-NA or UK/LU-ECT.

2. The first 670 citation is supplied by project staff and might not represent the publication that caused the heading to be established. The parenthetical statement of the title page form may not include all elements in the heading or may reflect a variant form.

3. Cross references might not be justified by information cited in 670 fields.

4. The record will contain a 667 note field reading: **Data provided by ESTC/BL.**

<u>Example</u>

```
040     UK/LU-ECT ‡c DLC
100 10  Bramston, James, ‡ d1694?-1744
400 00  Author of the Art of politicks, ‡d 1694?-1744
400 20  Art of politicks, Author of, ‡d 1694?-1744
400 00  Ambi-dexter ignoramus, ‡d 1694?-1744
667     Data provided by ESTC/BL
670     His The man of taste, 1733: ‡b t.p. (the author of the Art of politicks)
670     LC in RLIN, Mar. 19, 1985 ‡b (Bramston, James, 1694?-1744)
```

National Library of Medicine (NLM) Records

National Library of Medicine (NLM) catalogers take into account headings and usage in the NLM bibliographic and authority files when preparing new AACR2 headings. They also change AACR2 headings already formulated by LC when the NLM files support a different heading. For headings used by NLM, the NLM heading has precedence over the LC heading when:

1. the LC heading has not yet been coded for AACR2, and the NLM heading has already been established as AACR2.

2. the LC heading has been coded as AACR2-compatible (Descriptive cataloging rules fixed field 008/10 = **d**) and NLM has established the heading as "pure" AACR2 (Descriptive cataloging rules fixed field 008/10 = **c**).

3. both libraries have headings already coded as "pure" AACR2 and NLM has a greater number of bibliographic records in support of its heading than LC has in support of its heading. (If the number is equal, the better heading is chosen, basing the decision on judgment.)

<u>Examples</u>

670 NLM files, 2/5/92 ‡b (hdg.: [data]; usage: [data])

670 NLM/LC files, 2/5/92 ‡b (hdg.: [data]; usage: [data])

<u>Full NLM Record</u>

040 DNLM ‡d DLC ‡c DLC
100 10 Fuller, R.
400 10 ‡w nnaa ‡a Fuller, Roy, ‡d 1933-
400 10 Fuller, Roy
670 Probiotics, c1992: ‡b t.p. (Roy Fuller) list of contrib. p. (Fuller, R., Intestinal Microecology Consultant, Russet House, Ryeish Green, Three Mile Cross, Reading, UK)
670 LC database, Jan. 29, 1992 ‡b (hdg.: Fuller, Roy, 1933- ; usage: R. Fuller)
670 NLM files, Jan. 29, 1992 ‡b (hdg.: Fuller, R.; usage: R. Fuller, Roy Fuller)

[NLM AACR2 heading has precedence over LC heading]

Early Notice Records

Early Notice Records (ENRs) are brief, incomplete authority records input into the NAF as temporary records.

ENRs may be identified by the Encoding level fixed field Leader/17 **o** (i.e., lower case letter "o"). Some ENRs may not have any cross references, or may have an incomplete 670 field. Although the records are incomplete, the headings themselves should be considered valid and available for use.

An ENR can only be completed and upgraded into a full authority record by the library that created it. If a NACO participant has more information or cross references to add to an ENR, he should wait until the full record appears and judge whether the additional information is necessary. If so, update the record per usual procedures.

When a NACO participant encounters an ENR that is more than several months old, he should notify the NACO Coordinator, who will then ask LC staff to check on the record.

Change Messages

Authority records in the NAF that are in the process of being updated sometimes contain "change messages." Change messages usually relate to LC workflow where they serve as a temporary indicator of what changes will be made to an authority record.

NACO participants do not normally create change messages, however, these records may be encountered by NACO participants when searching the NAF.

These records may be identified by the Record update in process fixed field 008/31 **b** and a capitalized term "MESSAGE" in the 667 field followed by information regarding how the record will be updated.

When NACO participants encounter a record with a change message that is more than several months old, he should notify the NACO Coordinator, who will then ask LC staff to check on the record.

Queries to the Library of Congress

The same basic procedure for queries regarding new authority records is used for queries on updated authority records.

1. Reporting Bibliographic File Maintenance (BFM). When a change in an existing authority record results in necessary changes to headings in LC bibliographic records, NACO participants must notify Coop Cat. The NACO Coordinator may combine queries about new records and updated records in one e-mail message to Coop Cat.

2. Other Queries. NACO participants are asked to research problems as fully as possible before referring them to Coop Cat. Queries may include:

a. NLC -- asking Coop Cat to verify a Canadian heading with the National Library of Canada.

b. NLM -- asking Coop Cat to verify a heading with the National Library of Medicine.

(Both NLC and NLM are considered to be equivalents to LC, and permission must be granted before their headings are changed.)

c. Request for Coop Cat to check changes to an authority record for errors. After independent status is granted, NACO participants may ask Coop Cat to check individual headings when necessary.

d. Request for assignment of a literature class number (053).

e. Questions about series authority records or other NARs, such as music uniform titles, that are not within scope for many NACO libraries.

Section III

Subject Heading Contribution

General Information

NACO participants are encouraged to participate in the Subject Authority Cooperative Program (SACO) by submitting proposals for new subject headings to the *Library of Congress Subject Headings* via Coop Cat. Contributors must follow the procedures given in the *Subject Cataloging Manual: Subject Headings*, 5th ed., sections H187-H400. Please note that the submission of subject headings is not done through LSP. Rather, a workform supplied by LC (see Appendix VI) must be filled in (preferably typed) and sent to the following address:

Cooperative Cataloging Teams
Regional & Cooperative Cataloging Division
The Library of Congress
Washington, D.C. 20540-4380

Forms may also be sent via e-mail (**CSCP@mail.loc.gov**) or fax (202-707-2824) to the Coop Cat liaison. Facsimiles of workforms can be accessed through LC's Marvel gopher server (see Appendix V). The SACO guidelines may also be viewed in Marvel (**gopher://marvel.loc.gov**) or from the PCC Home Page (**http://lcweb.loc.gov/catdir/pcc**).

