NACO Training for RLG Libraries

May 2001

FIXED FIELD CONVERSION TABLE

OCLC	RLIN	MARC 21	Name of Element	Values
ENC LVL	EL	Leader/17	Encoding Level	o = early notice n = verified*
AUTH/REF	KRC	008/09	Kind of Record	a = heading*
RULES	CRC	008/10	Descriptive Cataloging Rules	a = earlier b = AACR 1 c = AACR 2* d = AACR 2-compatible*
SUBJ	SBC	008/11	Subject Heading System	a = LCSH*
REF STATUS	RFE	008/29	Reference Evaluation	a = valid/evaluated* b = unevaluated n = no references*
UPD STATUS	UIP	008/31	Record Update in Process	a = verified* b = being updated
NAME	UPN	008/32	Undifferentiated Personal Name	a = personal name* b = undifferentiated* n = not personal name*
AUTH STATUS	STH	008/33	Level of establishment	a = full* b = memo c = prov* d = prelim
SOURCE	CSC	008/39	Cataloging Source	[blank] = Natl lib c = PCC library*

*value most likely to be used by PCC library

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 RLIN:
670 RLIN, Aug. 18, 1996 $b (hdg.: Root, Elijah Paul, 1882-1947; usage: E.P. Root)

Citing LC Minimal Level cataloging records:
670 LC in RLIN, Aug. 18, 96 $b (MLC hdg.: Knarr, Bruce Alan, 1946- ; usage: Bruce Alan Knarr)

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

Citations from the former LC PREMARC file:
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. 2 Dec. 1945)
670 DNB $b (Suarez, Benita; author, poet, musician; b. Mar. 20, 1924 in Los Angeles)

Citing telephone calls:
670 Phone call to T. Solis, 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 OCLC, Feb. 28, 1987 $b (hdg.: Parker, Bitterhaus & Phlung)
670 NLM files, Mar. 15, 1991 $b (Porterhouse, Phyllis, M.D.)
670 LC database, Aug. 18, 1994 $b (hdg.: Miles, Austin, 1933-; usage: Austin Miles; Kokomo the Clown)

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

Possible Combinations

	USMARC	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)**

wcontrpc.wp5: August 16, 1996

"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)**		

FOREWORD TO MAY 2001 REVISION

The schedule for updating the training manuals *NACO Training for OCLC Libraries* and *NACO Training for RLG Libraries* is irregular. Cooperative catalogers and cataloging policy specialists first published the training manuals in binders in connection with the Training the NACO Trainer class in 1995, and revamped them for subsequent classes. A few of the current changes in the manuals were made to reflect changes in the NACO environment not caught in earlier updates. Most changes are additions to the exercises and explanatory pages in the trainee manual.

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

NACO PARAMETERS

Additional explanations about required documentation remind NACO participants that neither the AACR2 nor MARC 21 Authority Format may be used as stand-alone documents. Each is to be used in conjunction with the appropriate instructions found in the LCRIs and in the pages referred to as Blue Pages and Yellow Pages.

The parameters include a new reminder of the English language environment of the NACO database.

6XX FIELDS: THINGS TO REMEMBER

These added pages help explain the 670, 675, and 667 fields.

CORPORATE NAME AUTHORITY EXERCISES

New exercises are added, along with conference name and conference reference things to remember sheets.

REFERENCE EVALUATION EXERCISES

The three exercises formerly on one page are now on separate pages, with notes on elements in the records which need evaluation. These exercises are preceded by a new tab, REFERENCE EVALUATION/CHANGES.

NACO ADMINISTRATION NOTES

These notes include a few more guidelines for contributors using RLIN.

GLOSSARY OF PCC-RELATED TERMS AND ABBREVIATIONS

The addition of the glossary is an attempt to demystify the jargon of the Program for Cooperative Cataloging. Please forward suggestions for the glossary with any other comments about this manual to cast@loc.gov

APPENDIX B DELETED

The NACO Participants Manual, formerly in Appendix B, is one of the free subscription items sent to NACO institutions or to coordinators of funnel projects to distribute to their members as needed. A third edition will be available both in print and online.

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 has adopted 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 may not.

Revisions prepared by A. Cristán and C. Sturtevant, LC Coop Cataloging Team
z:\cat\coop\training\May 2001 foreword.wpd Feb 7, 2002

DAY 1

CONTENTS NACO DAY 1

NACO Course Summary and Learning Objectives..... P. 1

NACO Training Outline ..... P. 2

NACO Program Background .....P. 3

PCC Structure ..... P. 4

PCC Umbrella ..... P. 5

NACO Parameters .....P. 6a-6e

MARC Symbols for Cooperating Libraries.....(included on PCC Cooperative Cataloging Statistics–there are no pages 7-9)

Cooperative Cataloging Statistics ..... P. 10

Name Authority Record Components ..... P. 15

Blank RLIN Authority Workform ..... P. 16

Sample RLIN Authority Workform (filled-in)..... P. 17

NACO Normalization Exercise ..... P. 18

Normalizaton: Things to Remember..... P. 18a

Fixed Field Conversion Chart ..... P. 19

"W" Control Subfields in 4xx and 5xx Fields
Values ..... P. 20
Possible Combinations .....P. 21

CONTENTS NACO DAY 1 (cont.)

Functions of the 670 Field ..... P. 22

670 Source Data Found ..... Yellow pages

670 Field: Source Data Found examples ..... P. 23

670/675/667 : Things to Remember.....(sequence numbered 1-10)

CDS Technical Notice: Machine-Derived Name Authority records ..... P. 24

Content Designation Exercise

- Personal Names ..... P. 26
- Corporate Names ..... P. 27

Implementation of Changes regarding "Headings for Certain Entities" ..P. 28

Division of the World: An Alphabetic List ..... P. 30

..... (No p. 41)

Searching ..... P. 42

24 Hour Rule ..... P. 42a

Bibliographic File Maintenance (BFM) ..... P. 43

FAQ on Reporting BFM..... ..... P. 44

NACO Record Contribution and Distribution ..... P. 47

RLIN Searching ..... P. 48

More RLIN Searching Tips..... P. 56

RLIN for WINDOWS, Version 5..... P. 57

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*. Its scope does not include music uniform title name authority records or series authority records, for which other training is required.

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 21Authority 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.

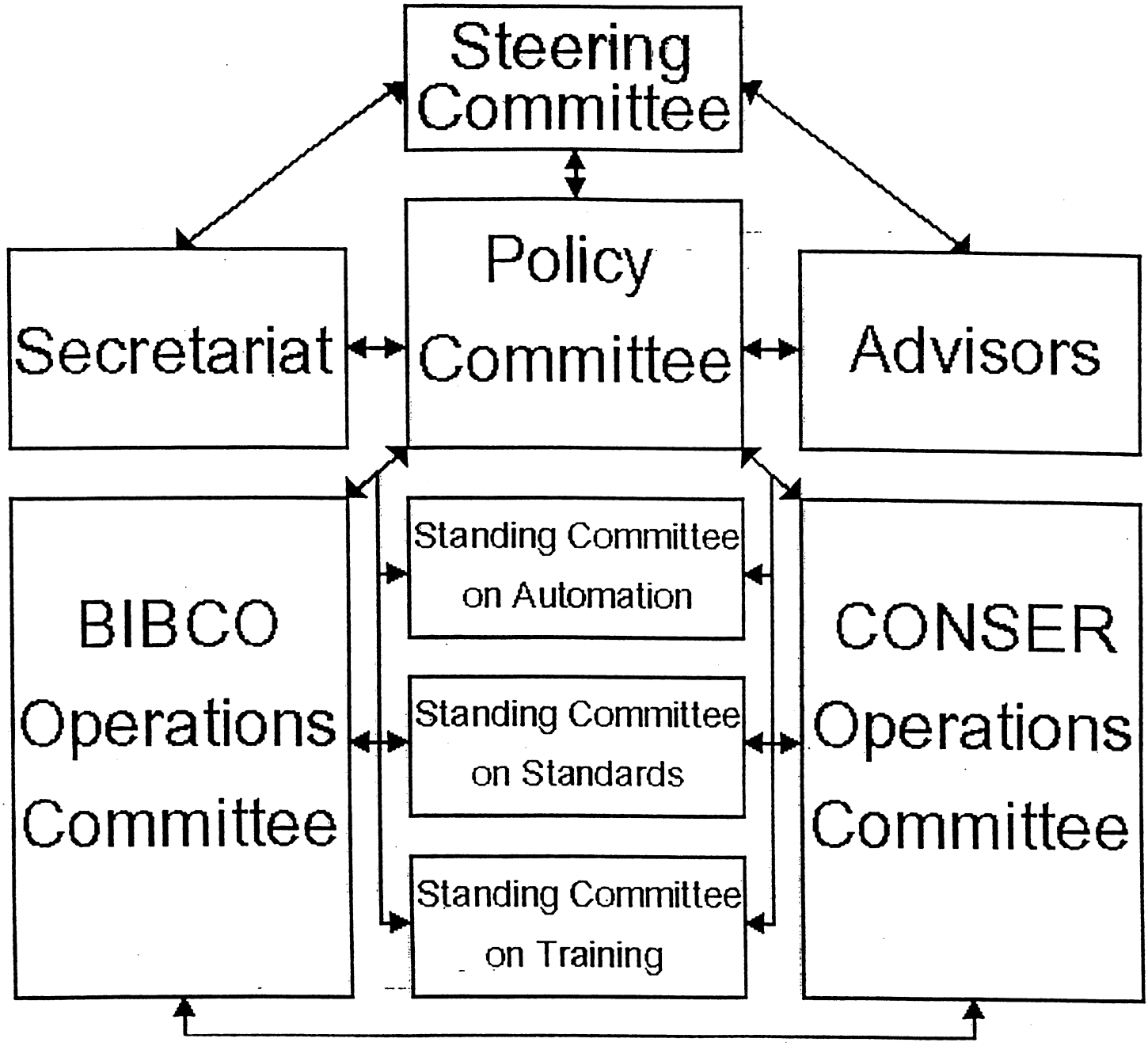
For the first ten years of the project, participating libraries contributed name and series authority records on paper worksheets to the Library of Congress where they were re-keyed and distributed to the bibliographic utilities via MARC distribution tapes. Today, most libraries contribute to the master 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.

