

008/32 Undifferentiated Personal Name*General*

When creating an NAR for a family name assign value “n” in 008/32.

As of November 2013, LC and the PCC have agreed to the following guidelines for persons whose preferred names are identical:

- Do not use code “b” in an RDA name authority record; all personal name authority records coded RDA should be differentiated.
- Do not add a new identity to an existing personal name authority record coded 008/32 “b”

Instead, apply one of the following RDA attributes to create a unique authorized access point for the person being established (See RDA 9.19):

- date of birth (9.3.2)
- date of death (9.3.3)
- fuller form of name (9.5)
- period of activity (9.3.4)
- profession or occupation (9.16)
- title of the person, including terms of rank, honor, or office (9.4)
- other designation associated with the person (9.6)

Maintenance of existing undifferentiated records:

When information is found to distinguish a person included in an existing undifferentiated name record:

- Always create a new name authority record for that person, with distinguishing information, and add an indication that the person was formerly on an undifferentiated record (see 667 paragraph below)
- Transfer information pertaining to that person from the undifferentiated name record and edit as necessary.
- If more than one identity remains in the undifferentiated NAR, and there is not sufficient information in the NAR to create new NARs for each name, leave the NAR coded AACR2.

In order to facilitate machine processing of authority records (e.g., matching, linking), when only one identity is left on an undifferentiated personal name authority record (i.e., other identities are being disambiguated and removed), take the following steps:

NACO catalogers:

- Assure that the undifferentiated NAR only contains information relevant to the single identity remaining (e.g., 670s)
- If a differentiated NAR has not been created for the last identity:
 - Add a 667 field to the undifferentiated NAR:

```
667 ## $a Last identity on undifferentiated record;
reported for deletion.
```

- Report the undifferentiated NAR for deletion to naco@loc.gov; LC will create a new replacement NAR, add a 667 note to the new NAR as indicated below, and delete the old record

- If a differentiated NAR has been created for the last identity:

- Add that information in the 667 note on the undifferentiated record to assure that a duplicate NAR will not be created:

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667 ## $a Last identity on undifferentiated record;
reported for deletion in favor of [LCCN of NAR].
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- Report the undifferentiated NAR for deletion to naco@loc.gov; LC will delete the NAR and add the LCCN of the deleted NAR in field 010 subfield \$z of the newly created NAR.

LC catalogers:

- Create a new NAR for the remaining single identity; the heading itself may be differentiated or it may be identical to the heading in the undifferentiated NAR
- Delete the old undifferentiated NAR. Add the LCCN (010) of the deleted NAR in field 010 subfield \$z of the newly created NAR(s). Add a 667 note to the new NAR as indicated below.

667 notes on records for identities previously on undifferentiated records

Always add a 667 note to a new NAR to identify the LCCN of the authority record in which information about that person had been recorded:

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667 ## $a Formerly on undifferentiated name record: [LCCN of
undifferentiated name record]
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From April 1988-mid-June 1990 LC/NACO policy for undifferentiated personal name authority records (formerly called non-unique name authority records) was to list up to three persons. If the heading represented four or more persons, the name authority record covered three persons and contained a 667 note "Record covers additional persons." The subsequent policy was to list each person the heading represents without regard to the number of people using that name. Although the note "Record covers

additional persons" has been discontinued for new records, it should be retained when found on existing records.

SARs

LC series practice: As of June 1, 2006, LC does not create or update SARs.

PCC series practice: Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

Prior to March 21, 1991, only value "n" was used in this field. Use value "a" or "b" if a new SAR is entered under a personal name heading. Catalogers may change this field if the value is incorrect when updating the SAR for another reason.

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