

DESCRIPTIVE CATALOGING MANUAL

Z1: NAME AND SERIES AUTHORITY RECORDS

Prepared by the

Policy, Training, and Cooperative Programs Division

Library of Congress

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INTRODUCTION

These instructions address the creation and update of name and series authority records (NARs and SARs). They do not address subject authority records. For the purposes of this document, “authority record” applies to both name and series authority records. “Authority file” applies only to the name and series authority records that constitute the LC/NACO authority file (LC/NAF).

LC staff members and libraries participating in the Name Authority Cooperative (NACO) component of the Program for Cooperative Cataloging (PCC) contribute records to the authority file.

In constructing authorized access points, variants, and recording information, NACO participants and LC catalogers not working in the LC Database may make use of all records in the file against which the searching and cataloging is being done: OCLC, British Library, SkyRiver, etc. NACO participants may choose to use only LC records found in the file being searched. For LC catalogers working in the LC Database, the file is the set of records comprising the “LC database” (see the 670 section of this document). In this document, “database” refers to whatever file is being used for searching and cataloging.

Use this document (DCM Z1) in connection with RDA: Resource Description and Access, *Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)*, and other sections of the *Descriptive Cataloging Manual (DCM)*. This document supplements the MARC 21 Format for Authority Data and generally does not repeat information found in the format. The examples are given in MARC 21 style; an exception is the use of a blank space before and after the delimiter/subfield code combination. The symbol “#” represents a blank in an indicator position; the symbol “\$” is used for the delimiter.

This Introduction covers the following topics:

- Name authority records (NARs)
- Series authority records (SARs)
- Justification of access points and elements
- NACO normalization
- Should an SAR be made?
- How many SARs should be made?
- Series statement appears only on CIP data view at galley stage
- Searching series

Name authority records (NARs)

A name authority record has the following basic contents: 1) the authorized access point (MARC 21 field 1XX), 2) the sources for justification of the authorized access point, including additions that are part of the authorized access point, variant access points, some identifying

elements, and 3) any related access points used to express relationships (MARC 21 fields 4XX/5XX). Additional information may be recorded in fixed fields (008) and in note areas of the authority record (MARC 21 fields 667, 675 or 678). Optional MARC fields such as 046 and 3XX may also be given. Control data and content designation are also included for proper identification and manipulation of the data.

NARs are not made for personal names when the only clue to the person's identity is a non-alphabetic or nonnumeric device, topical subject headings, or geographic features. Under RDA, a name may be used and an authority record may be created for entities that were formerly only used as subjects such as, family names, fictional characters and non-human entities (e.g., animals) when these purport to be responsible for the creation of, contribution to, etc. a work or expression.

Generally, make a name authority record for any person, corporate entity (including geographic), or family name that may be used as an access point in a bibliographic record, whether the name is actually first used as a descriptive or subject access point. Under certain LC workflow procedures, e.g., Minimal Level Cataloging, an authority record may not be created for every access point assigned.

NACO libraries are not obligated to contribute authority records for every access point generated by their cataloging. However, any NAR contributed to the LC/NAF must have all necessary elements of the access point established in the following cases:

All bodies that are part of an established hierarchy; e.g., when establishing a corporate entity that is entered subordinate to its parent body, the parent body must also be established. In other words, if an NAR for the parent body or an intervening subunit is not present in the LC/NAF, it must be established. This means that more than one NAR will be created for the LC/NAF, and some of those authorized access points may not be used in bibliographic records.

All bodies added to the NAR to reflect a relationship with the 1XX ; e.g., if an entity is entered independently and a variant form is given through a higher body or bodies, the higher body/bodies needs to be represented in the authority file as well. Thus, catalogers may need to create other NARs in addition to the one needed for use in the catalog even if that name is not used on a bibliographic record.

All access points used in 5XXs fields must also be represented in the authority file. For example, when a cataloger adds a 500 field in a NAR for a work to show a relationship between a work and a person, the access point in the 500 field must also be established.

Jurisdictional names used as additions to a 1XX must also be established before they can be used. For example, when using the name of a city as a qualifier for a corporate body, the city must be represented in the authority file.

Certain elements of a name/title access point must also be established; e.g., when an NAR for the conventional collective title “Works” is created using an author who is not established in the LC/NAF, an NAR for the author must be established as well.

Additional guidelines for the creation of titles of works or expressions are listed below:

For titles or name/titles, an authority record is often made when one or more of the conditions listed below applies. Apply these criteria to each element of the full access point (main title, language, part, etc.) and make a separate authority record for each element that meets the criteria.

- (1) a reference will be traced on **that** authority record;
- (2) research done to establish that authorized access point must be recorded;
- (3) the authorized access point is needed for a related work access point or subject entry and the related work is not represented by a bibliographic record in the LC database, or, for serials, by a CONSER record in OCLC;
- (4) certain information needs to be recorded, e.g., citation title for a law.

Note: Currently, authority records are **not** automatically created for each element of an authorized access point for a work or expression, e.g., when creating a name/title NAR for an expression record such as: Queneau, Raymond, \$d 1903-1976. \$t Fleurs bleues. \$l English it is not necessary to create an NAR for the work record: Queneau, Raymond, \$d 1903-1976. \$t Fleurs bleues.

LC/PCC catalogers may contribute name authority records for works or expressions as needed for cataloging.

Authority records for works and expressions may also be created even if none of the four criteria listed above applies, e.g., when considered important to record identifying elements in 3XX fields.

An authority record for a name/title or a title access point is not required when the preferred title of the work and the title of the expression manifested are the same or would be the same due to normalization. An authority record may be created for these expressions but 4XXs that represent the original work should not be added regardless of whether they are represented by existing NARs or 1XX/245 combinations.

Example:

```
100 1# $a Allende, Isabel. $t Eva Luna. $l English
BUT NOT
400 1# $a Allende, Isabel. $t Eva Luna
```

(Variant not added because that form represents the authorized access point for the work)

LC music cataloging practice: As of August 16, 1999, authority records are created for ALL title and name/title headings. When a name/title see also reference needs to be made, make an authority record for the name/title referred from if such a record had not been made in accordance with the above guidelines.

Series authority 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.