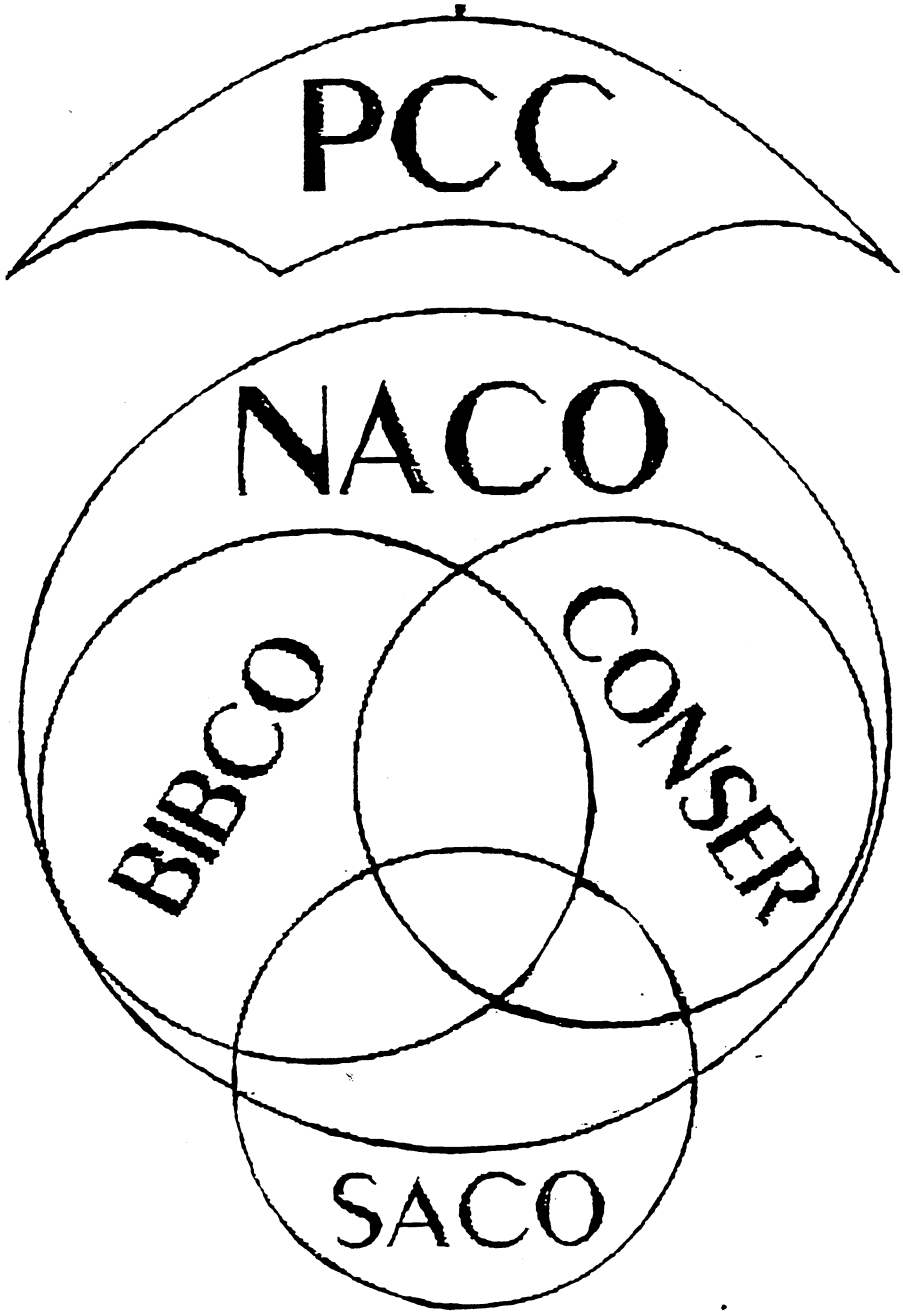
As NACO has matured from a two-library program to one which involves over 300, contributions to the file have also risen dramatically. NACO-contributed records accounted for roughly one half of all new name and series records added to the authority file in fiscal year 1998 (the Library of Congress accounts 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 NACO or National Authority File (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 first principle of the NACO program is that all authority contributions are to be formulated using the following documentation, some of which will be provided by the Coop Team at the time of training:

1. The *Anglo-American Cataloging Rules* (second revised edition) Chapters 22-26 and index. These rules must be applied by NACO partners in conjunction with the LCRIs.

2. The *Library of Congress Rule Interpretations* (LCRIs) Chapters 22-26. These guidelines provide the LC policies related to AACR2. They state the AACR2 options chosen, provide explanation and expansion of certain rules, etc. in an attempt to assure uniformity which will facilitate retrieval and increase the predictability of data elements in the NAF.

3. The *MARC 21 Authority Format*–The **white pages** are the basic pages which describe and illustrate the structural elements (content designation) of authority records, such as the leader, fixed fields, variable fields, subfields and all codes which are defined for these fields. NOTE: The Library of Congress does not implement all elements described in the white pages, and since the PCC program records follow LC guidelines, participants must refer to the supplements known as the **blue pages** when applying the content designation found in the basic text of the *MARC 21 Authority Format.*

4. The *LC Guidelines Supplement* to the *MARC 21 Authority Format*--known as the **blue pages,** are issued by the Network Development and MARC Standards Office of the Library of Congress to state which MARC elements in the white pages are not implemented by the LC. Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages.

5. *Descriptive Cataloging Manual Z1: Name and Series Authority Records* supplement to the *MARC 21 Authority Format*–known as the **yellow pages** or DCM Z1, constitute LC's internal procedural document used in the creation and modification of authority records. This document is issued by the Cataloging Policy and Support Office and is to be considered as the official procedures document for NACO participants. Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages.

6. The *Library of Congress Subject Cataloging Manual* (SCM) H405, Establishing Certain Entities in the Name or Subject Authority File

NEW NAME AUTHORITY RECORD CONTRIBUTIONS

NACO participants may contribute new **name authority records** (NARs) and may make changes to existing authority records in the NACO 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 NAF, 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 NAF, 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**

MATERIALS IN OTHER LANGUAGES

The NACO database is an English-language database. Therefore, the 040 subfield $b in authority records is always set to "$b eng". NACO participants agree to use the conventions for qualifiers of authority headings which also reflect the English-language environment of the NACO database.

CHANGES TO EXISTING NAME AUTHORITY RECORDS

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

> Participants should notify their Cooperative Cataloging liaison of any changes made on the English Short Title Catalogue (codes: ESTC, CU-RivES) or Eighteenth Century Short Title Catalogue (code: Uk-ES) headings (1XXs only) and notify the British Library before 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 when making changes to their headings.

CANCELLATION OF NAME AUTHORITY RECORDS

> The construction of the master file database utilized by the NAF 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

NACO Normalization is a program requirement that has been agreed to by all copy holding participants of the NAF (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. Instructions for requesting cutter numbers via the web appear on the NACO homepage on the PCC web site at: http://www.loc.gov/catdir/pcc/053/053prop.html

LC Cataloging Directorate
Program for Cooperative Cataloging Statistics--NACO/BIBCO/SACO/CONSER
Fiscal Year 2001 (October 1, 2000 – September 30, 2001)

TOTAL SUMMARY STATISTICS

Category	*FY 2001*	*FY 2001 as % of FY 2000*	*FY 2000*	*TOTAL PCC TO DATE*
Bibliographic Records (BIBCO)	72952	114%	64004	428751
Bibliographic Record Changes (BIBCO)	3367	105%	3212	88123
New Name Authority Records (NACO)	142555	111%	128160	1683955
New Series Authority Records (NACO)	9419	105%	8953	79291
Changed Names (NACO)**	41653	123%	33924	
Changed Series (NACO)**	2693	108%	2502	
Total Changed NARs/SARs (NACO)	44346	122%	36426	391677
New Subject Headings (SACO)	2631	94%	2791	21643
Subject Heading Changes (SACO)	388	62%	621	5812
New Class Numbers (SACO)	2043	209%	979	8983
Class Number Changes (SACO)	92	167%	55	570
Authentications (1) (CONSER)	26585	93%	28693	932713
Maintenance (2) (CONSER)	37114	96%	38522	n/a

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

(1) Authentications include CONSER authentications of original records, existing unauthenticated records, and subsequent authentications at the full, core, and MLC levels.

(2) Includes 3,373 updated records from the Publication Pattern Initiative

In addition, cleanup projects by OCLC changed 122,460 NARs and SARs in FY2001.