NACO participants may also propose changes to existing subject authority records by using the *LCSH Authority Record Change Proposal* form and help screens in Marvel or by sending requests to LC by e-mail. If these options are not available NACO participants may make a printout of the record, mark changes and additions in red ink, and send the printout to the address above.

Workflow

1. Determine whether the heading should fall into the name authority file or the subject authority file by checking either section H405 of the *Subject Cataloging Manual: Subject Headings*, or the "Division of the World" document found in the DCM Z11. If there is any question, the NACO or SACO Coordinator should send a query to the Coop Cat liaison.

2. Once the heading is determined to be a subject heading, do research following the procedures in the H202 *Subject Cataloging Manual: Subject Headings*. Note any information found and where it was found, including page numbers if from a reference source.

3. Search the proposed heading in the subject authority file to ensure that another term is not being used or that a combination of heading and subdivision is not used to convey the same meaning.

4. Search the NAMES file to assure that there is no duplication.

5. Type the information on a Subject Heading Work Form (see Appendices V & VI) or use form provided on LC MARVEL. Fill in the appropriate fixed fields. Be sure to fill in the 1XX, 4XX (5XX field if needed), and the 670 for the work cataloged. Add additional 670s to support the new heading. Check H200.

6. Fill in field 675 for sources searched, but not found.

7. Write scope note for 680 when term usage does not offer a precise definition or you wish to limit the use of a particular heading. Check H400.

8. Send the form or forms to the NACO or SACO Coordinator for review.

9. After the forms are reviewed by the NACO or SACO Coordinator, they are sent to LC for review. Unlike name authority records, subject heading proposals go through a rigorous review process at LC which takes approximately 6 weeks.

10. When the LC review is completed, the NACO or SACO Coordinator will be notified of changes, rejection, or approval of headings, and will pass this information on to the cataloger who submitted the original heading. Approved headings will eventually appear as online subject authority records in the subject authority file (SAF).

Section IV

Appendices

Appendix I – Sample RLIN NACO Workform

Fixed fields:
(cataloger must determine values for STH, UPN, and RFE; question marks remain for TGA and ROM)

ID: [supplied by system] ST: s EL: n STH: ___ MS: n UPI: a TD: [supplied by system]

KRC: a NMU: a CRC: c UPN: ___ SBU: a SBC: a DID: n DF: [supplied by system]

RFE: ___ CSC: c SRU: b SRT: n SRN: n TSS: n TGA: ? ROM: ? MOD: [blank]

Variable fields:

040 [supplied by system]

Heading (required)

1___ ___

Cross References

4___ ___

5___ ___

670 for the Work Cataloged (required)

670

Additional 670, 675, 667, 663/664 fields (use reverse if necessary)

Appendix II – Sample OCLC NACO Workform

Fixed fields:
(cataloger determines values for Ref status, Auth status, and Name; Enc level and Upd status values will also be filled in by cataloger (these values are always the same, given below)

Rec stat:	n	Entered: [supplied by system]					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	____	Mod. rec.	[blank]	Name use:	a
Govt. agn:		Auth status:	____	Subj:	a	Subj use:	a
Series:	n	Auth/ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	____	Subdiv tp:		Rules:	c

Variable fields:

001 [supplied by system]
005 [supplied by system]
040 [supplied by system]

Heading (required)

1___ ___

Cross References

4___ ___

5___ ____

670 for the Work Cataloged (required)

670

Additional 670, 675, 667, 663/664 fields (use reverse if necessary)

Appendix III – Defining LC Bibliographic Records in RLIN

TO: For the Record July 26, 1990

FROM: Kay D. Guiles
Office for Descriptive Cataloging Policy

RE: Defining the "Catalog" for NACO Libraries (RLIN)

GENERAL

When doing authority work and when notifying LC that bibliographic records need to be changed, NACO libraries are asked to take into account records in the LC machine catalog as do LC catalogers. Since these records are not being observed directly in the catalog at LC (except for participants in the National Coordinated Cataloging Program), but instead indirectly through other databases, it is necessary to provide guidance to NACO libraries on how to identify the records for LC cataloging that have been input and issued by LC from those for LC cataloging that have been input by libraries other than LC. The distinction is important because the former category constitutes the "official" LC catalog. Records in the latter category may have been input from a source that no longer reflects the most up to date version of the record in the context of the LC catalog. Note that the phrase "LC cataloging" is used to refer to the following types of cataloging:

1) cataloging done by LC itself;
2) cataloging done by other agencies and libraries in association with LC through NACO;
3) cataloging done by other agencies at the "LC level" and issued/distributed by LC (National Coordinated Cataloging Program; older cooperative cataloging; CONSER (certain levels of authentication));
4) LC copy cataloging.

These are the categories of records referred to in the following statement from DCM Z1.15.10 (b): "NACO participants not online to LC may use and cite information from LC created and input and LC level records in any file being cataloged against." These are the categories of records intended to be taken into account by NACO libraries when doing authority work (with certain exceptions made by special arrangement as noted in DCM Z1.15.10 (b)). Records not in these categories are to be excluded.

The keys to identifying records that have either been added to RLIN files from LC distribution services or that have been input directly by LC staff are the relevant library identifiers. In addition, for monographs, it is also necessary to take into account the values in the encoding level, since minimal level cataloging records (encoding level = 7) require special treatment for authority work and LC "in process" records (encoding level = 5; encoding level = 7 and ST = s) are ignored. For serials, the key is on the codes in the 042 field.

Attached are two appendices. The first states this material comprehensively; the second attempts to reduce it to a relatively succinct formula that, I hope, may serve as a useful guide.