Creation of series authority records is optional for PCC libraries, but any series that is traced in a PCC bibliographic record (8XX field) must be supported by a series authority record. For record-keeping purposes, it is recommended that series authority records be created whenever a PCC library decides to class together an analyzed numbered series or multipart monograph, whether or not the series is traced in bibliographic records.

A series-like phrase record also can be made to record information of general interest or application, e.g., the 1XX in the record is an imprint rather than a title.

A series authority record has the following basic contents: 1) type of series code (i.e., monographic series, analyzable multipart item, a serial other than a monographic series, series-like phrase), 2) form of authorized access point, 3) series treatment (classification, analysis, and tracing), 4) series numbering, 5) an LC call number, if classified as a collection, 6) place of publication and publisher/issuing body, 7) the source(s) on which the form of series authorized access point is based, 8) cross references leading to the authorized access point from variant forms and from/to related authorized access points. Additional information may be recorded in fixed fields and in note areas of the authority record. Control data and content designation are also included for proper identification and manipulation of data.

Until 1983, series authority records created at LC, for the most part, reflected solely LC holdings and practices. However, now the authority file is a national authority file, and LC catalogers do not consult, create or update SARs. SARs in the national authority file now serve primarily to accommodate the holdings and practices of other institutions.

Series treatment information reflects institution-specific decisions. Therefore, the fields containing series treatment information require the identification of institution(s) following that practice. Also, series treatment decisions in an institution can change; certain series treatment fields provide the means for indicating variations in practice within an institution.

In August, 2008, the PCC Steering Committee approved a recommendation to allow the creation of post-cataloging series authority records. The intent is to allow libraries to do series authority control after cataloging without the piece in hand when authority control was not done

at the time of cataloging. When a title is first cataloged, the series statement in the bibliographic record is formulated while examining the piece. Post-cataloging authority records are created based on that series statement by catalogers who are fully trained and authorized to contribute series authorities. The authority file must be consulted at that time to prevent conflicts, add qualifiers, etc. It is recognized that SARs created post-cataloging may lack some references, so they are to be coded as preliminary records. They must also have a nonpublic general note indicating their origins. The authorized form is then added as a series tracing to the bibliographic record.

Series authority records may be for works or expressions. Catalogers should do their best not to mix FRBR entities on the same series authority record. Elements that are specifically expression-related should not be added into work authority records and work-related elements should not be added into expression authority records. For example, since form of work (380 field) is a work element, it should not be added to a series authority records that represents an expression of a work (e.g., an English translation).

Use judgment in deciding whether to also record any attribute used as a qualifier in an authorized access point as a separate element (using MARC 21 046 and 3XX fields) and whether to record additional identifying elements (those not needed for differentiation) as separate elements.

When recording attributes as separate elements, prefer to use terms from controlled vocabularies.

Justification of access points and elements

The preferred form of name or title, additions in the authorized and variant access points, and other identifying elements recorded in the 046 or 3XX fields generally should be justified using one of the methods described in the 046 and 670 sections of this document. When the information recorded is obvious from the 1XX form or the 670 field for the work for which the authority record is being established, additional justification is not needed. When updating an authority record, additional justification is not needed if already present or obvious in the existing fields. For example, if the preferred title for the work is *Best short stories*, it is not necessary to provide additional justification when recording "Short stories" as a form of work recorded in the 380 field.

For specific information about justification of data recorded in a 046 or a 3XX, see the instructions for that field and the 670 section in this document.

Additions and changes to authority records

Almost as common as the need for a new authority record is the need to alter an existing record. New information can be received in various ways (e.g., new cataloging, investigation in response to a query) and may be significant enough to add to the permanent authority record.

Normally a new reference or a change in the authorized access point must be justified by the addition of new information to the authority record. Many other types of data can be added to the authority record when judged useful for proper identification.

In order to minimize the impact of database maintenance with associated bibliographic records and/or related authority records, catalogers are urged to refrain from making unnecessary changes to 1XXs. Although there are guidelines in the RDA instructions and/or LC-PCC PSs that indicate when changes are or are not necessary, the necessity for other changes may be evident only to the agency making the change (for example, to break a conflict when the searching universe for the changing agency and the agency observing the change are different). Assume that such changes are valid.

Change an authority record when an error in the authorized access point or in a variant access point is discovered. When the published work for an item cataloged through the CIP program shows a change in the form of name of a person, corporate body, preferred title, or series, change the authority record; add the published source after the CIP source in the 670 field to document the change. Changes in the imprint date, choice of a primary access point, and title proper do not require changes to authority records created for CIP items.

NACO normalization

When a new authority record is added to the name authority file or when a new 4XX field is added to an existing NAR, each new access point is compared against access points already in the file to determine whether the new access point is adequately differentiated from existing authorized access points. All partners involved in the exchange of LC/NAF authority data have agreed to a specific set of rules for normalization, and these rules are posted at: <http://www.loc.gov/aba/pcc/naco/normrule-2.html>. Name authority records are not compared against subject authority records.

Briefly, the process of normalization removes all diacritics and most punctuation, and converts all letters to uppercase and all modified letters to their unmodified equivalents. Subfield delimiters and subfield codes are retained in the normalized form excluding subfields \$w and \$i. The normalized form of the name differs from the authorized form of the name as an access point.

Examples:

Authorized form:	Île-de-Montréal (Québec)
Normalized form:	ILE DE MONTREAL QUEBEC
Authorized form:	Smith-Jackson, Tonya L.
Normalized form:	SMITH JACKSON, TONYA L

The only mark of punctuation that is retained during normalization is the first comma in subfield \$. This exception means that the following examples of similar access points normalize to different forms.

Examples:

(Note: These examples do not reflect additions catalogers may add to distinguish similar names and titles.)

Authorized form: Chung, Hui
Normalized form: CHUNG, HUI

Authorized form: Chung-hui
Normalized form: CHUNG HUI

To conform to the NACO standard, participants must adhere to the following policies:

Authorized access points. If access points do not differ after character normalization rules have been applied, they are considered to conflict and must be further distinguished.

Variants. Do not trace a 4XX variant that normalizes to the same character string as an existing authorized access point in the 1XX in the LC/NAF, including the access point in the record to which the variant is made. This policy also applies to the linking variants to forms of the name created under previous cataloging rules (see 4XX See from Tracings). If a linking variant and the access point in the same record normalize to the same form, do not trace a 4XX linking variant.

