

NACO Training for OCLC Libraries

Outline of Personal Names

Miscellaneous rules

- Punctuation
- Capitalization
- Abbreviation
- Roman Numerals
- Omissions
- AACR2-Compatible Headings

Choice of Names

- Basic rule on choosing the name
 - Creator of a work
 - Persons as subjects
 - Nicknames
 - Abbreviated Name
 - Surname alone
 - Married Women
- Different forms of the same name
 - Different forms, same item
 - Different forms, different items
 - Different forms, different languages
 - Names written in Non-Roman script
- Choice among different names
 - Real names and pseudonyms
 - Contemporary pseudonyms
 - Non-contemporary pseudonyms

Entry Element

- Surname or element treated as a surname
- Compound surnames
- Hyphenated surnames
- Surnames with prefixes
- Names appear non-English
- Given names
- Title of Nobility
- Phrase
- Entry under initials, letter or numerals

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Additions to Names

- Non conflict

 - Fuller form, dates, etc.

- Resolving conflict

 - Additions to names

 - Undifferentiated NAR

References

- Primary entry elements

- Recording variant forms

- See also references

Canadian Headings (Appendix B)