z:\cat\coop\qpdata\fy2001.wb3 yetitle dec 12, 2001

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	1861	629	220	97	2147	38	2	0	0
ViNSC	Armed Forces Staff College	198	4	4	0	782	1	0	0	0
UPB	Brigham Young University	2592	497	679	107	1405	179	0	0	0
NBL	Brooklyn School of Law	102	9	20	6	178	0	0	0	0
ICRL	Center for Research Libraries	553	109	214	8	720	1	0	0	0
OCl	Cleveland Public Library	1618	207	667	36	2599	22	1	1	0
NNC	Columbia University	2178	252	354	59	3074	69	1	1	0
NIC	Cornell University	5401	614	801	76	9244	3	0	0	0
MH	Harvard University	358	140	221	66	35	149	10	1	0
InU	Indiana University	2317	333	1000	61	3041	46	3	2	0
InIU-L	Indiana University School of Law at Indianapolis	51	0	1	0	14	0	0	0	0
DNAL	National Agricultural Library	634	63	71	17	402	0	0	0	0
DNLM	National Library of Medicine	4572	287	604	39	5697	0	0	0	0
NN	New York Public Library	1289	54	105	10	147	1	0	0	0
NNU	New York University	758	112	331	28	1447	3	1	0	0
NNU-L	New York University Law Library	186	28	48	14	184	0	0	0	0
IEN	Northwestern University	1432	160	103	21	439	0	0	0	0
OO	Oberlin College	186	20	68	24	382	10	1	9	0
OkS	Oklahoma State University	225	59	23	6	305	3	0	0	0
NjP	Princeton University	6639	110	1592	6	5289	43	1	2	0
NJQ	Queens Borough Public Library	1354	104	60	3	252	6	0	0	0
MoSU-L	Saint Louis University School of Law	890	65	155	20	155	0	0	1	0
CSt	Stanford University	4203	475	1974	91	5522	8	1	0	0
TxCM	Texas A & M University	1009	10	83	0	647	10	3	1	0
LNT	Tulane University	159	15	86	10	320	11	0	0	0
CU	University of California, Berkeley	1012	86	342	9	670	6	1	3	0
CLU	University of California, Los Angeles	928	130	224	35	957	10	0	1	0
ICU	University of Chicago	2144	550	242	59	4554	1	0	0	0
CoU	University of Colorado at Boulder	1121	289	265	131	687	0	1	1	0
ODaU	University of Dayton	459	9	7	4	257	0	0	0	0
FU	University of Florida	1070	407	187	44	1894	30	3	0	0
MdU	University of Maryland	1807	80	272	36	385	9	0	0	0
NmU	University of New Mexico	1247	194	779	61	1128	3	0	0	0
NcU	University of North Carolina, Chapel Hill	1293	111	199	27	1222	2	0	1	0
OrU	University of Oregon	992	82	820	44	1120	34	1	0	0
PU	University of Pennsylvania	596	72	143	28	3677	4	2	0	0
TxU	University of Texas, Austin	896	85	252	21	720	5	1	0	0
WaU	University of Washington	1950	178	582	104	1815	438	224	28	26
WU	University of Wisconsin-Madison	2272	0	458	2	4132	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 #
DGPO	US Government Printing Office	928	34	171	27	3238	177	5	0	0
TNJ	Vanderbilt University	1852	242	367	95	524	7	0	0	0
CtY	Yale University	2619	461	452	58	1447	6	2	4	0
	NACO LIBRARIES									
TxAbC	Abilene Christian University	93	0	10	0	0	0	0	0	0
MWA	American Antiquarian Society	2145	0	472	0	0	0	0	0	0
IArlh	Arlington Heights Memorial Library	206	52	17	2	0	0	0	0	0
AAP	Auburn University	49	0	4	0	0	0	0	0	0
CB	Berkeley Public Library	4	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	128	0	87	1	0	0	0	0	0
Uk	British Library	18772	0	9849	0	0	300	6	0	0
RPB	Brown University	1717	86	112	6	0	2	0	0	0
UkCU	Cambridge University	594	0	131	0	0	23	1	0	0
OClW	Case Western Reserve University	212	0	89	0	0	0	0	0	0
WaElC	Central Washington University	26	0	82	0	0	41	26	0	0
IC	Chicago Public Library	593	0	73	1	0	0	0	0	0
NNC-EA	Columbia University, East Asiatic Library	223	0	19	0	0	0	0	0	0
MCo	Concord Free Public Library	46	0	13	0	0	0	0	0	0
IAhCCS	Cooperative Computer Services	603	183	503	46	0	6	0	0	0
TxDa	Dallas Public Library	12	0	1	0	0	0	0	0	0
CtWfDGI	Donohue Group, Inc.	89	0	132	0	0	0	0	0	0
NcD	Duke University	1322	71	187	6	0	2	1	0	0
Uk-ES	Eighteenth Cent Short Title Cat, British Library	249	0	0	0	0	0	0	0	0
MxMxECM	El Colegio de Mexico	12	0	1	0	0	0	0	0	0
GEU	Emory University	362	0	20	2	0	0	0	0	0
CU-RivES	English Short Title Cat, U California, Riverside	2	0	24	0	0	0	0	0	0
FTaSU-L	Florida State University Law Library	21	0	8	4	0	0	0	0	0
DFo	Folger Shakespeare Library	15	0	11	0	0	3	0	0	0
DFG	Freer Gallery of Art	15	4	4	1	0	0	0	0	0
DGU	Georgetown University	155	160	14	1	0	0	0	0	0
MH-L	Harvard University Law Library	211	76	208	37	0	0	0	0	0
CSmH	Henry E. Huntington Library	257	0	77	0	0	0	0	0	0
HkUST	Hong Kong University of Science & Technology	890	0	458	5	0	0	0	0	0
CSt-H	Hoover Institution on War, Revolution, & Peace	109	4	30	0	0	0	0	0	0
DHU-MS	Howard Univ, Moorland-Springarn Research Ct	0	0	0	0	0	0	0	0	0
IWhI	Indian Trails Public Library District	0	0	0	0	0	0	1	0	0
InHi	Indiana Historical Society	2	0	0	0	0	0	0	0	0
InU-L	Indiana University, Law Library	1	0	0	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 #
InIU	Indiana University-Purdue Univ at Indianapolis	16	0	12	0	0	0	0	0	0
IaAS	Iowa State University	261	0	51	0	0	0	0	0	0
RPJCB	John Carter Brown Library	70	0	14	0	0	0	0	0	0
DJBF	Joint World Bank/Intl Monetary Fund Lib	1247	41	44	5	0	0	0	0	0
Vi	Library of Virginia	182	0	25	0	0	0	0	0	0
LU	Louisiana State University	58	0	11	0	0	0	0	0	0
LU-L	Louisiana State University Law Library	31	0	2	0	0	0	0	0	0
Md-LL	Maryland State Law Library	0	0	0	0	0	0	0	0	0
MCM	Massachusetts Institute of Technology	71	12	68	14	0	0	0	0	0
CaNfSM	Memorial University of Newfoundland	177	0	15	0	0	0	0	0	0
MiEM	Michigan State University	259	0	76	0	0	6	0	0	0
MnHi	Minnesota Historical Society	0	0	0	0	0	2	0	0	0
UkLNAL	National Art Library (Great Britain)	76	0	0	0	0	0	0	0	0
CaOONL	National Library of Canada	304	0	0	0	0	42	1	0	0
Nz	National Library of New Zealand	800	0	278	6	0	5	0	0	0
StEdNL	National Library of Scotland	1292	0	188	0	0	35	1	0	0
SaPrNL	National Library of South Africa	279	0	46	0	0	0	0	0	0
WlAbNL	National Library of Wales	254	0	19	0	0	0	0	0	0
Nv	Nevada State Library and Archives	44	0	0	0	0	0	0	0	0
N	New York State Library	88	0	12	1	0	0	0	0	0
OCoLC	OCLC	225	9	721	14	0	0	0	0	0
OrPOCIP	OCLC CIP Upgrade Unit (Portland, OR)	189	52	279	0	0	0	0	0	0
WaLyOC	OCLC Lacey Product Center	25	0	0	0	0	0	0	0	0
OCoLC-P	OCLC Technical Processing Dept. (Dublin, OH)	1264	0	22	0	0	0	0	0	0
OU	Ohio State University	757	12	170	2	0	0	0	0	0
DCU-IA	Oliveira-Lima Collection, Catholic University	247	0	40	0	0	0	0	0	0
Or	Oregon State Library (Oregon)	53	0	14	0	0	0	0	0	0
OrCS	Oregon State University	292	0	17	0	0	0	0	0	0
UkOxU	Oxford University	520	0	89	1	0	59	3	0	0
PSt	Pennsylvania State University	354	0	7	0	0	0	0	0	0
OrPS	Portland State University	459	0	30	0	0	0	0	0	0
PPPrHi	Presbyterian Church Department of History	1471	0	123	0	0	0	0	0	0
lOrQBI	Quality Books Inc.	786	0	52	0	0	0	0	0	0
NjR	Rutgers University	260	0	177	0	0	1	1	2	0
MoSU	Saint Louis Univ School, Pius XII Mem. Library	249	0	83	6	0	0	0	0	0
CSf	San Francisco Public Library	0	0	0	0	0	0	0	0	0
CSjU	San Jose State University	0	0	0	0	0	0	0	0	0
DSI	Smithsonian Institution Library	663	171	75	21	0	11	0	0	0
DSI-HMS	Smithsonian Inst, Hirshhorn Mus/Sculpture Gdn	184	0	37	0	0	0	0	0	0
F	State Library of Florida*	0	0	0	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 #
O	State Library of Ohio	262	0	19	0	0	0	0	0	0
P	State Library of Pennsylvania	137	0	70	1	0	0	0	0	0
TMTI	State Technical Institute	0	0	0	0	0	0	0	0	0
NBuU	State University of New York at Buffalo	2373	142	343	18	0	4	1	0	0
CSto	Stockton-San Joaquin County Public Library	107	0	1	0	0	0	0	0	0
PSC-Hi	Swarthmore College, Friends Historical Library	51	0	0	0	0	0	0	0	0
NNC-T	Teachers College, Columbia*	39	0	4	0	0	0	0	0	0
Tx	Texas State Library	387	0	21	0	0	0	0	0	0
IeDuTC	Trinity College, Dublin	0	0	0	0	0	1	0	0	0
TxSaT	Trinity University (San Antonio, Tex.)	27	0	2	0	0	0	0	0	0
AgViUSA	Universidad de San Andres	258	0	13	1	0	0	0	0	0
BrSU	Universidade de Sao Paulo	583	0	99	0	0	0	0	0	0
UnM	University Microfilms International	9	0	8	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	25	0	169	1	0	0	0	0	0
ArLUA-L	University of Arkansas, Little Rock, Law Library	59	0	3	0	0	0	0	0	0
CU-L	University of California, Berkeley, Law Library	196	0	4	0	0	0	0	0	0
CU-S	University of California, San Diego	0	0	0	0	0	2	0	0	0
CU-SB	University of California, Santa Barbara	265	36	53	2	0	2	0	0	0
GU	University of Georgia	69	46	25	5	0	1	1	0	0
HU	University of Hawaii, Manoa	283	0	189	0	0	0	0	0	0
TxHU	University of Houston	81	0	25	0	0	0	0	0	0
ICIU	University of Illinois, Chicago	198	0	29	0	0	2	0	0	0
KU	University of Kansas	259	0	23	0	0	0	0	0	0
KyU-M	University of Kentucky Medical Center Library	53	0	0	0	0	0	0	0	0
MdPM	University of Maryland, Eastern Shore	1	0	0	0	0	0	0	0	0
MU	University of Massachussetts, Amherst	1070	0	200	3	0	11	1	0	0
FMU	University of Miami	499	0	138	1	0	0	0	0	0
MiU	University of Michigan	219	14	82	11	0	0	0	0	0
MnU	University of Minnesota	52	0	121	2	0	1	0	0	0
MoKU	University of Missouri, Kansas City	336	0	248	0	0	0	0	0	0
NbU	University of Nebraska, Lincoln	229	66	14	4	0	0	0	0	0
NbOU	University of Nebraska, Omaha	52	20	12	1	0	0	0	0	0
InNd	University of Notre Dame	21	0	3	0	0	0	0	0	0
OkU	University of Oklahoma	123	0	2	0	0	0	0	0	0
PU-L	University of Pennsylvania, Biddle Law Library	293	47	6	2	0	0	0	0	0
PPiU	University of Pittsburgh	162	41	29	3	0	0	0	0	0
TU-L	University of Tennessee Law Library, Knoxville	3	0	0	0	0	0	0	0	0
TxArU	University of Texas, Arlington	0	0	0	0	0	0	0	0	0
ViU	University of Virginia	150	109	44	12	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 #
WyU	University of Wyoming	278	0	35	0	0	0	0	0	0
DI-GS	US Geological Survey	604	0	37	0	0	5	1	0	0
DHMM	US Holocaust Memorial Museum Library	301	11	44	1	0	3	1	1	0
DNA	US National Archives	9	0	0	0	0	0	0	0	0
ViBlbV	Virginia Polytechnic Institute and State Univ	171	31	105	13	0	0	0	0	0
ViRVU	Virginia Union University	0	0	0	0	0	0	0	0	0
IGuWNP	Warren Newport Public Library	51	10	60	7	0	4	0	0	0
KTW-L	Washburn University School of Law Library	60	0	25	0	0	0	0	0	0
Wa	Washington State Library	26	0	0	0	0	0	0	0	0
MoSW	Washington University	121	0	13	0	0	1	0	0	0
MoWgW	Webster University	81	0	17	0	0	0	1	0	0
WaBeW	Western Washington University	483	0	315	0	0	0	0	1	0
	MULTI-LIBRARY NACO PROJECTS									
	ARABIC PROJECT	321	63	143	10	0	0	0	0	0
	ART NACO	3781	145	1234	34	0	14	4	0	0
	ATLA	1466	0	73	0	0	1	0	0	0
	CALICO SOUTH AFRICA	15	0	0	0	0	0	0	0	0
	CONNECTICUT PROJECT**	10	0	1	0	0	0	0	0	0
	DALNET (Detroit Area Library Network)	649	22	5	0	0	0	0	0	0
	DANCE HERITAGE	30	0	11	0	0	0	0	0	0
	GAELIC SOUTH AFRICA	1721	0	575	0	0	2	0	0	0
	HEBRAICA PROJECT	497	13	115	2	0	2	0	0	0
	LAW PROJECT/OCLC	420	117	31	6	0	0	0	0	0
	LAW PROJECT/RLIN	259	18	30	6	0	0	0	0	0
	NACO MUSIC	10671	162	3955	15	98	4	7	0	0
	NORTH DAKOTA PROJECT	2154	0	52	0	0	8	0	0	0
	OHIO PROJECT**	15	0	4	0	0	6	0	0	0
	OLAC	2411	7	294	0	0	0	0	0	0
	VERMONT PROJECT	278	0	42	0	0	1	0	0	0
	SACO-ONLY LIBRARIES									
MNtcA	Andover Newton Theological School	0	0	0	0	0	1	0	0	0
ArStC	Arkansas State University	0	0	0	0	0	0	2	0	0
InMuB	Ball State University	0	0	0	0	0	5	0	0	0
IdBB	Boise State College	0	0	0	0	0	3	0	0	0
PPi	Carnegie Library of Pittsburgh	0	0	0	0	0	4	0	1	0
MMiltC	Curry College	0	0	0	0	0	2	0	0	0
NhD	Dartmouth College	0	0	0	0	0	1	0	0	0
OGraD	Denison University	0	0	0	0	0	6	0	0	0

Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #
CaAE	Edmonton Public Library	0	0	0	0	0	241	8	1	0
FMFIU	Florida International University	0	0	0	0	0	1	0	0	0
CaOOG	Geological Survey of Canada	0	0	0	0	0	5	0	1	0
MdBJ	Johns Hopkins University, Baltimore	0	0	0	0	0	1	0	0	0
ICLAM	Leather Archives & Museum	0	0	0	0	0	9	3	0	0
TxHLS	Lunar & Planetary Institute, Lib-Info Ctr	0	0	0	0	0	14	0	0	0
PPLT	Lutheran Theological Seminary	0	0	0	0	0	1	0	0	0
Mn-N	Minnesota State Dept. of Natural Resources	0	0	0	0	0	5	0	0	0
Mn-Hw	Minnesota State Dept. of Transportation	0	0	0	0	0	7	0	0	0
Mn	Minnesota State Law Library	0	0	0	0	0	2	1	0	0
MnRoP	Minnesota State Pollution Control Agency	0	0	0	0	0	3	0	0	0
MShM	Mount Holyoke	0	0	0	0	0	5	2	0	0
AuCNL	National Library of Australia	0	0	0	0	0	7	1	0	0
LiViLNB	National Library of Lithuania	0	0	0	0	0	8	0	0	0
SiSiNL	National Library of Singapore	0	0	0	0	0	13	1	0	0
MoSpS	Southwest Missouri State University	0	0	0	0	0	1	0	0	0
TxLT	Texas Tech University	0	0	0	0	0	5	0	0	0
CaOTLS	The Law Society of Upper Canada	0	0	0	0	0	0	1	0	0
MiLTC	Thomas L. Cooley Law School Lib	0	0	0	0	0	1	3	1	0
OAkU	University of Akron	0	0	0	0	0	0	1	0	0
ArU	University of Arkansas	0	0	0	0	0	14	0	0	0
CU-A	University of California, Davis	0	0	0	0	0	1	0	0	0
NhU	University of New Hampshire	0	0	0	0	0	32	0	4	0
DDOE	US Dept of Energy	0	0	0	0	0	1	0	0	0
DI	US Dept of the Interior	0	0	0	0	0	27	1	0	0
Wy	Wyoming State Library	0	0	0	0	0	1	1	0	0
	MULTI-LIBRARY SACO PROJECTS									
	AFRICANA PROJECT	0	0	0	0	0	21	14	0	0
	AFRICAN AMERICA SUBJECT FUNNEL	0	0	0	0	0	32	0	0	0
	LC Coop Team	148	0	1759	760	0	203	27	1975	66
	TOTALS	142555	9419	41653	2693	72952	2631	388	2043	92
Code	Institution/Library/Unit	New names	New series	Chg names	Chg series	BIBCO	New subj	Chg subj	New cls#	Chg cls #