4XX variant access points are allowed to conflict across records, but a 4XX variant access point should not conflict with another 4XX on the same record. Apply these guidelines to variants on new authority records and to existing authority records when making some other change to the record.

Should an SAR be made?

When a series authority records is needed for the same entity represented by an existing NAR (usually a name/title NAR), convert the NAR into an SAR by updating the 008/12, 008/13, and 008/16 values, adding 64X fields, and making other changes, as appropriate.

Series authority records should not be made for the following categories:

- (1) a republication that does not include the original series statement (see “Republications” section of 64X Series Treatment – General Information);
- (2) generally, a periodical (includes several separate articles by several

contributors, frequency of publication more often than annual, and usually has both numeric and chronological designations) even if the issue in hand consists of a single contribution (e.g., a festschrift, proceedings of a conference) or may have a special title giving the overall theme of the issue. An SAR should however be created in cases where a PCC monographic record is being created for a single issue of the periodical, and an authorized access point for the series is needed;

- (3) a hardcover (sometimes even softcover) edition of a selected issue of a periodical.

Several publishers (e.g., Haworth Press, Pergamon Press) publish separate editions, with special titles, of selected issues of their periodicals. These editions are published in addition to the unbound issues received by subscribers.

Do not consider such a separate edition to be an integral part of the periodical; do not prepare an SAR. Make a separate bibliographic record for it. Add a note explaining its relationship to the periodical, e.g., “Published also as v. 15, no. 2 of the *Journal of children in contemporary society*.” Optionally, give a related work authorized access point for the periodical on the bibliographic record (cf. RDA 25.1.1.3).

It is not always clear, especially at CIP galley stage, whether the item in hand is an integral part of the periodical or a separate edition. Some publishers make clear statements, e.g., saying the title “has also been published as [title of journal], v. _____, no. _____.” Others make ambiguous or misleading statements, e.g., saying that the edition is “Published as a special issue of the journal _____, v. _____, no. _____ and supplied to subscribers as part of their normal subscription.” The latter statement seems to indicate that the volume in hand is the only one issued and constitutes an integral part of the periodical. If the information given in the item is ambiguous, check the issue of the periodical or contact the publisher.

How many SARs should be made?

Because the entities represented by series authority records offer limitless possibilities for variation and change, it is sometimes difficult to determine how many authority records should exist.

- (1) How many authority records are made if the title or the series-like phrase changes?

Is the change in the series-like phrase or in the title proper of the monographic series/other serial a major change or a minor change? (Consult RDA 2.3.2.13 and associated LC-PCC PS.) If it is a major

change, make a new SAR. If it is a minor change, give a 670 citation and a 4XX reference for the different form.

Is a separate SAR made when the title of a multipart item changes? No; give the other title proper as a 4XX reference.

- (2) How many authority records are made if the volumes of a monographic series are in different languages? Consult LC-PCC PS 6.27 and LC-PCC PS 24.6, Section I, One or Several Series Access Points, Language editions.
- (3) How many authority records are made if the same volumes in a series are published separately in the same language by different publishers (e.g., a publisher in the U.S. and a publisher in England)? Create one SAR if the volumes in the series are published separately in the same language by multiple publishers in different countries, but constitute the same expression of the work, and there is a consistent correspondence in the numbering of parts.
- (4) How many authority records are made if the volumes of a monographic series switch from having numbers to lacking numbers and vice versa? Consult LC-PCC PS 6.27 and LC-PCC PS 24.6, Section I, One or Several Series Access Points, Changes in numbering.
- (5) How many authority records are made for main series and subseries? Consult LC-PCC PS 6.1.3.2, LC-PCC PS 6.27, and LC-PCC PS 24.6, Section H, Main Series and Subseries.
- (6) Has there been a change in responsibility (i.e., different person/body, body's name changes, uniform title changes)? Consult RDA 6.1.3 and associated LC-PCC PSs at 6.1.3.1 and 6.1.3.2.
- (7) When reestablishing a series, is the apparent difference between the “earlier” form of title and the current title due to different transcription practices? If so, make only one SAR. *Optionally*, give the “earlier” form as a 4XX/667 old catalog heading (see 4XX See From Tracings).

Possibilities include the following:

- (a) A change in the ALA/LC policy for romanization or word division results in a different title.

```
130 #0 $a Makedonikē vivliothēkē
430 #0 $w nna $a Makedonikē bibliothēkē
```

- (b) The title is in a language containing a symbol or numeral that under earlier rules was replaced by the corresponding word or words.

```
130 #0 $a Soldatenschicksale des 20
    Jahrhundert als Geschichtsquellen
430 #0 $w nna $a Soldatenschicksale des
    zwanzigsten Jahrhunderts als
    Geschichtsquellen
```

- (c) The title of the series was transcribed in truncated form under previous rules.

```
130 #0 $a Occasional papers of the California
    Academy of Sciences
410 2# $w nnaa $a California Academy of
    Sciences, San Francisco. $t
    Occasional papers
```

- (d) The series title consists solely of the name of a corporate body and the same form of the same series was under earlier rules considered to lack a title.

```
130 #0 $a Centre de recherches d'histoire
    ancienne (Series)
410 2# $w nnaa $a Centre de recherches
    d'histoire ancienne. $t Publication
```

*(pre-AACR2 form of heading: Centre de recherches d'histoire
ancienne. [Publication])*

- (e) Evidence indicates that a word such as Bibliotheca, Collection, Edice was always present as the first word of the title but was not considered to constitute a part of the title proper.

- (8) How many series-like phrase SARs are made for the same phrase used by different bodies? There should be only one SAR.

No Existing SAR for Series-Like Phrase

If the authorized or variant access point for an undifferentiated phrase record would conflict with the access point for another entity, add the qualifier “(Series-like phrase)”.

If the authorized or variant access point for an undifferentiated phrase record would consist of a combination of letters that is the same as an acronym/initialism or name of a corporate body, add the qualifier “(Series-like phrase).”

In non-conflict situations, variant access points may optionally be qualified by “(Series-like phrase)” or another qualifier if considered helpful for identifying the series-like phrase.

Give the 643 field as “Various places : various publishers.” Do not give a 667 for publisher variations.

Include the following 667 field: “Undifferentiated phrase record: Covers all instances when this character string used by any publisher is considered to be a series-like phrase; if character string is considered to be a series, separate SAR has been made.”