Appendix 1

Guide to Records Issued by LC in RLIN

MONOGRAPHS

	Library identifier	Encoding level	
1.	DCLC (roman alphabet records; added from LC)	b/	(blank; full level); CC = 9110
		1	(full level; item not in hand); CC = 9120
		8	(CIP); CC = 9660
2.	DCLC (roman alphabet records added from LC)	7	(minimal level cataloging); CC = 9550 (older records = 9650); special treatment required
3.	DCLC (roman alphabet records added from LC)	5	(partial (preliminary level); CC = 9990; ignore
4.	DCLP (Chinese, Japanese, Korean; input by LC) DCLH (Hebrew, Yiddish; input by LC)	b/	(blank; full level); CC = 911X
5.	DCLP (Chinese, Japanese, Korean; input by LC) DCLH (Hebrew, Yiddish; input by LC)	7	(minimal level cataloging); CC = 955X); special treatment required; if ST = s, ignore
6.	DCLP (Chinese, Japanese, Korean; input by LC) DCLH (Hebrew, Yiddish; input by LC)	5	(partial (preliminary level); CC = 955X; ignore

Category 1, 4 records. The records in categories 1, 4 above are full level records (including CIP) and should be taken into account.

Category 2, records. The records in category 2 above are minimal level cataloging records; for authority work, they require the special treatment described in DCM Z1.15.10.

Category 3, records. The records in category 3 above are "in process" records issued by LC for items in process at LC. The records are issued at the time the descriptive cataloging data are initially input. Ignore them when doing authority work and do not include them as records needing changes.

Category 5, records. The records in category 5 above are minimal level cataloging records; for authority work, they require the special treatment described in DCM Z1.15.10. If ST = s, ignore, since the record is not yet in its final state.

Category 6, records. The records in category 6 above are "in process" records for items in process at LC that are being cataloged via the RLIN system. The records are created at the time the descriptive cataloging data are initially input; ST = s. Ignore them when doing authority work and do not include them as records needing changes.

SERIALS

1. **Authority work.** NACO libraries using RLIN are asked to take into account the same subset of records that LC catalogers take into account when doing authority work. These records are confined to those with an LI of DCLC (CONSER records added from LC) containing an authentication statement (042 field present) and the action taken relates to the level of authentication stated in one or more codes as follows:

a) if the 042 field contains at least one of the codes lc or lcd exclusive of the code nlc, take the record into account;
b) if the 042 field contains the code nlc regardless of the presence of other codes, follow the procedures stated in DCM C2 for Canadian headings;
c) if the 042 field does not contain one of the codes lc, lcd, or nlc, apply the special treatment described in DCM Z1.15.10.

Note that "x" given as the first letter of a code indicates that that particular agency does not regard the item as a serial; such a code is itself neutral with respect to authentication. Thus if such an "x" code is present in combination with another code, follow the guidelines stated immediately above in this paragraph. If an "x" code is the sole code present, ignore the record.

2. **Bibliographic records.** In notifying LC of bibliographic changes, take into account all records with an 042 field except

a) those containing solely an "x" code in 042;
b) those with 040 subfield ‡b = fre.

ERROR RECORDS

Error records containing system-identifiable errors in content designation (per USMARC) generally have the same characteristics as the roman alphabet records above with the following exceptions: the RLIN element ST (Record status) contains the value "e" (error record) and the system-identified error is labeled at the field level with one of several possible RLIN error codes.

Appendix 2

Quick Guide to Records Issued by LC in RLIN

MONOGRAPHS

LI	EL	CC	ST	Category of record	Action
DCLC	b/	9110	p	full level	Take into account
	1	9120	p	full level; item not in hand	Take into account
	8	9660	p	CIP	Take into account
	7	9550 9650	p	minimal level cataloging 9650 used in older records	For authority work, follow the special treatment described in DCM Z1.15.10
	5	9990	p	partial (preliminary level)	Ignore
DCLP, DCLH	b/	911X	p	full level	Take into account
	7	955X	p	minimal level cataloging	For authority work, follow the special treatment described in DCM Z1.15.10
			s	minimal level cataloging	Cataloging still in process; ignore
	5	955X	s	partial (preliminary level)	Ignore

<u>In summary</u>: As the table above shows, take into account for authority work and for notifying LC that bibliographic records need to be changed, records with LIs of DCLC, DCLP, DCLH <u>and</u> ST = p; <u>but</u> if any of these records has an encoding level of 7, for authority work follow the special treatment described in DCM Z1.15.10; if any of these records has an encoding level of 5, ignore them.

SERIALS (LI = DCLC)

1. **Authority work.** 042 present and contains

   a) at least one of the codes lc or lcd exclusive of nlc = take record into account;
   b) the code nlc regardless of other codes = follow DCM C2;
   c) no one of the codes lc, lcd, nlc = apply the special treatment described in Z1.15.10.
   d) solely an "x" code = ignore record

2. **Bibliographic records.** In notifying LC of changes = all records with an 042 field except those with an "x" code as sole code or 040 ≠b = fre.

ERROR RECORDS

Error records containing system-identifiable errors in content designation (per USMARC) generally have the same characteristics as the roman alphabet records above with the following exceptions: the RLIN element ST (Record status) contains the value "e" (error record) and the system-identified error is labeled at the field level with one of several possible RLIN error codes.

Appendix IV – Defining LC Bibliographic Records in OCLC

TO: For the Record July 26, 1990

FROM: Kay D. Guiles
Office for Descriptive Cataloging Policy

RE: Defining the "Catalog" for NACO Libraries (OCLC)

GENERAL

When doing authority work and when notifying LC that bibliographic records need to be changed, NACO libraries are asked to take into account records in the LC machine catalog as do LC catalogers. Since these records are not being observed directly in the catalog at LC (except for participants in the National Coordinated Cataloging Program), but instead indirectly through other databases, it is necessary to provide guidance to NACO libraries on how to identify the records for LC cataloging that have been input and issued by LC from those for LC cataloging that have been input by libraries other than LC. The distinction is important because the former category constitutes the "official" LC catalog. Records in the latter category may have been input from a source that no longer reflects the most up to date version of the record in the context of the LC catalog. Note that the phrase "LC cataloging" is used to refer to the following types of cataloging:

1) cataloging done by LC itself;
2) cataloging done by other agencies and libraries in association with LC through NACO;
3) cataloging done by other agencies at the "LC level" and issued/distributed by LC (National Coordinated Cataloging Program; older cooperative cataloging; CONSER (certain levels of authentication));
4) LC copy cataloging.