*Joined BIBCO during second half of FY2001
**Joined NACO during second half of FY2001
Two cleanup projects by OCLC changed 122,460 NARs and SARs in FY2001
z:\cat\coop\qpdata\fy2001.wb3 pubabbfnl dec 5, 2001

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

OCLC	RLIN	MARC 21	Name of Element	Values
ENC LVL	EL	Leader/17	Encoding Level	o = early notice n = verified*
AUTH/REF	KRC	008/09	Kind of Record	a = heading*
RULES	CRC	008/10	Descriptive Cataloging Rules	a = earlier b = AACR 1 c = AACR 2* d = AACR 2-compatible*
SUBJ	SBC	008/11	Subject Heading System	a = LCSH*
REF STATUS	RFE	008/29	Reference Evaluation	a = valid/evaluated* b = unevaluated n = no references*
UPD STATUS	UIP	008/31	Record Update in Process	a = verified* b = being updated
NAME	UPN	008/32	Undifferentiated Personal Name	a = personal name* b = undifferentiated* n = not personal name*
AUTH STATUS	STH	008/33	Level of establishment	a = full* b = memo c = prov* d = prelim
SOURCE	CSC	008/39	Cataloging Source	[blank] = Natl lib c = PCC library*

*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
- Recording dates
- 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)
```

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 Internet resources, see section "Internet resources" 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.

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.

Recording dates

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.

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 Z1 Appendix for Canadian headings).

(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 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
```

---

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

```
        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])
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;
           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)
```

---

[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.

Internet resources. Give the title of the Internet resource and the date it was consulted in subfield $a. In subfield $b, give a location within the resource, if appropriate, and the information found. Generally, don't include the URL (Uniform Resource Locator) since the address often changes. If a URL is given that contains a spacing tilde or a spacing underscore, replace the character with its corresponding hex code, preceded by the percent sign:

%7E for spacing tilde
%5F for spacing underscore

```
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 AltaVista, viewed Dec. 4, 1997: $b WWW page title
       screen (AltaVista, search network) HTML title (Alta
       Vista) additional screens (World Wide Web search
       engine developed by Digital Equipment Corp.)

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 (__________)
```

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 found in OCLC:
670 OCLC, Aug. 8, 1994 $b (LC MLC hdg.: Knarr, Bruce Alan, 1946-; usage: Bruce Alan Knarr)

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

You may see, but never make citation to the file formerly called LC PREMARC file:
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]; usage: not given)

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)

670 (Sources found) : Things to remember

(cf. *DCM Z1* 670 field)

Attributes of the 670 field:

★ a repeatable variable field

★ contains no indicators

★ contains two non-repeatable subfields ($a and $b)

Generally:

♦ Information contained in subfield $a consists of the title proper of item being cataloged or reference source and date of publication (may or may not include the main entry)

♦ Information in subfield $b shows usage of name being established as found on chief source of item being cataloged or in a reference source and may include other information about the person/body being established

♦ Personal names in subfield $b are transcribed "as found" on chief source along with any titles,

etc., variants are transcribed "as found" in other locations within items or in reference source (i.e., direct order vs inverted construction)

♦ The first 670 corresponds to the item being cataloged (that which caused you the need to establish the heading)

♦ Information found within the item being cataloged is added in the same 670 subfield $b (e.g., variant forms, dates, etc.)

♦ Information in 670s of existing NARs is rarely changed (except for egregious errors)

♦ Information is added to the 670 of a NAR originally created for a CIP item when published item shows variant forms, etc.

EXAMPLE: NAR 670 based on CIP cataloging information:

670 $a Mexican American farm workers, c2000: $b CIP t.p. (Juan Gonzalez, Jr.)

EXAMPLE: NAR 670 modified with information found in published item:

670 $a Mexican American farm workers, c2000: $b CIP t.p. (Juan Gonzalez, Jr.) bk t.p. (Juan L. Gonzales, Jr.)

♦ Additional 670s are generally added in

succession, not inserted before extant 670s

♦ Date of searching/consultation is added to all non-print citations (e.g., databases, phone calls--those sources that are dynamic). Include month, day and year

♦ Dates in 670s include the month spelled out or abbreviated

♦ Subfield $b is not necessary when the exact form of name being established is included in subfield $a (title of item being cataloged) and no other information needs to be recorded, e.g., date of birth, fuller form of name, loc. of corporate body or place

Example: 670 $a A biography of Ralph Waldo Emerson, 1921.

♦ Except for the parentheses in the subfield $b, there is no prescribed punctuation in the 670

<u>Generally:</u>

Punctuation should help set off information so that data provided is clear to users of the authority file who do not have the same item in hand (e.g., date of publication preceded by a comma

helps the user to know that the date is not part of the title)

Location data and other information in subfield $b may be abbreviated so long as it is clear what is meant

If information provided is not in English avoid abbreviations when these might be confusing

Information found in different locations within the same item may be given within its own set of parentheses preceded by the location where information was found

Example:

670 $a The filming of The day the earth stood still, 1998 $b t.p. (Michael Rennie) jkt (Michael J. Rennie; Ph.D., actor)

Location information is not needed when citing a database or alphabetical reference source

670 $a WWW, The day the earth stood still home page, Aug. 10, 2000 $b (Michael Rennie; b. 1925; d. 1954)

When citing OCLC, RLIN or other bibliographic data bases cite usage to reinforce choice of heading (cf. DCM Z1 p. 6)

670 $a OCLC data base, May 10, 2000 $b (hdg.: Rennie, Michael James, 1925-; usage: Michael Rennie)

REMEMBER:

The required elements in the 670 are:

- The title proper of the item being cataloged
- The date of publication of the item
- Citation of the name being established in parentheses (generally but not always from chief source) except as noted above, when all information is given in the title

Other information required as needed:

- Justification of the variant forms of names
- Justification of titles, dates, fuller forms of name, etc. when included as part of headings or in references either from the chief sources of information or from other locations
- Reference source citations, etc.

NOTE: Other information that would be useful to

properly identify a person/corporate body or resolve a future conflict (if readily available) should be supplied in subfield $b. Such information may include:

- fuller/variant form of name not used in heading or reference
- location/date of founding of a corporate body
- title associated with name (but not used in 1xx),
- highest academic degree received,
- birth place/location of corp. body
- current place of residence or work
- areas of interest unrelated to authorship,

670 $a Angels dancing on the head of a pin, 1900: $b (Angela Jones) front flap (MBA Univ. of Tex., Austin; b. in Puerto Rico; res. in Fargo, N.D.; breeds horses)

Remember:

A NAR does not stand as a biographical or historical record of person or corporate body. Do not routinely supply such information

NACO encourages the use of macros and other time saving, cost effective devices in the creation of NARs.

Attributes & Functions of the 675 Field

675 (Sources not found) :

Attributes:

★ a non repeatable variable field

★ contains no indicators

★ the subfield $a is repeatable and is the only subfield allowed

Note: information which would be given in a subfield $b of a 670 should be included as part of subfield $a in the 675 (especially when justifying earlier/later links (cf. LCRI 26.3 B-C p. 2, no. b))

675 Functions:

♦ To record bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters)

♦ To show the need for creating a non-differentiated personal name authority record

♦ To save other catalogers the time of checking the same source

♦To show that no information was found to support the choice/form of the 1xx

♦To show that no information was found to support the choice/form of the 1xx

(cf. LCRI 26.3 B-C p. 2, no. b)

SAMPLE NAR for earlier/later citation:

110 2 $a State Botanical Garden of Georgia

510 2 $a University of Georgia. $b Botanical Garden $w b

670 $a Flora and fauna of the State Botanical Garden of Georgia, 1989.

675 $a Strawberry fields forever, 2001: t.p. (Botanical Garden of the University of Georgia)

Attributes & Functions of the 667 Field

667 (Non-public note)

Attributes:

★ Repeatable variable field

★ Contains no indicators

★ Non-repeatable subfield $a is the only subfield allowed

667 Most Common Functions:

♦ To assert that different authority records with similar names have been determined to be unique:

100 1 Jones, George W., $d 1945-
667 Not the same as: Jones, George W. (n96012345)

♦ To record that not enough information was available to make such a determination:

100 1 Jones, George W., $d 1945-
667 Cannot determine if same person as: Jones, George W. (n96012345)

♦ To help catalogers by recording information to

reflect a possible change in the name of corporate body and/or possible relationships with other headings

♦ To record non-biographical, non-historical information which may be helpful to determine why NAR was coded "provisional" (008/33=c) or "preliminary" (008/33 =d)