Existing SAR for Series-Like Phrase

If an SAR already exists, use it as an undifferentiated phrase record; delete from the existing authorized access point any qualifier. If the resulting phrase conflicts with the authorized access point for another entity, add the qualifier “(Series like-phrase).”

If more than one SAR is found to exist for a series-like phrase, consolidate the authority records. If the resulting phrase already conflicts with the authorized access point for another entity, add the qualifier “(Series-like phrase).”

In these situations, do not include 4XX reference(s) for the former 1XX.

Series statement appears only on CIP data view at galley stage (LC partner practice)

(1) Series is new to the Library.

Return the CIP data view to a CIP program specialist with request that CIP return the data view to publisher to “refresh” associated text file to include the series information.

- (a) When revised copy is received, establish series according to regular partner procedures.
- (b) If revised copy is not received within five to eight work days, the CIP Data Application will be deleted automatically from the CIP system and the publisher will be required to resubmit in order to obtain CIP data for the item. Cancel any CIP record which may have been created in the partner database.

(2) Series is already represented by an SAR.

- (a) Series title on data view matches form of title in the SAR: Transcribe the series statement without brackets in the bibliographic record. Trace the series if appropriate according to regular partner procedures.

(b) Series title on CIP data view is considered to be variant form of the title in the SAR:

- (i) Clarify the data with publisher, transcribe the series statement without brackets, and trace the series if appropriate according to regular partner procedures.
- (ii) Add reference(s) to the SAR for any valid variant form.

(c) Series title on CIP data view might represent a title change or situation might require a change in the access point from that in the SAR:

- (i) Clarify the data with publisher and, if appropriate according to regular partner procedures, return the CIP data view to CIP Division with request that CIP contact the publisher (see (1) above for procedures to follow).
- (ii) When information from publisher is received, follow regular partner procedures and either add information and reference(s) to the existing SAR or create a new SAR as appropriate.
- (iii) If information is not received within five to eight work days, the CIP Data Application will be deleted automatically from the CIP system and the publisher will be required to resubmit in order to obtain CIP data. Cancel any CIP record which may have been created in the partner database.

(3) Series is represented by analytic bibliographic records but there is no SAR: Create SAR for series according to regular partner procedures.

Searching series

Searching is the most important step in series processing. You must determine whether your series is already represented in the database; if not, you must know what other series are already in the database so your series will “fit” and not conflict with descriptive access points on authority and bibliographic records (see RDA 6.27.1.9 and associated LC-PCC PS).

Remember that the bibliographic records in the database include series handled under different cataloging codes. Some of the differences affecting series access are summarized below.

Choice of authorized access point:

AACR 1 had a special rule for serials. Generic titles were entered under body. Titles containing name or initialism of body were entered under body.

AACR 2 has no special rule for serials. Most were entered

under title per 21.1C1.

RDA has one instruction on persons or families considered to be creators of serials (19.2.1.1.3). Most serials, however, have an authorized access point consisting only of the preferred title.

Title truncated:

For a time AACR 1 eliminated from the series title the name or part of the name of the body. “Bulletin of the Department of Education” became “Bulletin.” “Research Department study” became “Study.”

Space-hyphen-space:

Revised chapter 6 of AACR 1 specified that space-hyphen-space plus the body's name should be added to generic titles to create titles proper. The body's name was given in the form found on the item (which could change from one issue to the next). “Report - Department of Health” might be “Report - Virginia Department of Health” on the next issue and “Report - Commonwealth of Virginia Department of Health” on another issue. The form in the series added entry depended upon which issue was used when establishing the heading.

Subseries:

AACR 1: If subseries title was “weak,” the subseries was entered subordinately to the main series; if subseries title was “strong,” the subseries was entered independently.

AACR 2: If the main series and subseries were on the same source in the preliminaries, the subseries was entered subordinately to the main series; if the main series and subseries were not on the same source in the preliminaries, the subseries was entered independently.

RDA: The title of the main series and subseries do not need to be taken from the same source (2.12.10.2). However, the associated LC-PCC PS continues the practice under AACR2 (both the title of the main series and subseries must appear in the same source).

Also remember that series titles including initial articles appearing on pre-1979 records and in series statements for untraced series (490 0) do not have the filing indicator set for the initial article. If the series title on item in hand includes an initial article, do a search including the initial article as well as a search without it.

OCLC Leader/Fixed Field Conversion Table

<u>OCLC</u>	<u>MARC 21: Name and Tag</u>	
Rec stat	Record status	Leader/05
Type	Type of record	Leader/06
Roman	Romanization scheme	008/07
Govt agn	Type of government agency	008/28
Series	Type of series	008/12
Ser num	Numbered/unnumbered series	008/13
Entered	Date entered on file	008/00-008/05
Upd status	Record update in process	008/31
Ref status	Reference evaluation	008/29
Auth status	Level of establishment	008/33
Auth/Ref	Kind of record	008/09
Name	Undifferentiated personal name	008/32
Enc lvl	Encoding level	Leader/17
Mod rec	Modified record	008/38
Subj	Subject heading system/thesaurus	008/11
Geo subd	Direct or indirect geographical subdivision	008/06
Subdiv tp	Type of subject subdivision	008/17
Source	Cataloging source	008/39
Name use	Heading use - main or added entry	008/14
Subj use	Heading use - subject added entry	008/15
Ser use	Heading use - series added entry	008/16
Rules	Descriptive cataloging rules	008/10

MARC 21 Fields Used in Serial Records

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.

Collected set serial bibliographic records for monographic series classified as a collection by a CONSER participant may be considered a reference source by other PCC participants.

Below are explanations of some of the MARC 21 fields used primarily/only in serial bibliographic records. For an explanation of fields not covered here, see the *CONSER Editing Guide*.) See the [RDA CONSER Standard Record \(CSR\) Metadata Application Profile](#) for elements applicable to textual serials in various formats.

Fields which may affect series heading or treatment

010 field – *Library of Congress* control number

This field may contain a regular LC control number (usually without prefix) or a pseudo LC control number (with “pseudo” prefix). If the record in the OCLC database used by an LC serials cataloger already has a pseudo LC control number, as of May 1, 1999 it is not being replaced by a regular LC control number lacking a prefix.