These are the categories of records referred to in the following statement from DCM Z1.15.10 (b): "NACO participants not online to LC may use and cite information from LC created and input and LC level records in any file being cataloged against." These are the categories of records intended to be taken into account by NACO libraries when doing authority work (with certain exceptions made by special arrangement as noted in DCM Z1.15.10 (b)). Records not in these categories are to be excluded.

Note that because of OCLC's merge process, the iteration of a record for LC cataloging residing in the OCLC database may not equate, data element for data element, to the iteration of the same record residing in the LC machine catalog. For example, the former may contain call numbers and subject headings from classification and subject heading systems not used by LC.

Over the years LC has engaged in many cataloging programs, and it is thus impossible to define the LC catalog by a succinct and easily followed formula. In defining that catalog as a subset of the OCLC database different approaches for monographs and serials are required. For monographs, it is necessary to key on the values in the encoding level and in the cataloging source. For serials, the key is on the codes in the 042 field. In the following statement, both the encoding level approach and the cataloging source approach are described in comprehensive detail for monographs. Attached is an appendix that attempts to reduce this material to a relatively succinct formula that, I hope, may serve as a useful guide.

MONOGRAPHS

1. **Encoding level approach.** This approach to the LC catalog is as follows:

The encoding level contains a numeric value (including blank) and subfield ‡a of 040 contains the NUC symbols specified in the following schema:

Enc level = b/ (blank; full level)
1 (full level; material not examined)
5 (partial (preliminary) level; ignore)
7 (minimal level; apply special procedures)
8 (prepublication level; CIP)

<u>and</u> 040 ‡a = DLC (alone or in combination with another agency's NUC symbol, e.g.: DLC/DGPO)
Name of a library (alone or in combination with another agency's NUC symbol, e.g.: Brown Univ. Library; Brown Univ. Library/ICU)

CtY (Yale)
CU (Berkeley)
ICU (Chicago)
InU (Indiana)
IU (Illinois)
MH (Harvard)
MiU (Michigan)
TxU (Texas)
[NUC symbols of NCCP participants]

<u>or</u> 042 present and = lccopycat [code indicating LC copy cataloging]

A numeric value (including blank) in the encoding level initially indicates, among other things, records that are still active. (Records with a value "J" are records that have been cancelled; in the case of LC cataloging, they have been cancelled by LC, they no longer reside in the LC catalog, and therefore, <u>are to be ignored</u>.) The 040 ‡a limits the category with numerics in the encoding level to the subset of records issued by LC; 042 takes into account LC copy cataloging, which, although issued by LC and therefore will have an encoding level value that is blank/numeric (the actual value is blank), must still be distinguished from other records having such a value in the encoding level such as records from other national libraries.

Records with an encoding level value = 7 are minimal level cataloging records; for authority work, they require special treatment as described in DCM Z1.15.10.

This schema takes into account most COMARC records. They have "DLC" in subfield ‡a of 040 (or, in the case of the pre-1983 cooperative cataloging program, the name of the library that did the cataloging) and the inputting library in subfield ‡c of 040 (if an OCLC library, the appropriate three-character OCLC symbol; if a non-OCLC library, the symbol "CMC"). It does not take into account a relatively small number of COMARC records that represented cooperative cataloging but for which on input the COMARC participants substituted the NUC symbol for the cooperating library instead of giving its name (these records do have, however, cataloging source = c).

2. **Cataloging source approach.** This approach to the LC catalog is as follows:

The cataloging source contains a value indicating several types of cataloging as follows: one of several values indicating LC cataloging or various cooperative cataloging programs, (values b/, a, b, c); LC copy cataloging (value d plus 042 field containing "lccopycat"); cooperative cataloging with NLM and GPO (value d and 040 ‡a subfield containing either "DNLM/DLC" or "DGPO/DLC"; note that in the LC catalog value d has been changed to value c but the records were not reissued; therefore, value d still occurs in records in databases outside LC except for any such records that LC has reissued as the result of other changes made by LC). The encoding level contains a numeric (including blank). Use the following schema:

<u>EITHER</u>

Cat source = b/ (blank; Library of Congress)
a (National Agricultural Library)
b (National Library of Medicine)
c (Library of Congress cooperative cataloging program)

<u>and</u> Enc level = blank (full level)
1 (full level; material not examined)
5 (partial (preliminary) level; ignore)
7 (minimal level; apply special procedure)
8 (prepublication level; CIP)

<u>OR</u>

Cat source = d (other sources)

<u>and</u> Enc level = blank (full level)

<u>and either</u> 040 ‡a = DNLM/DLC or DGPO/DLC [these categories were changed to value c in LC but the records were not redistributed so still contain d in other iterations of the records]

<u>or</u> 042 present and = lccopycat

Under this approach it is necessary to take into account encoding level because, as I understand it, when other agencies input LC cataloging data, they assign the cataloging source value appropriate to the record; it is the encoding level that distinguishes between input originated at LC and that done elsewhere. Records with an encoding level value = 7 are minimal level cataloging records; for authority work, they require special treatment as described in DCM Z1.15.10.

The values a and b were originally defined for two older shared cataloging programs with NAL and NLM ("Shared Cataloging for NAL"; "Shared Cataloging with DNLM"). The values were later redefined as shown above. I note, however, that in a couple of records issued by NLM that they both contain value d. The above schema is predicated on that as being true.