667 Not enough information to establish parent body in French

667 Data contributed by the Dance Heritage Coalition for the New York Public Library Dance Collection.

670-675-667 things to remember.wpd

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-B
Invalid in this function

ID:NAF09861016     ST:p    EL:n   STH:a    MS:c   UIP:a    TD:1998031913263
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, c
    96:‡b(usage: Juan-Mar´ia Solare)
670    His Suite modal, c1995:‡bcover (Juan-Mar´ia Solare) Harrassowitz sli
    (b. 1966)
```

NOTE: The record above, shown in versions for both utilities, was created originally as a machine-derived authority record in a special project. It has been modified by the addition of a 670 for an item in hand, with the resulting change in code from d (preliminary) to a (full) in Auth Status and STH. The 667 should have been removed when the record was updated.

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
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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.

PCC Frequently Asked Questions

FAQ on Reporting BFM

including headings labelled "[from old catalog]"

1. What is the "universe for cataloging" as defined for NACO catalogers?
2. Are NACO participants required to search the LC database in order to report BFM?
3. What changes have taken place in the LC database since the implementation of the new system?
4. How are these old catalog records identified in the LC Online Catalog?
5. 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?
6. Are "from old catalog" heading considered in the universe for conflict when formulating new name authority headings and references?
7. When creating a new heading which conflicts with other headings, could information "from old catalog" headings be used?
8. 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?
9. Is there any hope that the utilities or LC will implement programming which will eliminate the need for reporting BFM?

---

1. What is the "universe for cataloging" as defined for NACO catalogers?

For NACO participants typically the universe for cataloging is defined as the utility through which NARs are contributed to the NAF. For the majority of NACO catalogers this means either OCLC or RLIN. This is because these utilities hold current copies of the LC bibliographic and authority files. Few local catalogs meet this requirement which means that catalogers cannot

consider their local database as the "universe for cataloging". The NACO parameter accepted by all participants requires NACO catalogers to report BFM to LC when a heading on an LC bibliographic record is out of synch with a newly created or modified NAR, but this does **not** mean that participants are required to search the LC database.

2. **Are NACO participants required to search the LC database in order to report BFM?**

   No, searching the LC Online Catalog is not a requirement for NACO participation and the PCC does not encourage libraries to search beyond their immediate "universe for cataloging" in order to determine the form of a heading. LC distributes its cataloging to OCLC and RLG on a regular basis. Nonetheless, since NACO catalogers often search the LC database anyway, we have devised this FAQ to help catalogers interpret the information found in the current LC online database.

3. **What changes have taken place in the LC database since the implementation of the new system?**

   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 questions numbered 4-8 of the FAQ will clarify what to do when these headings are encountered by NACO catalogers.

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

   Within the LC Online Catalog, these old bibliographic records can be divided into two large groups:

   A. 3.2 million bibliographic records 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 in the LC Online Catalog are identified by the code "oclcrep" in subfield "c" of the MARC local field 906. This 906 field is 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

5. **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**.

6. **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 bibliographic 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

7. **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. 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. If citing these records we suggest the following:

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

   Other reference sources such as biographical dictionaries or the printed version of the National Union Catalog would be more authoritative.

Back to Questions

8. **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?**

   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. If a search in the LC Online Catalog leads to a heading labeled "[old catalog heading]" (either name or subject) which is out of synch with the current form in the authority file(s) or not present in the authority file(s) please **do not report** these to the Coop Team or to CPSO. These reports will not be acted on and will only prove frustrating to both the sender and the receiver.

9. **Is there any hope that the utilities or LC will implement programming which will**

eliminate the need for reporting BFM?

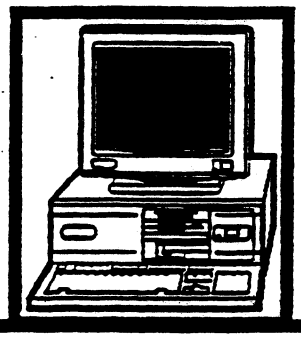
OCLC recently announced that it has developed and implemented programming which will allow global heading changes and therefore eliminate the need for OCLC members to report BFM to OCLC. This change will only occur when a modification is made to the 1XX of an extant authority record and there are bibliographic records with that same heading in the OCLC WorldCat. LC is currently working with its vendor to implement a global change program; however, as with the OCLC programming, even when this capability is available the need for reporting BFM will not be entirely eliminated. For example, modifications to headings which currently reside in a nondifferentiated NAR or new headings that do not match exactly the corresponding heading in an extant bibliographic record will **not automatically queue** a global BFM without human intervention. With the implementation of the LC-ILS, CPSO prepared a statement about the NACO requirements for reporting BFM which contains some information on this question.

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

Library of Congress
Comments: lcweb@loc.gov (12/04/01)

NACO Day 1, p. 46.5

NACO Record Contribution and Distribution



Institutional Review File (OCLC or RLIN)

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

CONTENTS NACO DAY 2

Proposed LCRI Revisions Sample Memo ..... P. 1

Results of RI Census ..... P. 3

Undifferentiated Personal Name Record ..... P. 5

Canadian Headings ..... P. 6

CDS Technical Notice: NLC NACO Records ..... P. 7

(No pages 8-12)

Personal Names Exercises 1-19 ..... P. 13

Personal Names: Things to Remember ..... P. 32

References: Personal Names - Things to Remember ..... P. 33

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:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

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:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

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:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

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:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

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:

0XX ___

040 MARC$beng$cMARC

1XX ___

4XX ___

4XX ___

4XX ___

5XX ___

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*****

4XX ___

4XX ___

4XX ___

5XX ___

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*****

4XX ___

4XX ___

4XX ___

5XX ___

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*****

4XX ___

4XX ___

4XX ___

5XX ___

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

CDS Technical Notice: Name that Cemetery ..... P. 1

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

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

Corporate Names 24.13 "Test Against" Handout ..... P. 19

Corporate Name Exercises 15-30 ..... P. 20

Corporate Names: Things to Remember ..... P. 28

References: Corporate Names - Things to Remember ..... P. 29

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:

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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]

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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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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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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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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]

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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

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***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:

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040 MARC$beng$cMARC

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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)

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

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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 Censo socioeconómico en villas de emergencia, 1984: t.p.$b (Ministerio de Economía, Subsecretaría de Programación y Desarrollo) cover (Provincia de Buenos Aires)

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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040 MARC$beng$cMARC

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670 Censo socioeconómico en villas de emergencia, 1984:$b t.p. (Ministerio de Economía, Subsecretaría de Programación y Desarrollo, Dirección Provincial de Estadística) cover (Provincia de Buenos Aires)

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 Randomization and Approximation Techniques in Computer Science, c1998:$b t.p. (RATS '98, Barcelona, Spain, Oct. 1998) p. 4 (2nd International Workshop on Randomization and Approximation Techniques in Science)

RLIN Corporate Name Exercise

Fixed fields:

ID: [system supplied]		ST:s	EL:___	STH:___	MS:n	UIP:_	TD: [system supplied]	
KRC:___	MU: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 Kiss it goodbye, 1973:$b (the Texas Rangers baseball team f. in 1971 after the sale of the Washington Senators)

Reference work consulted:

8 670 Total baseball, 1989$bp. 35-34 (in 1960 the Washington Senators relocated to Minnesota and were reconstituted in 1961 in Washington, DC under new ownership with the same name. In 1972 they moved to Texas and became the Texas Rangers baseball team)

SEE next 3 NARs and resolve possible conflict, plus establish earlier/later links.

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:

010 **nafl83021325**