Listed below are the prefixes that now may be found in LC control numbers with an explanation of the use of these prefixes before May 1, 1999.

ce prefix = Canadian bilingual publication, English language cataloging.

cn prefix = unilingual Canadian publication, English language cataloging (also used for unilingual French language cataloging, but records not in the LC Database).

sf prefix = Records authenticated by LC for titles held by LC given less than full cataloging: form card cataloging, minimal level cataloging, and other forms of cataloging for which no serial printed card existed (e.g., monographic series classified separately).

sn prefix = Records authenticated by CONSER participants, the U.S. ISSN Center, United States Newspaper Program (USNP), and the former New Serial Titles Section (NST). (Prior to 1984, “sn” control numbers were also assigned to LC minimal level cataloging records.)

042 field – *Authentication code*

Records may have more than one code. Authenticated records cataloged according to AACR2 may not have authorized access points that are appropriate according to RDA.

lc descriptive and subject elements verified by LC; all name and series headings are represented by name/series authority records in the national authority file; not used after

April 30, 2009

lccopycat Code lccopycat signifies that the Library of Congress has used another organization's record as the basis for its cataloging. All headings have been checked against the relevant authority file (except for series headings in records used after May 31, 2006 and except subject headings not from *Library of Congress Subject Headings*).

lcd descriptive elements verified by LC or a CONSER participant; all name and series headings are represented by name/series authority records in the national authority file or there are no headings appropriate to the record; not used after April 30, 2009

nlc descriptive elements and headings verified by Library and Archives of Canada

nsdp ISSN elements (e.g., ISSN, key title) verified by **the U.S. ISSN Center (previously known as the National Serials Data Program (NSDP))**

isds/c ISSN elements verified by ISSN Canada

nst code used 1981-1984 for records selected for publication in *New Serial Titles*; descriptive elements are only as accurate as reported by the NST reporting libraries; codes "lcd" and "msc" used 1985-1993 for such records (LC's New Serial Titles Section abolished in 1993)

msc descriptive elements verified by **the U.S. ISSN Center**, NST, the CONSER Minimal Level Cataloging Section, or a CONSER participant including U.S. Newspaper Program participants; all name and series headings are in AACR2 form but may not be represented by name/series authority records in the national authority file. (Prior to fall 1989, this code was also used when there were no headings appropriate to the record.)

pcc descriptive elements verified by LC or a CONSER participant; all name and series headings are represented by name/series authority records in the national authority file or there are no headings appropriate to the record; used as of May 1, 2009

premarc code used for records converted to machine-readable form as part of LC retrospective conversion (source records used are printed catalog cards taken from the LC general shelflist and other manual LC files, or OCLC records that have been amalgamated with data from LC manual files); descriptive elements have not necessarily been verified or reverified by LC but the authoritativeness of the headings is indicated by the additional presence of code "lcd," "pcc," or "msc"

xl not currently treated as a serial by LC; this code will appear only in combination with other codes (e.g., "nsdp," "nlc") that indicate serial treatment by another authenticating agency.

Note: An "x" preceding any of the agency-specific codes above indicates that the agency does not currently treat the publication as a serial.

050 field – Library of Congress call number

This field with second indicator of “0” may contain an LC call number, an LC classification number, an LC shelf number, or other indication of LC practice.

LAW Assigned because an appropriate class “K” number was not available at the time of cataloging

IN PROCESS Call number not yet assigned (prior to 1990, PAR or REV PAR used)

CLASSED SEPARATELY Monographic series classified separately in LC. (Prior to 1990, UNC used.)

UNCLASSED Titles in LC which do not receive a call number, i.e. already existing form card cataloging (e.g., for technical reports) or temporary cataloging. (Prior to 1990, UNC was used.)

UNCLASSIFIED Same as “UNCLASSED”

NOT IN LC Cooperatively cataloged records for serials known not to be in LC

ISSN RECORD Record created by the U.S. ISSN Center; may reflect a serial in prepublication or post-publication

WMLC [no.] Shelf number for non-microform materials represented by minimal level cataloging records

ELECTRONIC RESOURCE Serial remote access electronic resource for which another number has not been assigned

Microfilm [no.] Microfilm shelf number

Microfiche [no.] Microfiche shelf number

Newspaper Considered a newspaper within LC; may be followed by a number

Comic Book [no.] Comic book shelf number

DISCARD Retention decision

CURRENT ISSUES ONLY Retention decision

Fields showing variant and changed titles

Information in the following fields is to be used only as an aid in interpreting data on records; it is not to be used to justify 4XX/5XX references or establishment of new series headings when the variant/changed titles are not found on analytic records or on the item in hand.

246 field – Varying form of title

The indicators in this field are the same as in monograph records.

247 field – Former title

Used for electronic serials and integrating resources in AACR2 and RDA records; used for title changes on AACR 1 records before June 14, 1971, and for earlier titles in latest entry (ALA) cataloging records.

580 field – Linking entry complexity note

This field is used to describe the relationship between two entries when it cannot be stated simply with a note generated by the 780/785 field.

780 field – Preceding entry

The second indicator in this field gives the exact relationship:

- 0 = Continues
- 1 = Continues in part
- 2 = Supersedes (not used for AACR 2)
- 3 = Supersedes in part (not used for AACR 2)
- 4 = Formed by the union of _____ and _____
- 5 = Absorbed
- 6 = Absorbed in part
- 7 = Separated from

785 field – Succeeding entry

The second indicator in this field gives the exact relationship:

- 0 = Continued by
- 1 = Continued in part by
- 2 = Superseded by (not used for AACR 2)
- 3 = Superseded in part by (not used for AACR 2)
- 4 = Absorbed by
- 5 = Absorbed in part by
- 6 = Split into _____ and _____
- 7 = Merged with _____ to form _____
- 8 = Changed back to

008/10 Descriptive Cataloging Rules**General**

All new name authority records created and contributed by LC/PCC catalogers must use code 008/10 “z” and include subfield \$e rda in the 040 (Cataloging source) field.

When an existing NAR using code “a”, “b”, “c”, or “d” is modified in any way, evaluate the NAR and re-code it to RDA, changing the 008/10 code accordingly.

Exception 1: If an existing NAR using code “c” is modified only to change or add a 5XX field, catalogers are strongly encouraged, but not required, to evaluate the NAR and re-code it to RDA, changing the 008/10 code accordingly.