SERIALS

1. **Authority work.** NACO libraries using OCLC are asked to take into account the same subset of records that LC catalogers take into account when doing authority work. These records are confined to those containing an authentication statement (042 field present) and the action taken relates to the level of authentication stated in one or more codes as follows:

a) if the 042 field contains at least <u>one</u> of the codes lc or lcd <u>exclusive</u> of the code nlc, take the record into account;
b) if the 042 field contains the code nlc regardless of the presence of other codes, follow the procedures stated in DCM C2 for Canadian headings;
c) if the 042 field does <u>not</u> contain <u>one</u> of the codes lc, lcd, or nlc, apply the special treatment described in DCM Z1.15.10.

Note that "x" given as the first letter of a code indicates that that particular agency does not regard the item as a serial; such a code is itself neutral with respect to authentication. Thus if such an "x" code is present in combination with another code, follow the guidelines stated immediately above in this paragraph. If an "x" code is the <u>sole</u> code present, ignore the record.

2. **Bibliographic records.** In notifying LC of bibliographic changes, take into account all records with an 042 field <u>except</u>

a) those containing solely an "x" code in 042;
b) those with 040 subfield ‡b = fre.

Appendix 1

Guide to Active Records Issued by LC in OCLC

MONOGRAPHS

	Encoding level	Cataloging source
1.	b/, 1, 8	b/, a, b, c = record issued by LC
		d and 040 ≠a = DNLM/DLC = record issued by LC
		d and 040 ≠a = DGPO/DLC = record issued by LC
		d and 042 = lccopycat = record issued by LC (LC copy cataloging)
2.	7	b/ and 050 = regular LC call no. = record issued by LC (brief JACKPHY; special treatment required)
		b/ and 050 = MLC or microform shelf no. = record issued by LC (minimal level cataloging; special treatment required)
3.	5	b/ = record issued by LC (in process record; ignore)

Category 1 records. The records in category 1 above are full level records (including CIP) and should be taken into account.

Category 2 records. The records in category 2 above are minimal level cataloging records; for authority work, they require special treatment as described in DCM Z1.15.10.

Category 3 records. The records in category 3 above are "in process" records issued by LC for items in process at LC. The records are issued at the time the descriptive cataloging data are initially input at LC. Ignore them when doing authority work and do not include them as records needing changes.

SERIALS

1. **Authority work.** 042 present and contains

   a) at least one of the codes lc or lcd exclusive of nlc = take record into account;
   b) the code nlc regardless of other codes = follow DCM C2;
   c) no one of the codes lc, lcd, nlc = apply the special treatment described in Z1.15.10.
   d) solely an "x" code = ignore record

2. **Bibliographic records.** In notifying LC of changes = all records with an 042 field except those with an "x" code as sole code or 040 ‡b = fre.

Appendix V – Online Subject Authority Record Contribution Workform

This form can be obtained through LC's Marvel gopher server or the PCC Home Page. Complete and mail to the Internet address: **cscp@mail.loc.gov**, or to your Coop Cat liaison.

02-92 SUBJECT AUTHORITY PROPOSAL FORM

008 : 2. i___(May Subd Geog) 25. ____ (Cat. Code)
-___(Not Subd Geog) 29. C
:___(No decision) 040: $DLC

053 :

1 :

4XX :

5XX BT :

5XX RT :

670 Work cat.:

670 (Sources found):

675 (Sources not found):

680 Here are entered works on

952 : ___ bib. records to be changed

LC pattern or SCM Memo:

Appendix VI
U.S. Mail Subject Authority Record Contribution Workform

PROPOSAL FOR NAR

SUBJECT AUTHORITY

FIXED FIELDS			
2. i May Subd Geog — Not Subd Geog ¦ No decision	23. WL	001	100 = Personal 110 = Corporate body 130 = Uniform Title 150 = TOPICAL 151 = Geographic
13. b Children's heading		1XX HEADING	☐ PF ☐ Subd ☐ New
29. c Coop. cat.	31. PRTY 1	053 L C CLASSIFICATION NUMBER	
040 ‡ DLC			

CONTROL DATA				4XX UF
		e	n	
n	n		n	
n	n		n	
n	n		n	
n	n		n	
n	n		n	
n	n		n	
n	n		n	
n	n		n	
n	n		n	
BT = g / RT = n				5XX BT / RT
	n	n	n	
	n	n	n	
	n	n	n	
	n	n	n	
	n	n	n	
	n	n	n	
	n	n	n	

25. Cataloger's code/date	Reviser's code/date	Subj Pol pre-approval

6-169 (rev 4/90)

260 GENERAL SEE REFERENCE

USE

681 Example under reference from

360 GENERAL SEE ALSO REFERENCE

SA

681 Example under

670 SOURCES FOUND

Work cat.:

680 SCOPE NOTE

Here are entered works on

681 Note under

952 CATALOGER'S PERMANENT NOTE(S)

_____ bib. record [s] to be changed

☐ Made for existing bibliographic records

☐ LC pattern:

☐ Requested by

☐ Prompted by

☐ Other:

675 SOURCES NOT FOUND

979

969 SHORT TERM TEMPORARY NOTE(S)

Appendix VII – Examples of RLIN Authority Records

FIN ID NAFR9322748 - 1 record in NAF

ID:NAFR9322748 ST:p EL:n STH:a MS:n UIP:a TD:19930624062005
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:06-22-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 06-24-93
040 NjP‡cNjP
100 10 Friedmann, Samuel,‡d1940-
400 10 Friedman, Samuel,‡d1940-
670 Raff, J. Symphony no. 1, 1988:‡blabel (Samuel Friedmann) insert (Samuel Friedman, conductor; b. Kharkov, 1940; emigrated to Israel in 1973)
675 Holmes, J.L. Conductors on record;‡aJacobs, A. Penguin dict. of musical performers;‡aInt'l WW in music, 9th-13th eds.

Ex. 1. Personal name hdg, with 400 for variant spelling. 675 field lists sources where the name was not found.