040 **MARC$beng$cMARC**

110 2 **Washington Senators (Baseball team)**

410 2 **Senators (Baseball team)**

510 2 **Minnesota Twins (Baseball team)$w b**

670 **The Washington Senators, 1947:$bp. 3 (org. 1859 as the Washington Nationals [no publs. in LC]; in 1886 had nickname, The Statesmen [no publs in LC]; in 1899, the title Senators officially bestowed upon the team)**

670 **Total baseball, 1989 $b p. 35-34 (in 1961 the Washington Senators moved to Bloomington, Minn., where they became the Minnesota Twins)**

This NAR and the one on next page found established in NAF; **What needs to be done to resolve conflicts?**

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:

010 n 83021319

040 DLC$beng$cDLC

110 2 Minnesota Twins (Baseball team)

410 2 Twins (Baseball team)

510 2 Washington Senators (Baseball team)$w a

670 The Minnesota Twins, 1983.

670 Total baseball, 1989$bp. 35-34 (in 1961 the Washington Senators moved to Bloomington, Minn., where they became the Minnesota Twins baseball team; Twins)

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__ __

4__ __

5 __ __

670

670

CORPORATE NAMES : THINGS TO REMEMBER

- Base headings on forms found on the chief sources of body's own publications in its own language

- Enter directly--unless rules for subordination apply (cf. 24.13 types 1-6; 24.18 types 1-11)

- Qualify only when:
  - Heading does not convey "corporateness" (use qualifiers: Firm; Musical group, etc. LCRI24.4B)
  - Conflict with same or similar body (LCRI24.4C)
  - Certain government bodies (LCRI24.4C no.1-2)
  - Heading is for a church (LCRI24.10B)

- In cases of conflict qualify both headings (LCRI24.4C)

- Make distinctions between variants and changes of name (LCRI24.2)

- Qualifiers 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 examples

- Judgement plays a BIG role in formulation of corporate headings

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 directly under jurisdiction (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

Conference Headings: Things to Remember

- Omit the qualifier on the authority heading when the conference is ongoing [LCRI 24.7B]

- Retain the qualifier on the authority heading for "one-time" conferences (n.b. It may be necessary to change heading to delete the qualifier if evidence indicates that meeting has become ongoing)

- Drop out indication of periodicity [24.7A1] (e.g., Second Conference on ...)

- Include abbreviated year as part of heading ONLY when the heading combines an acronym or initialism with the year (e.g., TOOLS '94; NOT: Prague '99) [LCRI 24.7A]

- If abbreviated year is included as part of heading, qualify as a one time conference and repeat the year [LCRI24.7B]

- Use as location the place which appears with the name [LCRI 24.7B] (prefer to use institution's name (with some exceptions) vs local place name (need to establish place name))

Example of institutional location added to conference heading as presented in item:

111 2 Conference on the Future of the European Open Market $d (1993 : $c University of Heidelberg)

(Catalog entry form of institution: 110 2 Universität. Heidelberg).

Example of geographic location added to conference heading in catalog-entry form not as found in item " México, D.F."

111 2 Conferencia sobre el Mercado Abierto en el MERCOSUR $d (1993 : $c Mexico City, Mexico)

Conference References: Things to Remember

- Refer from the general form of the conference name when using the specific name as the established heading [AACR2 24.3F2]

  Example: 111 2 Conference on Corn $d (1990 :$c El Paso, Tex.)
  411 2 Conference on Agriculture $n (2nd : $d 1990 : $c El Paso, Tex.)

- Make inverted references only when the heading begins with the name of the sponsor and/or when the word for conference is not the first element of the heading [LCRI26.3A3] Note: If conference name contains both elements it may be necessary to make more than one inverted reference

- References are NOT made for subject words in conference name [LCRI26.3A3]

- References may include qualifiers if appropriate

  Example: 111 2 $a Tools '94 $d (1994 :$c Melbourne, Australia)
  411 2 $a Workshop on Technology of Object-Oriented Language and Systems $d (1994 : $c Melbourne, Australia)

- Qualifiers are not included in inverted headings [LCRI26.3A3]

  Example: 111 2 $a Microsoft Workshop on Technology of Object-Oriented Language and Systems $d (1994 : $c Melbourne, Australia)
  411 2 $a Workshop on Technology of Object-Oriented Language and Systems, Microsoft

☞ *remember the rules for normalization* ☜

DAY 4

CONTENTS NACO DAY 4

Geographic Names: Things to Remember ..... P. 1

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

Uniform Title Exercises 1-6 ..... P. 14

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. 30-30c

Duplicate Headings: Guidelines for Determining Which to Keep .... P. 31

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

1XX ___

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

1 __ __ __ __

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

1 __ __ __ __

4 __ __ __ __

4 __ __ __ __

4 __ __ __ __

5 __ __ __ __

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

1__ __

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 1

ARN: NEW

Rec stat:	n	Entered:	19801311				
▸ Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:	■	Ref status:	b	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	Subd type:		Rules:	a ¶

▸	1	010		n80012345
▸	2	040		MARC $c MARC ¶
▸	3	1 10	2	Greenhouse, Arlington, Tex. (Restaurant) ¶
▸	4	4 10	1	Arlington, Tex. $b Greenhouse (Restaurant)¶
▸	5	5 50		Restaurants, taverns, etc. $z Texas ¶
▸	6	670		Corbitt, H. Helen Corbitt's Greenhouse cookbook, 1979 (a.e.) $b t.p. (Greenhouse) pref. (Restaurant in Arlington, Tex; owned by Great Southwest Corp.; estab. 12 yrs. ago) ¶
▸NEW		670		Helen Corbitt's Greenhouse cookbook, 1994.

GENERAL NOTES ON EVALUATING EXERCISE 1

1. The code a in RULES and CRC indicates a heading using earlier rules, not suitable for use on a fully evaluated AACR2 bibliographic record.
2. Use the addition (Restaurant) to indicate corporateness, AACR2 24.4B1, but not the location for a restaurant, unless the database has a conflict.
3. Optional for NACO: Make a linking reference with $wnnaa to show pre-AACR2 heading is not a valid reference.
4. Delete 410 1 Arlington...; LCRI 26.3A7, xref through place is for government bodies.
5. Delete 550 Restaurants...; MARC 21 AF 550 blue page, do not use in NARs; Z1 yellow page 5xx, routinely delete all subject-to-name references when changing a record for another reason.
6. Name in 1xx appears in new 670 $a; no $b needed.

REFERENCE EVALUATION EXERCISE 2

ARN: NEW

Rec stat:	n	Entered:	19851311				
▸ Type:	z	Upd status:	a	Enc lvl:	n	Source:	
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	Subd type:		Rules:	b ¶

▸	1	010		n85012345
▸	2	040		MARC $c MARC ¶
▸	3	100	1	Jones, John Robert, $d 1842- ¶
▸	4	670		Frontier teacher, 1927: $b t.p. (J. R. Jones) ¶

NEW 670 Father of our university, 1899: $b t.p. (J. R. Jones) pref. (founder of the Univ. of Idaho; b. Pocatello, 1842; d. Moscow, 1915)¶

GENERAL NOTES ON EVALUATING EXERCISE 2:

1. *The code b in RULES and CRC indicates an AACR1 heading, not suitable for use on a bibliographic record without full evaluation; LCRI 26, Reference Evaluation.*
2. *Usage on both the original and the newer items is J.R. Jones, which doesn't match the AACR1 1xx.*
3. *The date 1842- is so long ago that we'd expect it to be b. 1842, but with the death date available, we'll include both dates.*
4. *Make a cross reference using the fuller form of name, since the "primary elements" are different, and include full dates to match 1xx; LCRI 26.2, Referring from Variant Forms, 2)*
5. *Optional for NACO: Include a 4xx linking reference to the earlier heading, using the $w control subfield. The string is similar to the new 4xx Jones, John Robert, but contains only the birth date, not the full dates, so normalization is not a problem.*
6. *Adjust the fixed field codes as needed.*
7.

REFERENCE EVALUATION EXERCISE 3

ARN: NEW

Rec stat:	n	Entered:	19871311				
▸ Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:	■	Ref status:	b	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	Subd type:		Rules:	c ¶

▸ 1 010 n87012345

▸ 2 040 MARC $c MARC ¶

▸ 3 1 10 2 Western Kentucky University. $b College of Commerce. ¶

▸ 4 4 10 2 Bowling Green College of Commerce. ¶

▸ 5 4 10 1 Bowling Green, Ky. $b College of Commerce. ¶

▸ 6 4 10 2 Bowling Green Business University, Bowling Green, Ky. $b College of Commerce. ¶

▸ 7 4 10 2 Western Kentucky University. $b Bowling Green College of Commerce. ¶

▸ 8 5 10 2 Western Kentucky State College. $b College of Commerce. ¶

▸ 9 665 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. $a Works by this body are found under the following headings according to the name used at the time of publication: $a Bowling Green Business University, Bowling Green, Ky. College of Commerce. $a Western Kentucky State College. College of Commerce. $a Western Kentucky University. College of Commerce. $a SUBJECT ENTRY: Works about this bodies are entered under the name used during the latest period covered.¶

GENERAL NOTES ON REF. EVAL. EXERCISE 3:

NACO participants are required to evaluate this AACR2 NAR only if they need to add new information or if the heading doesn't accurately represent the piece. LCRI 26.3B-C discusses reference evaluation in detail.
This record includes three different names of the College of Commerce and needs more than one NAR. In all of them:

Sequence of names:
1922 College of Commerce of Bowling Green Business University
1963 College of Commerce of Western Kentucky State College
1966 Western Kentucky University, the College of Commerce

8. *Delete ending punctuation from 1xx, 4xx, and 5xx fields; Z1 Yellow pages 1xx, 4xx, 5xx*

9. *Delete 410 1 Bowling Green, Ky. $b College of Commerce, because there's no need for a reference traced through place.*

10. *When making NARs for a sequence of names, include earlier and later cross references only for forms of the name which were in use immediately before or immediately after the 1xx form of name; LCRI 26.3B-C, See Also References, p. 1*

11. *Convert the information in the 665 to a 667, giving only as much as each NAR needs to justify 1xx heading and cross references; 26.3B-C, See Also References, 3) Procedures*

12. *Add a 670 for the new item which prompted reference evaluation to the NARs which include that name. The new 670 may not belong on all NARs in the sequence; Z1 Yellow pages, 670, General.*

13. *If there are many earlier forms of name, consider whether a NAR is needed for each form of name for publications in the database, or if the earliest form of name should be a 4xx variant on the nearest NAR.*

14. *Each name in this group is a 24.13, type 5 subordinate body. The parent bodies must be established.*

15. *Adjust the fixed field codes as needed.*