Exception 2: Existing undifferentiated name authority records coded 008/10 “c” may be modified to remove one or more identities in order to create differentiated RDA authority records. When modifying an existing undifferentiated name authority record for this purpose, the updated undifferentiated name authority record must retain the existing 008/10 code.

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008/32 Undifferentiated Personal NameGeneral

Do not use 008/32 code “b” (undifferentiated) in an RDA name authority record. Assign 008/32 value “a” for personal name NARs. Use code “n” for families, corporate bodies, and places. For works and expressions, assign value “a” if the access point begins with a personal name, otherwise assign value “n”.

Prior to November 2013, personal name NARs could be coded as undifferentiated using 008/32 value “b” when the cataloger had no acceptable way of differentiating multiple persons with the same preferred name. Since then, LC and the PCC have followed these guidelines for personal name NARs:

- Do not create new undifferentiated records coded 008/32 “b”. 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 RDA 9.19.1 to create a unique authorized access point for the person, using suitable additional elements.

Maintenance of existing undifferentiated records:

An existing undifferentiated NAR contains pairs of 670 fields used to group information about each individual covered by the NAR. The first 670 in the pair is an “identifying” 670 field containing a term descriptive of the person’s relationship to the title cited in the second 670 of the pair. The data in the “identifying” 670 field is contained in subfield \$a and enclosed in square brackets. The second 670 in the pair is a “citation” 670 that contains the normal data elements in a resource being cataloged citation.

Example:

```
008/32 = "b"
100 1# $a Lloyd, Richard
670 ## $a [Author of Bound and minor words in Baruya]
670 ## $a Bound and minor words in Baruya, 1989: $b t.p. (Richard
        Lloyd)
670 ## $a [Added entry for Alex, the amazing juggler]
670 ## $a Alex, the amazing juggler, 1981: $b t.p. (Richard Lloyd)
670 ## $a [Editor of Allen Jones]
670 ## $a Allen Jones, 1995: $b t.p. (Richard Lloyd)
```

When information is found to distinguish a person 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 notes on records for identities previously on undifferentiated records* below).
- Transfer the “citation” 670 pertaining to that person from the undifferentiated name record to the new name authority record and edit as necessary. **Do not transfer the “identifying” 670 to the new NAR.**

008/11 Subject Heading System/Thesaurus*Family names*

Assign 008/11 value “a” (Library of Congress Subject Headings) to name authority records for families.

If an existing name authority record for a family has 008/11 value “n” (Not applicable), representing past practice, change the value to “a.” See also DCM Z1 008/15 for instructions on changing that value to “a” and DCM Z1 667 section “NARs and subject usage” on deleting the subject usage note.

Corporate names for high government and religious officials

Assign 008/11 value “n” (Not applicable) to name authority records for corporate names representing the office held for Heads of state, heads of governments, etc., International intergovernmental bodies, Religious officials, and Popes when the name of the incumbent is included as part of the authorized access point. Also assign value “b” in 008/15, and make a 667 note indicating the form of the access point used in subject cataloging.

Examples of corporate names not appropriate for use as subject headings:

United States. President (1953-1961 : Eisenhower)
Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)
Illinois. Governor (1973-1977 : Walker)
Catholic Church. Pope (1958-1963 : John XXIII)
Church of England. Diocese of London. Bishop (1675-1713 : Compton)

See also DCM Z1 008/15 and the DCM Z1 667 section “NARs and subject usage.”

Follow these guidelines for newly-created NARs. Make these changes also when modifying existing name authority records for any reason.

008/15 Heading Use – Subject Added Entry*Family names*

Assign 008/15 value “a” (Appropriate) to name authority records for families.

If an existing name authority record for a family has 008/15 value “b” (Not appropriate), representing past practice, change the value to “a.” See also DCM Z1 008/11 for instructions on changing that value to “a” and DCM Z1 667 section “NARs and subject usage” on deleting the subject usage note.

Corporate names for high government and religious officials

Background: For Heads of state, heads of governments, etc., International intergovernmental bodies, Religious officials, and Popes, descriptive catalogers may be required to establish an authorized access point for the corporate name for the office as well as a personal name for the office holder. It is subject cataloging policy to assign only the personal name, not the corporate name, as a subject access point. This policy was established for collocation purposes (cf. SHM H 430). For example:

United States. President (1789-1797 : Washington)

may be used in descriptive cataloging as an access point, but in subject cataloging only the personal name:

Washington, George, 1732-1799

would be used as a subject access point.

Assign value “b” (Not appropriate) to name authority records for corporate entities representing the office held for Heads of state, heads of governments, etc., International intergovernmental bodies, Religious officials, and Popes when the name of the incumbent is included as part of the entry. Also assign value “n” in 008/11, and make a 667 note indicating the form used in subject cataloging.

Example:

```
110 2# $a Catholic Church. $b Pope (1958-1963 : John XXIII)
008/11 = n
008/15 = b
667 ## $a SUBJECT USAGE: This heading is not valid for use
as a subject. Works about this person are entered
under John XXIII, Pope, 1881-1963.
```

See also DCM Z1 008/11 and the DCM Z1 667 section “NARs and subject usage.”

Follow these guidelines for newly-created authority records. Correct existing records when making any other change to the records.

- If the undifferentiated NAR is not being deleted because multiple identities remain, delete the pair of 670 fields pertaining to the newly created NAR (*i.e., in the undifferentiated NAR, delete both the “identifying” 670 and the “citation” 670*).
- 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 and delete the old NAR. In the new NAR, LC will add a 667 note and add the LCCN of the deleted NAR in field 010 subfield \$z.

- 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:

```
667 ## $a Last identity on undifferentiated record;
        reported for deletion in favor of [LCCN of
        NAR].
```

- 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 authorized access point itself may be differentiated or it may be identical to the authorized access point in the undifferentiated NAR.
- Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR(s), then delete the old undifferentiated NAR.
- Add a 667 note to the new NAR as indicated below.

Example:

```
008/32 = "a"
010 ## $a [LCCN] $z [LCCN of deleted NAR]
```

```

100 1# $a Lloyd, Richard $c (Linguist)
667 ## $a Formerly on undifferentiated name record: [LCCN of
        deleted NAR].
670 ## $a Bound and minor words in Baruya, 1989: $b t.p. (Richard
        Lloyd)

```

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:

```

667 ## $a Formerly on undifferentiated name record: [LCCN of
        undifferentiated name record].