FIN ID NAFR9324000 - 1 record in NAF

ID:NAFR9324000 ST:p EL:n STH:a MS:n UIP:a TD:19930731135043
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:07-06-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 08-02-93
040 PP‡cPP
100 10 Osborne, William
400 10 Osborne, Willm.‡q(William)
400 10 Osborne, W.‡q(William)
670 Dodsley, R. Select fables of Aesop and other fabulists, 1800:‡bt.p. (Willm. Osborne)
670 Toronto Public Library. Osborne Coll., 1975:‡bp. 489 (Osborne, William; fl. 1800, publisher in London)
670 RLIN, July 1, 1993‡b(hdg.: Osborne, W.)

Ex. 2. Personal name heading with 400s for variant forms of name. Fuller form of name (found in reference source, 2nd 670) is used because the person is a publisher, not an author.

FIN ID NAFR932964 - 1 record in NAF

ID:NAFR932964 ST:p EL:n STH:a MS:n UIP:a TD:19930210203137
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:01-27-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 02-11-93
040 MWA‡cMWA
100 10 Becker, L'eon,‡d1826-1909
400 10 Becker, Leone,‡d1826-1909
400 10 Becker,‡d1826-1909
670 Bruyssel, E.v. The population of an old pear-tree, 1870:‡bt.p. (Becker; illustrator)
670 MWA/NAIP files‡b(hdg.: Becker, L'eon, 1826-1909; usage: L'eon Becker; Leone Becker; Becker)

Ex. 3. Personal name heading. Note 670 for in-house files.

FIN ID NAFR9319375 - 1 record in NAF

ID:NAFR9319375 ST:p EL:n STH:a MS:n UIP:a TD:19930602055519
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:05-26-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 06-02-93
035 (Uk)sb054432
040 Uk/ESTC-NA‡cESTC-NA
100 10 Blackwell, Francis,‡dfl. 1605
400 10 B., F.‡q(Francis Blackwell),‡dfl. 1605
400 00 F. B.‡q(Francis Blackwell),‡dfl. 1605
667 Data provided by the ESTC/BL
670 Broughton, H. Certayne questions concerning 1. Silk, or vvool, in the high priests ephod. 2. Idol temples, commonly called churches. 3. The forme of prayer, commonly called the Lords prayer. 4. Excommunication, &c., 1605:‡bforward (F.B.)
670 Halkett & Laing, Dict. of anon. & pseudo. English lit., 3rd. ed., 1475-1640, 1980:‡bp. 33 (Francis Blackwell, fl. 1605, ed. pref. sgd: F.B.)

Ex. 4. An ESTC British Library record. NACO participants are not permitted to change these headings without special permission. Note 667 field.

FIN ID NAFR9325000 - 1 record in NAF

ID:NAFR9325000 ST:p EL:n STH:a MS:n UIP:a TD:19930713134131
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:07-12-93
RFE:a CSC: SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 07-13-93
040 DLC-R‡cDLC-R
100 10 Cheng, Tien-sheng
400 10 Zheng, Diansheng
670 Ying Han tso wu i ch`¨uan tzu y¨uan tz`u hui, 1990:‡bt.p. (Cheng Tien-sheng)

Ex. 5. Chinese personal name heading.

FIN ID NAFR9343982 - 1 record in NAF

ID:NAFR9343982 ST:p EL:n STH:a MS:n UIP:a TD:19931027071517
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:10-22-93
RFE:a CSC: SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 10-27-93
040 DLC-R‡cDLC-R
100 00 A.ha,‡cof Shab.ha,‡d680-752
400 00 ‡wnnaa‡aAa.hai,‡cof Shab.ha,‡dd. ca. 762
400 00 A.hai,‡cof Shab.ha,‡d680-752
400 00 A.ha,‡cRav, mi-Shab.ha,‡d680-752
400 00 A.hai,‡Crav, Ga'on,‡d680-752
400 00 Achai,‡cof Schabcha,‡d680-752
400 00 Acha,‡caus Schabcha,‡d680-752
400 00 Acha,‡cGaon,‡d680-752
670 Sefer To'afot re'em, 1992 or 1993:‡borig. t.p. (Rav A.ha mi-Shab.ha) running title (Rav A.hai Ga'on)
670 Encyc. Judaica, c1971‡b(A.ha (A.hai) of Shab.ha; 680-752; scholar of the Pumbedita yeshivah in the geonic period)
670 ha-Entsi.k. ha-'Ivrit, 1949 or 1950‡b(Rav A.ha (A.hai) mi-Shab.ha; 6800-752)

Ex. 6. Hebrew personal name entered directly. Note linking reference (1st 400).

FIN ID NAFR9317005 - 1 record in NAF

ID:NAFR9317005 ST:p EL:n STH:a MS:n UIP:a TD:19930521055450
KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:05-06-93
RFE:n CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 05-21-93
040 PPL‡cPPL
110 20 American Porcelain Manufacturing Company
670 Its Charter & by-laws, 1854:‡bt.p. (American Porcelain Manufacturing Company, of New Jersey, chartered by the state of New Jersey Nov. 1, 1854)

Ex. 7. Corporate name.

FIN ID NAFR9324503 - 1 record in NAF

ID:NAFR9324503 ST:p EL:n STH:a MS:n UIP:a TD:19930709061645
KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:07-08-93
RFE:a CSC:b SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 07-09-93
040 DNLM‡cDLC-R
111 20 Dai 25-kai Nihon Kansensh¯o Gakkai Higashi Nihon Chih¯okai S¯okai, Dai 23-kai Nihon Kagaku Ry¯oh¯o Gakkai Higashi Nihon Shibu S¯okai G¯od¯o Gakkai‡d(1976 :‡cTokyo, Japan)
410 20 Nihon Kansensh¯o Gakkai.‡bHigashi Nihon Chih¯okai.‡bS¯okai‡n(25th :‡d1976 :‡cTokyo, Japan).‡bG¯od¯o Gakkai
410 20 Nihon Kagaku Ry¯oh¯o Gakkai.‡bHigashi Nihon Shibu.‡bS¯okai‡n(23rd :‡d1976 :‡cTokyo, Japan).‡bG¯od¯o Gakkai
670 Dai 25-kai Nihon Kansensh¯o Gakkai Higashi Nihon Chih¯okai S¯okai Dai 23-kai Nihon Kagaku Ry¯oh¯o Gakkai Higashi Nihon Shibu S¯okai G¯od¯o Gakkai puroguramu, 1976?

