

NACO Training for OCLC Libraries

Outline of Corporate Bodies

Part I - Introduction

Introduction

- Definition
- MARC21 Authority Format
- Division of the World
- Guidelines on Punctuation and Spacing

Establishing Corporate Body

- Basic Principles
- Direct Entry

Variant Names

- Initials vs. Full Form
 - Issuing Body
 - Non-Issuing Body
- Rules for Languages
 - Official Languages
 - International Bodies
- Variant Names (Minor Changes)
- Changes of Name

Part II – Subordinate Entries

Headings for Subordinate & Related Non-government Bodies

- Types 1-6

- Direct or Indirect Subheadings for Non-government Bodies

Headings for Subordinate & Related Government Bodies

- Types 1-11

- Direct or Indirect Subheadings for Government Bodies

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Part III – Qualifiers

How to Qualify (Placed at end of Name in Parentheses)

- Place
- Name of Institution
- Year
- General Designation
- Multiple Qualifiers

When to Qualify

- Additions
 - Qualified as Non-government Bodies
 - Government Body vs. Non-government body
 - Government Institutions
 - Qualified as Government Body
 - When to Qualify: Cataloger's Judgment
 - Name Alone does not Convey Corporateness
 - Surnames
 - Consultants
 - Initials and Acronyms
 - Conflict Situation
 - Chapters, Branches, etc.
 - Local Churches
 - Radio and Television Stations

When to Qualify

- Omissions
 - Initial Articles
 - Terms Indicating Incorporation

Conferences, Exhibitions, etc.

- Named and Unnamed
- One Time Conferences
- Exhibition as Named Conference
- Expedition as Named Conference
- Ongoing Conferences and Events
- Conferences: Subordinate Entry
- Conferences: Acronyms
- Conferences: Conflict

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Part IV – Corporate and Conference References

Corporate References

Variant Form References

Different Spelling

Acronyms

Romanizations

Rule-generated References

Inverted References

Official Language(s)

References from Jurisdiction

Direct Entry Form References

Indirect Entry Form References

Surnames

Qualifiers in References

Conference References

Variant Forms and Variant Languages

Inverted References

Direct Entry References of Subordinate Heading

Corporate Body See Also References

Earlier/Later Name Change

Merging Names

Multiple Name Changes

Name Resumed

Relationship Unclear

Policy Changes

AACR2-compatible Headings

Government-designated Parks, Forests, etc.