```

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.

Records coded as undifferentiated that actually represent only one identity

Occasionally an existing record will be coded undifferentiated, but new research indicates that in fact the record represents only one identity.

Example:

```

008/32 = "b"
100 1# $a Garfield, Louise
670 ## $a [Mentioned in *MGZA Dance magazine. Nov 1979, p 114]
670 ## $a *MGZA Dance magazine. Nov 1979, p 114.
670 ## $a [Producer of Zero patience]
670 ## $a Zero patience, c1994: $b credits (Louise Garfield;
        producer)

```

In this situation, do the following:

NACO catalogers:

- Add a 667 field to the undifferentiated NAR indicating that it has been reported for deletion:

```

667 ## $a Undifferentiated name record represents a single
        identity; reported for deletion.

```

- Report the undifferentiated NAR for deletion to naco@loc.gov. LC will create a new replacement NAR and delete the old NAR. In the new NAR, LC will add a 667 note and add the LCCN of the deleted NAR in field 010 subfield \$z.

LC catalogers:

- Create a new NAR for the identity. The authorized access point itself may be differentiated or it may be identical to the authorized access point in the undifferentiated NAR.
- Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR, then delete the old undifferentiated NAR.
- Add a 667 note to the new NAR as indicated below.

Example:

```
008/32 = "a"
010 ## $a [LCCN] $z [LCCN of deleted NAR]
100 1# $a Garfield, Louise, $d 1954-
667 ## $a Formerly on undifferentiated name record: [LCCN of
        deleted NAR].
670 ## $a *MGZA Dance magazine. Nov 1979, p 114.
670 ## $a Zero patience, c1994: $b credits (Louise Garfield;
        producer)
670 ## $a Email from L. Garfield, June 3, 2015: $b (she is the
        woman mentioned in the November 1979 Dance magazine
        article and the producer of the films Zero patience and
        The hanging garden; born July 24, 1954)
```

Records not coded as "undifferentiated" that contain multiple persons

These instructions apply to an NAR with 008/32 value "a" that contains 670s for different people with the same name. For instructions on an NAR that contains information about a single person with multiple identities, see the 500 and 663 sections of DCM Z1.

An NAR for a person might contain 670s that actually relate to different people with the same name because a cataloger erroneously concluded they were citations for the same person. This effectively creates an "undifferentiated" record although the record is not identified as such in the 008/32. Do NOT change the 008/32 value to "b." Take the following steps:

NACO catalogers:

- Create a new NAR representing only one person, applying the instructions for conflict in new authority records.
- Add a 667 field to the new NAR as is done for persons formerly on undifferentiated name records.
- Transfer the 670 pertaining to that person from the "undifferentiated" name record to the new NAR and edit as necessary.
- In the "undifferentiated" NAR, do not change the 008/10 value, and do not add or remove subfield \$e "rda" in the 040 field.
- If the "undifferentiated" NAR still contains multiple identities:
 - Add a 667 field to the "undifferentiated" NAR:

667 ## \$a Record contains multiple identities;
reported to LC for resolution, [date].

- Report the “undifferentiated” NAR for deletion to naco@loc.gov. LC will create new NARs for each remaining identity, delete the “undifferentiated” NAR and add the LCCN of the deleted NAR in field 010 subfield \$z of the last newly created NAR.
- If the “undifferentiated” NAR now contains one identity :
 - Add that information in the 667 note on the “undifferentiated” record to assure that a duplicate NAR will not be created:

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

- Report the “undifferentiated” NAR for deletion to naco@loc.gov. LC will create new replacement NAR and delete the old NAR. In the new NAR, LC will add a 667 note and add the LCCN of the deleted NAR in field 010 subfield \$z.

LC catalogers:

- Create a new NAR representing only one person, applying the instructions for conflict in new authority records.
- Add a 667 field to the new NAR as is done for persons formerly on undifferentiated name records.
- Transfer the 670 pertaining to that person from the “undifferentiated” name record to the new NAR and edit as necessary.
- In the “undifferentiated” NAR, do not change the 008/10 value, and do not add or remove subfield \$e “rda” in the 040 field.

- If the “undifferentiated” NAR contains multiple identities:
 - Add a 667 field to the “undifferentiated” NAR:

667 ## \$a Record contains multiple identities;
reported to LC for resolution, [date].

- Report the “undifferentiated” NAR for deletion to policy@loc.gov. PTCP will create new NARs for each remaining identity, delete the “undifferentiated” NAR and add the LCCN of the deleted NAR in field 010 subfield \$z of the last newly created NAR.
- If the “undifferentiated” NAR now contains one identity :
 - Create a new NAR for the remaining single identity. The authorized access point itself may be differentiated or it may be identical to the authorized access point in the undifferentiated NAR.
 - Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR(s), then delete the old “undifferentiated” NAR.
 - Add a 667 note to the new NAR as indicated below.

Examples:

New NAR for first person removed from “undifferentiated” record:

```
008/32 = "a"
010 ## $a [LCCN]
100 1# $a Hernandez, Olaf, $d 1970-
667 ## $a Formerly on undifferentiated name record: [LCCN
of deleted NAR].
670 ## $a Living in hell, 2000: $b t.p. (Olaf Hernandez)
670 ## $a Email from author, April 2, 2015 (born May 1,
1970; author of Living in hell but not the author
of Hell hath no fury)
```

New NAR for second person removed from “undifferentiated” record:

```
008/32 = "a"
010 ## $a [LCCN] $z [LCCN of deleted NAR]
100 1# $a Hernandez, Olaf, $d 1960-
667 ## $a Formerly on undifferentiated name record: [LCCN
of deleted NAR].
670 ## $a Hell hath no fury, 2000: $b t.p. (Olaf Hernandez)
670 ## $a Email from author, April 2, 2015 $b (born March
20, 1960; author of Hell hath no fury but not the
author of Living in hell)
```

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” if a new SAR is entered under a personal name authorized access point. Catalogers may change this field if the value is incorrect when updating the SAR for another reason.