Ex. 8. Japanese conference name.

FIN ID NAFR931866 - 1 record in NAF

ID:NAFR931866 ST:p EL:n STH:a MS:n UIP:a TD:19930122122007
KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:01-19-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 01-22-93
040 MiU‡cMiU
110 20 Youth Committee for Peace and Democracy in the Middle East
510 20 ‡wb‡aYouth Institute for Peace in the Middle East
670 Crossroads, June 1972, surrogate:‡bcaption (Youth Committee for Peace and Democracy in the Middle East)
675 OCLC, 1/19/93‡b(hdg.: Youth Institute for Peace in the Middle East)

Ex. 9 Earlier corporate name, linked to record in Ex. 10 through 510. Note use of 675 field.

FIN ID NAFR931865 - 1 record in NAF

ID:NAFR931865 ST:p EL:n STH:a MS:n UIP:a TD:19930122122003
KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:01-19-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 01-22-93
040 MiU‡cMiU
110 20 Youth Institute for Peace in the Middle East
510 20 ‡wa‡aYouth Committee for Peace and Democracy in the Middle East
670 OCLC, 1/19/93‡b(hdg.: Youth Institute for Peace in the Middle East)
675 Crossroads, June 1972, surrogate:‡bcaption (Youth Committee for Peace and Democracy in the Middle East)

Ex. 10. Later corporate name, linked to record in Ex. 9 through 510. Note use of 675 field.

FIN ID NAFR939665 - 1 record in NAF

ID:NAFR939665 ST:p EL:n STH:a MS:n UIP:a TD:19930611135924
KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:03-15-93
RFE:a CSC: SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 06-11-93
040 DLC-R‡CDLC-R
130 0 Allied and Associated Powers (1914-1920).‡tTreaties, etc.‡gHungary,‡d1920 June 4
410 10 Hungary.‡tTreaties, etc.‡gAllied and Associated Powers (1914-1920),‡d1920 June 20
410 10 United States.‡tTreaties, etc.‡gHungary,‡d1920 June 20
410 10 Japan.‡tTreaties, etc.‡gHungary,‡d1920 June 20
670 Its D¯omei oyobi Reng¯okoku to Hangar¯ikoku to no heiwa j¯oyaku ... 1921

Ex. 11. Uniform title record for a treaty.

FIN ID NAFR9312964 - 1 record in NAF

ID:NAFR9312964 ST:p EL:n STH:a MS:n UIP:a TD:19930408060929
KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:04-07-93
RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:
VST:d 04-08-93
040 NNC‡cNNC
100 10 M¨aev¨ali, Sulev.‡tEhitus- ja kunstim¨alestisi Tallinnas.‡lRussian
400 10 M¨aev¨ali, Sulev.‡tPam´i`atniki arkhitektury i iskusstva Tallina
670 His Pam´i`atniki arkhitektury i iskusstva Tallina, 1986

Ex. 12. Name-title uniform title record.

Appendix VIII – Examples of OCLC Authority Records

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930302					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	a	Subdiv tp:		Rules:	c

1 001	no 93005974
2 005	19930309101522.4
3 040	ATLA ‡c ATLA
4 100 10	Hamill, H. M. ‡q (Howard Melancthon), ‡d 1847-1915
5 400 10	Hamill, Howard Melancthon, ‡d 1847-1915
6 670	His The Bible and its books, 1905: ‡b t.p. (Prof. H.M. Hamill, D.D.; superintendent of training work, M.E. Church, South)
7 670	OCLC, 3/2/93 ‡b (hdg.: Hamill, Howard Melancthon, 1847-1915; usage: H.M. Hamill)

Ex. 1. Personal name heading, with fuller form as 400. Note 670 for OCLC, non-LC heading.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930708					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	a	Subdiv tp:		Rules:	c

1 001	no 93020265
2 005	19931112052945.6
3 040	PPPrHi ‡c PPPrHi
4 100 10	Adair, J. A. ‡q (Joseph Alexander), ‡d 1863-1931
5 400 10	Adair, Joseph Alexander, ‡d 1863-1931
6 670	His Semi-Centennial of Lansing Presbytery, 1920: ‡b t.p. (Rev. J.A. Adair)
7 670	PPPrHi files ‡b (Joseph Alexander Adair; b. 1863; d. 1931; Presbyterian clergyman in Michigan)

Ex. 2. Personal name heading. Note 670 for in-house files.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930706					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	n	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num.:	n	Name:	a	Subdiv tp:		Rules:	c

1 001	no 93019863
2 005	19930708055346.0
3 040	InU-Mu ‡c InU-Mu
4 100 10	Malherbe, Edmond, ‡d 1870-1963
5 670	His Madame Pierre, c1912: ‡b t.p. (Edmond Malherbe)
6 670	Baker, 8th ed. ‡b (Malherbe, Edmond; b. Aug. 21, 1870, Paris; d. Mar. 7, 1963, Corbeil-Essonnes, Seine-et-Oise; French composer)

Ex. 3 Personal name heading.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930923					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	n	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	a	Subdiv tp:		Rules:	c

1 001	no 93028563
2 005	19931007063141.9
3 040	CoU ‡c CoU
4 100 10	Gessner, Richard
5 667	Not the same as: Gessner, Richard, 1894-
6 667	Cannot identify with: Gessner, Rick
7 670	Excerpts from the diary of a Neanderthal dilettante ... 1991: ‡b t.p. (Richard Gessner)
8 675	WW Am., 1993-94; ‡a WW West, 1992-93

Ex. 4. Personal name heading, with two 667s. Note 675 for sources where no information was found.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 931015					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num.:	n	Name:	a	Subdiv tp:		Rules:	c

1	001	no 93030854
2	005	19931018162851.4
3	040	DJBF ‡c DJBF
4	100 20	Cassio de Morais, Edolier
5	400 10	Morais, Edolier Cassio de
6	400 10	De Morais, Edolier Cassio
7	670	Plan general de cuentas, 1988: ‡b t.p (Edolier Cassio de Morais)

Ex. 5. Personal compound name heading. Note 400s for variants from different elements of name.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930215					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	n	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num.:	n	Name:	a	Subdiv tp:		Rules:	c

1	001	no 93004444
2	005	19930217055644.4
3	040	MoSU-L ‡c MoSU-L
4	100 00	One who has tried them
5	670	Author's Her Majesty's prisons, 1881: ‡b v. 1, t.p. (one who has tried them)

Ex. 6. Personal name descriptive phrase heading, entered directly.

