

NACO Authority “At-a-Glance”: How Do I Record the “Fuller Form” \$q in the 100 and 378 Fields?

The “fuller form” can be a source of confusion. The subfield names are the same (100 subfield \$q and 378 subfield \$q), which could lead one to assume the content should match. Often the content does. Additionally, AACR2 and the accompanying LCRIs required the “fuller form” (if known) for names with initials or abbreviations, which may lead catalogers to feel they should include fuller forms for completeness, even though RDA recommends them only for purposes of differentiation.

Fuller form does not apply only to forename elements. It applies to surname elements as well!

The 100 subfield \$q and the 378 subfield \$q are independent of each other, but serve a similar purpose.

The 378 field is based on the preferred name in the 100 field; and like the 100 field, the 378 field is not repeatable.

How to record the fuller form (subfield \$q) in the 100 field and in the 378 field

1. No Conflict

Record in addition to the **Preferred Name (\$a)** if the preferred name contains an initial or an abbreviation *and* the fuller form is important for identification (cataloger’s judgment).

Example:

100 1# \$a Arundal, Philip H. \$q (Philip Howard)
378 ## \$q Philip Howard

2. Conflict

Record in addition to the **Preferred Name** to disambiguate, if another person has the same preferred name.

Example:

Three people have the preferred name **Rodríguez, Beatriz** based on materials being cataloged. The \$q can include the fuller form of the given name or the surname.

First name established as:

100 1# \$a Rodríguez, Beatriz

Second name (additional surname recorded):

100 1# \$a Rodríguez, Beatriz \$q (Rodríguez Satizábal)
378 ## \$q Rodríguez Satizábal

Third name (additional forename recorded):

100 1# \$a Rodríguez, Beatriz \$q (Beatriz Mariana)
378 ## \$q Beatriz Mariana

Choosing the form to record as a fuller form

Record fuller form of forename, fuller form of surname, or fuller form of both, depending on what information is available at the time the authority record is being created or updated.

Example:

The predominant usage of a person with the full name **Helena Mireya Guzman Amador** is **Helena Guzman**, resulting in the preferred name **Guzman, Helena**:

100 1# \$a Guzman, Helena

In the 378 field, the full name can be recorded in direct order:

378 ## \$q Helena Mireya Guzman Amador

Example:

Three usages of a person's name have been identified:

Astrid Weidman

Astrid A. Weidman

Astrid Angelika Weidman

The predominant usage is Astrid Weidman, so the preferred name is **Weidman, Astrid**:

100 1# \$a Weidman, Astrid

Two fuller forms of forename have been identified:

Astrid A.

Astrid Angelika

Q. But the 378 field is not repeatable. What do you do in this case?

A. Pick one! It is your choice. Both forms are correct:

378 ## \$q Astrid A.

or

378 ## \$q Astrid Angelika

NACO Best Practice: Record the fullest form.

If you use the [Authority Toolkit](#), the program will automatically provide a 378 field if there is a subfield \$q in the 100 field.

NOTE: Don't forget to justify the information, either in the 378 \$u/\$v or the 670.

This information is meant to augment existing documentation in **RDA 9.5.1.1** and **Module 2** of the [NACO training](#).