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

4 __ __ __ __

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 ‡w subfield)	(No ‡w 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 ‡w b	**5XX Body A ‡w 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

CONTENTS NACO DAY 5

NACO Administration Notes ..... P. 0

Dear Reviewer ..... P. 0000

SACO Program Guidelines ..... P. 1

H Instruction Sheets for New or Changed Subject Headings ..... P. 3

Subject Heading Proposal Forms
- Manual Form ..... P. 4
- Online Form ..... P. 6

Things to Remember when submitting...proposal ..... P. 7

Authority Research Checklist ..... P. 8

Guidelines/formulating LC Subject Heading proposals..... P. 10

LC Subject Heading Change Guidelines ..... P. 12

LC Subject Heading Change Proposal Form ..... P. 14

LC Classification Proposals Guidelines ..... P. 16

LC Classification Proposal Form Examples ..... P. 18

Information Sources for Cooperative Cataloging (Listservs)..... P. 21

CDS Technical Notice: Duplicate Subject Authority Records to be Deleted..... P. 22

Sample page: Cataloging Service Bulletin..... P. 23

CONTENTS NACO DAY 5 (cont.)

Internet Resources for the Public
- LC Home Page/Using the LC Collections & Services..... P. 24
- Program for Cooperative Cataloging Home Page ..... P. 25
- Library of Congress Online Catalog..... P. 26
- Library of Congress: About this Catalog ..... P. 27
- Cataloging Policy and Support Home Page..... P. 29

LC Library Services Organization Chart ..... P. 32

LC Cataloging Directorate Organizational Chart ..... P. 33

Appendix: 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
4. Glossary of PCC-related terms and abbreviations

NACO ADMINISTRATION NOTES

1. Until a library reaches independent status, all records must be reviewed before using "P" or production mode in an RLIN record or "add" or "replace" to contribute an OCLC record.

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 comments, corrections, questions, etc.; typical commands: cho af, si rs, s, sub, add, rep, or appropriate Windows procedures

2a. The *RLIN Searching Manual* is a helpful source for appropriate commands. RLIN reviewers will view records in the RLIN save or pending file, directly in the RLIN database, 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.

> your local **Save or Pending file**--In which your institution alone can create and edit records in the save mode; any RLIN user can see your records using the "PRP" command, but can take no actions on them; procedure: work in the NAF/SAVE mode, using ST:s until your reviewer gives the directions to contribute the record to the NACO master database by setting the mode to production, using ST:p
>
> the **RLIN Save or Pending file**--In which any RLG user or reviewer can view the combined records from all local save files by using the "PRP" command, but can change or contribute only the records placed in the save or pending file by his or her institution

3. Try the difficult stuff; send lots of records, both newly-created and changed NARs, 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 squiggly character languages) record review requires surrogates. Send copies of the NARs with the surrogates to Coop fax (202) 707-2824, or to the fax of 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 the 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 and 4xx 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 internal quality review, training new staff in NACO, 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 was named Coop Team Leader, (202) 707-2826, rpen@loc.gov) in the absence of team leader Ann Della Porta, who has been serving on a detail as Assistant Coordinator for the implementation of LC's new ILS since 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 NACO series training 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, and it isn't online in resAnet or AMICUS. My department head turned down my request to visit the National Library of Canada in Ottawa to establish the heading. Could you ask them to establish it and tell me the official Canadian form? 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

z:\training\NACO admin dearlove 2001.wpd May 2001

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

INSTRUCTION SHEETS FOR NEW OR CHANGED 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

INSTRUCTION SHEETS FOR CLASSIFICATION NUMBERS AND CUTTERS

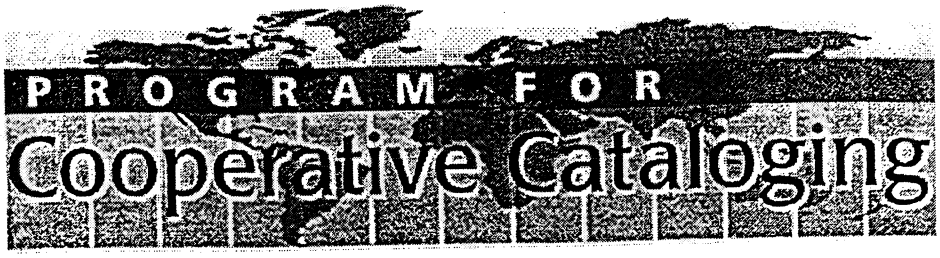
F 50 Classification proposals

SAMPLE MANUAL SUBJECT PROPOSAL FORM

SUBJECT AUTHORITY PROPOSAL FOR NAR ○

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.

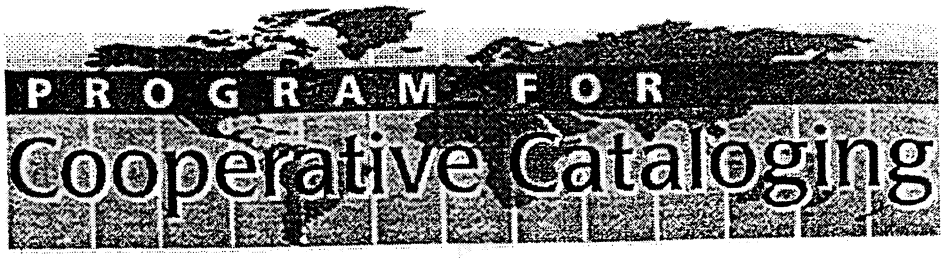
Patterns should be truly analogous.

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**

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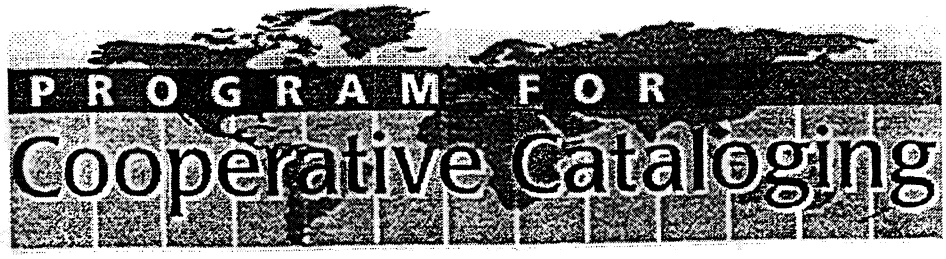
Library of Congress Home Page

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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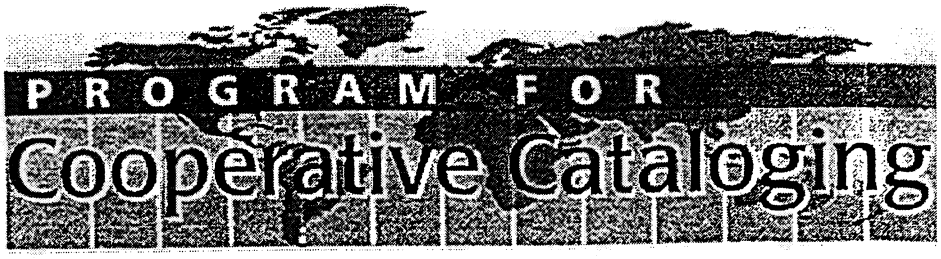
Comments: lcweb@loc.gov
(01/12/00)



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:_____

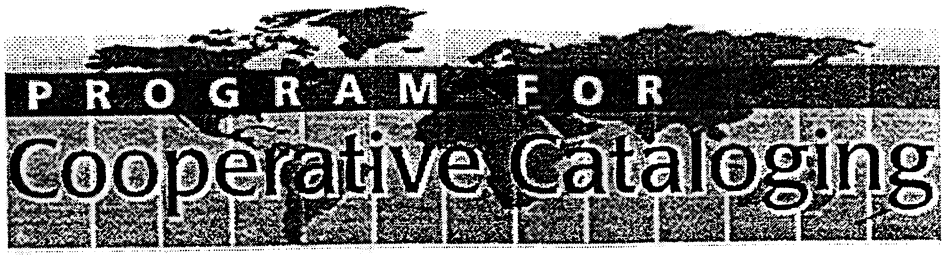
781: add:$z_____$z_____

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: CSfA	Coop.Cat code:	CPSO notes:

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

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

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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America's Story in Words, Sounds & Pictures

THOMAS
Congress At Work

EXHIBITIONS
An On-Line Gallery

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Above, the interior of the dome of the Main Reading Room of the Library of Congress

101 INDEPENDENCE AVE. S.E.
WASHINGTON, D.C. 20540
(202) 707-5000

Comments: lcweb@loc.gov
NOTICE

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Library of Congress Online Catalog - Other Libraries' Online Catalogs
Other LC Research Tools - Explore the Internet - LC Publications

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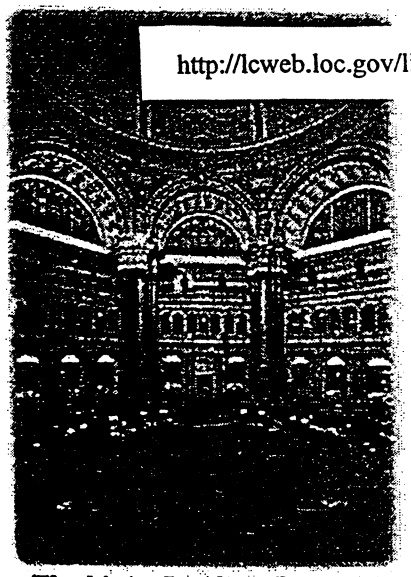
COLLECTIONS

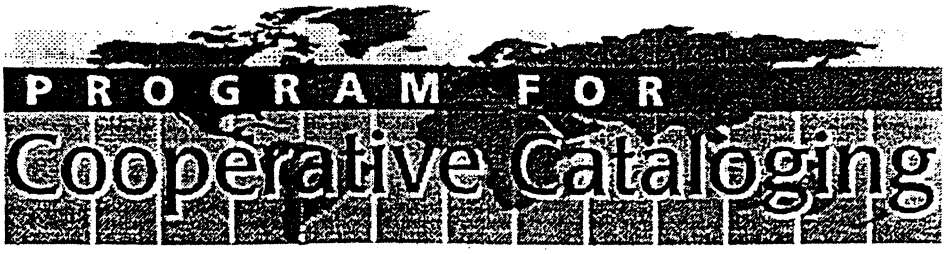
About the Collections
Reading Rooms & Centers
Library Maps & Floor Plans
Digital Collections & Programs
Acquisitions
Cataloging
Interlibrary Loan
Preservation
Standards

http://lcweb.loc.gov/library/



The Main Reading Room of The Library of Congress

Library of Congress Update for ALA Annual Conference '99



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
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:

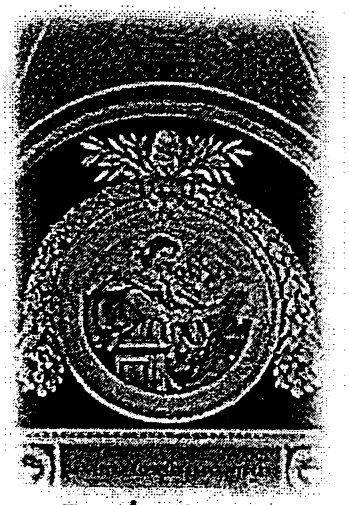
- Name and Subject Authority records cannot be directly searched or retrieved in the new Online Catalog. However, the Catalog provides information from authority records by means of cross references (marked with the [MORE INFO] icon) or scope notes (marked with the [MORE INFO] icon) which can be accessed 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
Comments: lcweb@loc.gov (08/31/99)

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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Go to:

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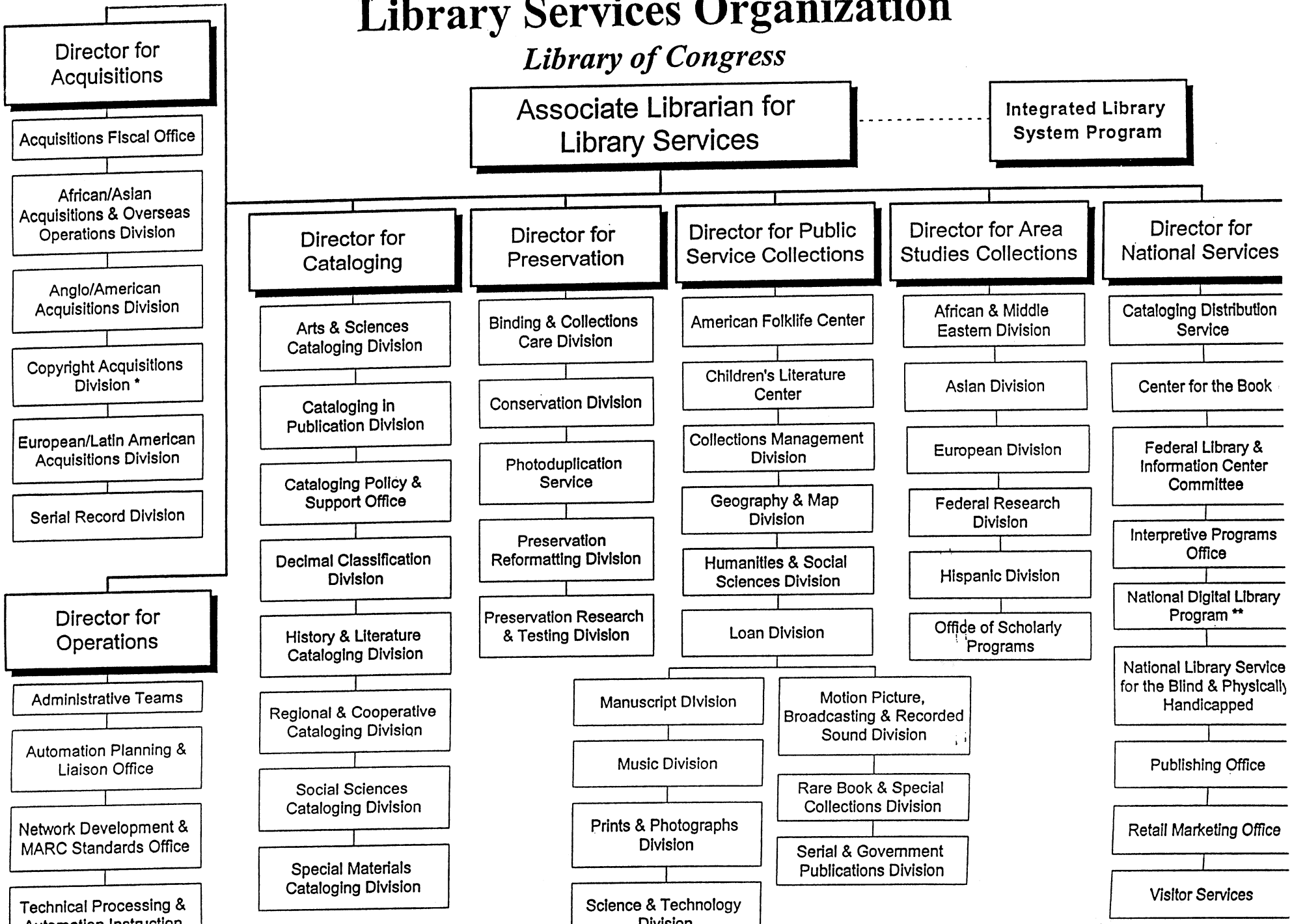
- Cataloging Directorate Home Page
- Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (06/15/2000)

Library Services Organization

Library of Congress

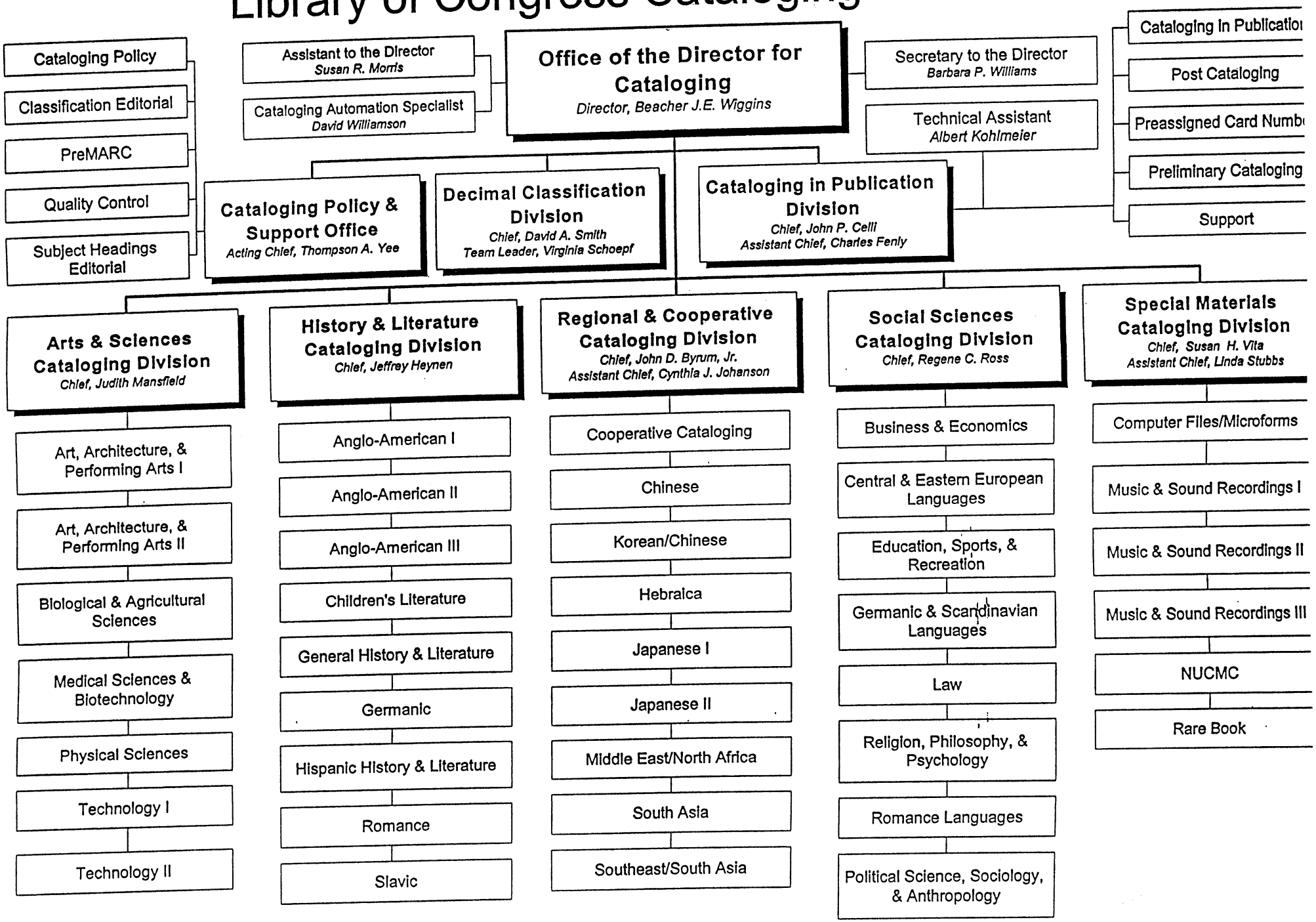


** The Copyright Acquisitions Division has dual reporting responsibilities to the Copyright Office and to the Acquisitions Directorate*

*** Currently detailed to the Office of the Librarian*

9/17/95

Library of Congress Cataloging Directorate



APPENDIX
Supplementary Documents

Appendix: Supplementary documents

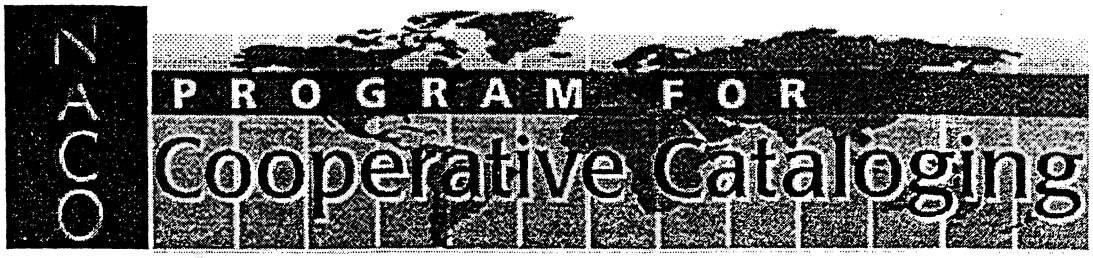
1. Authority File Comparison Rules (NACO Normalization)

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

4. Glossary of PCC-related terms and abbreviations

z:\cat\coop\training\oclc\days 1-5 toc may 2001.wpd



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	

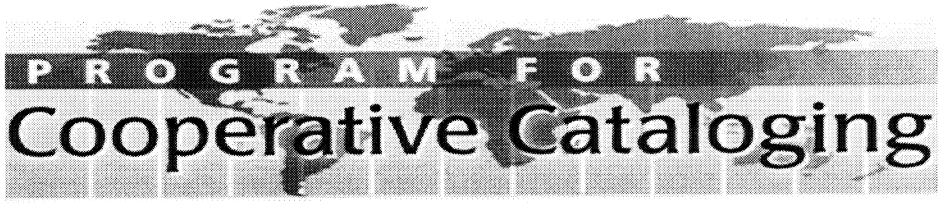
Content Designation

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.

Before accessing the Literary Author Number Proposal Form. 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: Literary Author Number Proposal Form.

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

Library of Congress
Library of Congress Help Desk (04/26/01)

Library of Congress Literary Author (053) Request Form

Instructions for using form:

1. **Do not explicitly code for an initial subfield ($a) in any field.**
2. Supply a proposed number including cutter based on search of the LC online shelflist (cf. Browsing LC Shelflist ...)
3. Supply the author's name as formulated in the 100 field of the authority record including dates, qualifiers, etc.
4. **Supply** the appropriate subfield code preceded by a **dollar sign ($)** for dates, qualifiers, etc.
5. Spell out diacritics preceding the affected letter (example: Brisce(tilde)no Calder(acute)on, Mar(acute)ia) by using the codes listed on this site.
6. **To create a delimiter, type in the dollar sign $.**

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)
Go to the diacritics list

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
Library of Congress Help Desk (08/02/01)

GLOSSARY OF PCC-RELATED TERMS AND ABBREVIATIONS

AACR2–Anglo American Cataloging Rules, 2nd ed., 1998 revision; NACO participants must apply these rules in conjunction with LC Rule Interpretations

AACR2 COMPATIBLE–denotes the coding on an NAR which was in the database before AACR2 rules came into effect, but which was judged to be similar enough to accept in the online catalog without being converted to AACR2 rules. The 008/33 code is d.

AMICUS–National Library of Canada's online database for bibliographic records from over 500 Canadian libraries including the authority records from the NLC; see yellow pages of *MARC 21 Authority Format, DCM Z1 Appendix for Canadian Headings*

BFM–bibliographic file maintenance; when changing the heading on an existing name authority record, a cataloger must report the change to LC Coop staff if the older heading also appears on existing bibliographic records in the LC database.

BGN–Board of Geographic Names; This agency creates the list of geographic names which is used as a standard for LC and NACO libraries in establishing headings for geographic entities.

BIBCO–Bibliographic Cooperative portion of the PCC

BLUE PAGES--*LC Guidelines Supplement* to the *MARC 21 Authority Format*–print version known as the **blue pages;** issued by the LC Network Development and MARC Standards Office to show which MARC elements in the white pages are not implemented by the Library of Congress system, and thus cannot be used in PCC records. Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages pertaining to each MARC field

BT–broader term; used in subject authority records to show the next term higher in the hierarchy of LCSH headings