Screen 1 of 1 : LC Approved Record

Rec stat:	c	Entered: 930108					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	n	Subdiv tp:		Rules:	c

1 001	no 93000435
2 005	19931029094021.1
3 040	DLC-S ‡c DLC-S ‡d DLC-S
4 110 20	Friends of Ethiopia
5 410 20	FoE
6 510 20	‡w b ‡a Friends of Ethiopia & Eritrea
7 670	Friends of Ethiopia newsletter, Jan. 1992: ‡b t.p. (Friends of Ethiopia; FoE; Cabin John, MD)
8 670	Friends of Ethiopia & Eritrea newsletter, July 1993: ‡b t.p. (FoE has decided to change the name of the organization to Friends of Ethiopia and Eritrea)

Ex. 7. Earlier corporate name, linked to Ex. 8 through 510. Note 670s for serial publications.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 931023					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num.:	n	Name:		Subdiv tp:		Rules:	c

1 001	no 93031892
2 005	19931029094017.5
3 040	DLC-S ‡c DLC-S
4 110 20	Friends of Ethiopia & Eritrea
5 410 20	Friends of Ethiopia and Eritrea
6 410 20	FEE
7 510 20	‡w a ‡a Friends of Ethiopia
8 670	Friends of Ethiopia & Eritrea newsletter, July 1993: ‡b t.p. (FoE decided to change the name of the organization to Friends of Ethiopia and Eritrea (FEE); Washington, D.C.)

Ex. 8. Later corporate name, linked to Ex. 7 through 510.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930604					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	a	Subdiv tp:		Rules:	c

1 001	no 92008728
2 005	19920508172503.0
3 040	InU-Mu ‡c InU-Mu
4 100 10	Wagner, Richard, ‡d 1813-1883. ‡t Sonate f¨ur das Album von Frau M.W.
5 400 10	Wagner, Richard, ‡d 1813-1883. ‡t Sonata for the album of Frau M.W.
6 400 10	Wagner, Richard, ‡d 1813-1883. ‡t Sonatas, ‡m piano, ‡n WWV 85, ‡r A^b major
7 400	Wagner, Richard, ‡d 1813-1883. ‡t Sonate f¨ur Mathilde Wesendonck
8 400	Wagner, Richard, ‡d 1813-1883. ‡tAlbum-Sonate
9 670	Bavarian's courts and residences--Bayreuth [SR] 1973: ‡b label (A sonata for the album of Frau M.W. / Richard Wagner)
10 670	Deathridge, J. Wagner Werk-Verzeichnis ‡b (WWV 85: Sonate in As-Dur f¨ur Klavier; title on fair copy: Sonate f¨ur Mathilde Wesendonck; 1st ed. (1878): Eine Sonate f¨ur das Album von Frau M.W.)

Ex. 9. Name-title uniform title heading for a musical composition.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930129					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Autg status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	n	Subdiv tp:		Rules:	c

1 001	no 93002946
2 005	19930129173427.8
3 040	DGPO ‡c DGPO
4 110 10	United States. ‡b Dept. of Labor. ‡b Directorate of Civil Rights
5 410 10	United States. ‡b Dept. of Labor. ‡b Office of the Assistant Secretary for Administration and Management. ‡b Directorate of Civil Rights
6 670	Its The EEO complaint process in the Department of Labor, 1992: ‡b t.p. (U.S. Department of Labor, Office of the Assistant Secretary for Administration and Management, Directorate of Civil Rights)

Ex. 10. Government corporate name heading with subordinate body.

Screen 1 of 1 : LC Approved Record

Rec stat:	c	Entered: 930804					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num:	n	Name:	n	Subdiv tp:		Rules:	c

1 001	no 93023139
2 005	19930818081941.3
3 040	CU-S ‡c CU-S
4 110 20	Cambio XXI Fundación Mexicana
5 410 20	Cambio Veintiuno Fundación Mexicana
6 410 20	Fundación Cambio XXI
7 670	Cuestiones internacionales, jul.-sept. 1992: ‡b cover (Cambio XXI Fundación Mexicana A.C.) p. 10 (Fundación Cambio XXI)

Ex. 11. Corporate name with numerals; note first 410.

Screen 1 of 1 : LC Approved Record

Rec stat:	n	Entered: 930122					
Type:	z	Upd status:	a	Enc lvl:	n	Source:	c
Roman:		Ref status:	n	Mod rec:		Name use:	a
Govt. agn.:		Auth status:	a	Subj:	a	Subj use:	a
Series:	n	Auth/Ref:	a	Geo subd:	n	Ser use:	b
Ser num.:	n	Name:	n	Subdiv tp:		Rules:	c

1 001	no 93001964
2 005	19930205154233.9
3 040	InU ‡c InU
4 111 20	Administrative Evaluation of New Hampshire Workshop
5 670	Its (1st : 1986 : Manchester, N.H.). Chief executive officer/safety director occupant protection program, 1987: ‡b t.p. (Administrative Evaluation of New Hampshire Workshop #1) p. 2 (May 21, 1986, Manchester, New Hampshire)

Ex. 12. Conference name. Note formation of 670.

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