CATME–see OCLC

CDS–Cataloging Distribution Service of the Library of Congress; publisher and distributor of cataloging documentation and LC database files

CIP–Cataloging in Publication; cataloging record based on a galley of an item before it is published; CIP data typically appears on the verso of a title page of published item

CONFLICT–a condition to be avoided or resolved in which certain cross references match an established NAR heading, jeopardizing its uniqueness within the database

CONSER–the serials component of the PCC

CPSO–Cataloging Policy and Support Office of the Library of Congress; this office identifies cataloging standards and publishes cataloging policy documents

CUTTERS OR CUTTER NUMBERS–portions of classification numbers established according to the principles of Charles Ammi Cutter (1837-1903) and constructed to fit into the Library of Congress shelflist; in the NACO context, cutter numbers may be requested from the Library of Congress to insert in the 053 field of a NAR for a literary author

DCM–Descriptive Cataloging Manual of the Library of Congress; an internal procedural document used by LC catalogers; some portions are prescribed for use in NACO

DCM Z1–see **YELLOW PAGES**

DIVISION OF THE WORLD–a term used historically in the Library of Congress to reflect the fact that most catalogers specialized in either descriptive rules or subject rules, and divided responsibility for certain entities to be established in the Name Authority File and others to be established in the Subject Authority File by the rules appropriate for each.

DUPLICATES–records in which the main headings match, causing a conflict which must be resolved; if the headings are for the same entity, one heading is deleted; if the headings are for two distinct entities, one must be changed to make both unique.

FAQ–frequently asked questions; the PCC web site has FAQs to help users find answers to their questions

FIELD–a portion of an online record as defined in the MARC 21 Format; fixed fields typically contain very short strings of codes or data; variable fields are longer, and contain data transcribed directly from the item being cataloged

FIXED FIELD–see **FIELD**

FTP–file transfer protocol; in a NACO context, records created in one location can be transferred electronically to another database using this procedure

FUNNEL COORDINATOR–the leader of a **FUNNEL PROJECT** who handles recruitment, communication with members, distribution of documentation, voting for PCC representatives during elections, and often the training and review duties for funnel member institutions

FUNNEL PROJECTS–groups of institutions within NACO or SACO which approach training and other program activities in a collective way under the leadership of a **FUNNEL COORDINATOR**, usually because of their similarities in geographic location, topic of collection, or type of format

FY--designation for Fiscal Year (e.g., FY00, FY2001), beginning October 1, 2000 and ending September 2001, based on the federal calendar followed by the Library of Congress, which serves as the secretariat for the PCC

H405–one of the instruction sheets in the LC Subject Cataloging Manual; H405 is entitled "Establishing Certain Entities in the Name or Subject Authority File"

HEADING–a term which may be ambiguous in the NACO and SACO environment; 1) an authority record is often erroneously called a "heading"; 2) the 1xx in an authority record is defined by MARC as the "heading"; 3) an access point used as a main or added entry on a bibliographic record is referred to as a "heading", especially if it's used in a 670 $b data to justify the use of a form of name as the 1xx or a cross reference on a NAR.

HEADINGS ALREADY CODED AACR2 OR AACR2 COMPATIBLE–LCRI 22.3A uses this phrase to denote headings for which an NAR is established already under AACR2 rules or AACR2 compatible conditions (not quite up to AACR2 standards, but so similar that the heading is accepted as is to avoid the work of converting it to AACR2)

HEADINGS BEING CODED AACR2–LCRI 22.3A uses this phrase to denote headings for which the cataloger is making a new NAR because none exists; the headings may already appear on bibliographic records

ILS–integrated library system; See **LC ILS**

JUSTIFYING the heading and references–the practice of giving a citation in the 670 field in an authority record for the forms of a name used as the main heading and for cross references

LC ILS–the name given to the Library of Congress' Integrated Library System (Voyager from Endeavor) which serves as the local system for LC

LC LIAISON–or Coop Liaison, is the person at the Library of Congress assigned to a NACO or SACO library to help with questions, and especially to delete authority records or to fix bibliographic records in the LC database, which is possible only for catalogers who work directly in the LC local catalog, or LC ILS.

LCC–Library of Congress Classification

LCCN–Library of Congress catalogue number

LCRIs or RIs–Library of Congress Rule Interpretations to AACR2. NACO participants are required to follow LCRIs in addition to AACR2 in their authority work

LCSH–Library of Congress Subject Headings; a hierarchical system of subject headings maintained by LC for use on bibliographic records. Catalogers outside the Library of Congress may contribute new and changed subject headings via SACO

MARC–Machine-Readable Cataloging; Standards for the representation and communication of bibliographic and related information in machine-readable form

MARC 21 AUTHORITY FORMAT; referred to as **WHITE PAGES** in NACO context; describes and illustrates all currently valid MARC structural elements of authority records, such as the leader, fixed fields, variable fields, subfields and all codes which are defined for these fields. **NOTE**: Since the Library of Congress does not implement all elements described in the white pages of the *MARC 21 AF*, and since the PCC program records follow LC guidelines, participants must refer to the supplements known as the **BLUE PAGES** and **YELLOW PAGES**

when applying the basic document; Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages pertaining to each MARC field

NACO–Name Authority Cooperative Project

NACO CONTACT–The person within a NACO institution who is responsible for coordinating NACO activity at that particular institution and for maintaining contact with the LC Coop Team

NAR, NARS–name authority records

NLC–National Library of Canada; when making a NACO record based on a Canadian imprints, the cataloger must follow instructions in the DCM Z1 yellow pages appendix in the *MARC 21 Authority Format*

NORMALIZATION–an automated quality control mechanism used by agreement of NACO partners and utilities to prevent duplicate records and conflicts between records; described in the DCM Z1 Yellow pages, introduction to the *MARC 21 Authority Format*

NUC–National Union Catalog; in NACO context, the identification codes for NACO institutions formerly were called NUC codes

OCLC–Online Computer Library Center, one of the two major utilities by which NACO participants contribute records to the NACO database; Worldcat is the OCLC's Online Union Catalog, a database of bibliographic and authority records; Passport is the software used to do cataloging in OCLC; PRISM is the terminal emulation for OCLC cataloging; CatME is the software used for cataloging in OCLC; the original module for NACO activity in OCLC requires PRISM commands

PASSPORT–see OCLC

PRISM–see OCLC

OPAC–Online Public Access Catalog

PCC–Program for Cooperative Cataloging

QUALIFIER–a parenthetical addition to a heading or cross reference to further clarify its identify or to make it unique in the database

RCCD–Regional and Cooperative Cataloging Division of the Library of Congress, home division of the Cooperative Cataloging Team

REFERENCE EVALUATION–the process of examining and adjusting the heading and cross references in an existing authority record to bring them up to AACR2 standards

resAnet–online catalog of bibliographic records of National Library of Canada

RLG–Research Libraries Group, one of the two major utilities by which NACO participants contribute records to the NACO database

RLIN–Research Library Information Network, now called the RLG Union Catalog

RT–Related term; a specialized type of reference on subject headings in LCSH to indicate the topical similarity of headings that are not hierarchically related

SACO–Subject Authority Cooperative Program

SAR, SARS–series authority records

SCM–Subject Cataloging Manual of the Library of Congress

SYMBOLS:

$ used in published documentation to depict the delimiter sign which separates subfields in MARC records; chosen because it is seldom used in the content of records and will transfer well in electronic files

used in published documentation to depict a blank space in a MARC record; chosen because it is seldom used in the content of records and will transfer well in electronic files

TAG–a numerical label for a defined line of information in a MARC record; part of the content designation scheme to place content of an online record in a standard structure

TYPE–a corporate body name containing characteristics which dictate that it be

established as subordinate to a parent body following one of the several patterns for TYPES defined in AACR2 24.13 or 24.18 and the corresponding LCRIs.

UF-Use for; a cross reference giving a variant form of a name for which the authorized form is the 1xx in a subject heading in LCSH

UNDIFFERENTIATED PERSONAL NAME-a NAR with a 1xx heading which represents more than one author because there is insufficient information to make a unique NAR for each.

USAGE-the way the name of an entity actually appears on the item being cataloged; usage is very important in determining the authorized form of a name to become the 1xx in a NAR

UT-Uniform title

VARIANT-a form of the name not chosen to be the authorized heading, but related in a one-to-one relationship with the 1xx authorized form of name

W CONTROL SUBFIELD-or $w, subfield used in certain references in name authority records to indicate relationships between headings

WHITE PAGES-see *MARC 21 Authority Format*

WORK CAT-abbreviation often used on templates for authority records to stand for the work being cataloged, or the item in hand

WORLDCAT-see OCLC

XREF-shorthand used in NACO to denote cross references

YELLOW PAGES-*Descriptive Cataloging Manual Z1: Name and Series Authority Records* supplement to the *MARC 21 Authority Format;* also known as **DCM Z1**, or **Z1**; based on the former Z1 section of LC's internal procedural document, the *Descriptive Cataloging Manual* issued by the Cataloging Policy and Support Office to address the content used in creation and update of name and series authority records. Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages pertaining to each MARC field

Z1-See **YELLOW PAGES**