008/33 Level of EstablishmentNARs

Provisional (008/33 value “c”) records:

General

Code an NAR as provisional (008/33 value “c”) if the authorized access point cannot be formulated satisfactorily because of inadequate information. If the necessary information later becomes available, re-evaluate the NAR and upgrade it to fully established (008/33 value “a”). In no case should a provisional-level authority record be created with an access point that conflicts with an existing NAR according to NACO normalization rules.

Special administrative regions of Hong Kong and Macau

Because there is uncertainty about whether Hong Kong and Macau will continue to have two official languages, code all NARs for government bodies in these two places, at the level of the special administrative region and below, as provisional (008/33 value “c”), regardless of the language in which the authorized access point has been established. If a form in the second of the two official languages becomes available, add that form as a variant access point rather than revising the existing authorized access point. Consult RDA 11.2.2.5.2 and its related policy statement for instructions on choosing the language of the preferred name. Please note that this policy for provisional status does not apply to non-government bodies.

Additional information for PCC participants

NACO participants may **also** create provisional records in the following **two** exceptional situations:

(1) If the contributing library does not have the language expertise to establish the **authorized access point** as a fully established authority record; this would include situations where the library lacked adequate reference sources for research or where the cataloger was not confident of the correct grammatical form **for the access point**.

(2) If the contributing library is unable, due to limited resources or other constraints, to complete related authority work or to determine the appropriate reference structure that is required for fully established **authority records**.

The **Policy, Training, and Cooperative Programs Division (PTCP)** is prepared to provide language expertise, etc., to NACO participants on request (**coop@loc.gov**), so that such **records** can be fully established at the time they are contributed.

BIBCO participants may not create provisional records in the two exceptional situations noted above for NACO participants if the NARs being contributed are in support of BIBCO bibliographic records, i.e., those records with “pcc” in the 042 field.

Preliminary (008/33 value “d”) records:

Preliminary authority records (008/33 value “d”) generally are the result of retrospective projects. LC catalogers are expected to upgrade NARs coded preliminary when using the **access point** on a bibliographic record. **NACO** catalogers are expected to routinely upgrade NARs coded preliminary when making other modifications to the record. Because of this maintenance requirement, NACO participants are asked to contact the **Policy, Training, and Cooperative Programs Division** (coop@loc.gov) before embarking on projects that may result in large numbers of NARs coded preliminary being added to the NACO Authority File.

As needed, catalogers may upgrade NARs coded preliminary when working with earlier/later corporate body **records, even if** the **access points in the records** being upgraded **are** not used in the local bibliographic database. Occasionally catalogers may need to create a new **NAR** without having an item in hand, e.g., for an earlier or later name heading using information from reference sources, or a heading based on information found in field 245 subfield “c” of bibliographic records when resolving NAR conflicts. Do not code these occasional NARs as “preliminary.”

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.

Generally, series data elements should be viewed on the publication and series authority records should be coded “a” (full). In post-cataloging authority work it is permissible to create SARs without the piece in hand; these records are coded “d” (preliminary). When a publication in the series has been examined and the preliminary authority record reviewed and updated as necessary, upgrade the SAR to full level.

008/39 Cataloging Source

Whatever value is originally input into this field remains; do not change this value when updating a record unless the original value was incorrect.

LC catalogers working in the LC Database: Note that an authority record created using the LC ILS authority generation feature will have 008/39 set to value “d.” If the NAR macro is not used, this value must be changed manually to value “blank” (the appropriate value for new records created at LC).

010 Library of Congress Control Number

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.

When one authority record is being deleted in favor of another authority record, give the LCCN of the deleted record in subfield \$z of the 010 field in the retained record. This action may result in a mixture of old and new-structure LCCNs. When inputting the LCCN, follow the conventions appropriate to the structure of that LCCN. Do not convert old-structure LCCNs to new-structure LCCNs, or vice versa. (See DCM C3 for additional information.)

Examples:

[blank space = system-supplied space for clarity in display; “#” = space input by cataloger]

010 \$a n##99001234# \$z no#98222222# \$z n##99500045#
[all LCCNs are old-structure]

010 \$a nr2001040302 \$z n#2001000888
[all LCCNs are new-structure]

010 \$a n##99123456# \$z n#2001123456
[LCCN in subfield \$a is old-structure; LCCN in subfield \$z is new-structure]

010 \$a no2001333333 \$z nb#99000123#
[LCCN in subfield \$a is new-structure; LCCN in subfield \$z is old-structure]

Do not “re-use” an LCCN. Once an authority record for a specific entity is created and an LCCN is assigned to the record, do not change the data in that record to represent a DIFFERENT entity. For example, do not change an NAR for “Smith, John” to “Jones, Mary” (unless the person’s name has changed).

When a duplicate authority record is identified, delete the record. Do NOT “fix up” the record by deleting the 040 \$d in the record and keying in all new fixed and variable fields so that the record “looks” new. This action causes problems for LC, the [Cataloging Distribution Service \(CDS\)](#), the bibliographic utilities, and other libraries’ systems.

010 Guidelines for Library of Congress Staff:**Generation of Library of Congress Control Numbers (LCCNs) for name authority records**

LCCNs for name authority records (“n” numbers) are assigned through software (called “**NAR-SAR LCCN** Generator”) developed for this purpose.

When a name authority record is needed, before creating it, click on the Generator icon:



The Generator displays a new LCCN for a name authority record:



There is no need to write down the LCCN because it is automatically copied to the clipboard and is ready to paste into an authority record. Initiate creation of the authority record. However this is done, immediately paste the LCCN into field 010 to avoid accidentally erasing the LCCN from the clipboard by using the clipboard for another purpose. Insure that field 010 exists and contains subfield \$a. Paste the LCCN in the 010 \$a subfield; it will be properly structured according to the conventions of MARC 21 for LCCNs in field 010. (Note: pasting must be done within the Voyager screen; pasting into another application like Notepad may result in the LCCN not being visible.)

CAUTION: It is critical that the “Authority Import/Replace Profile” under the “General” tab of the “Session Defaults and Preferences” window under “Options --> Preferences” is set to “ARLCCNadd” to avoid pasting the same LCCN into another authority record and saving more than one record with the same LCCN.

016 National Bibliographic Agency Control Number

| This field may appear in authority records emanating from national bibliographic agencies. Do not modify or delete this field.

022 International Standard Serial Number

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.

Record the ISSN whenever it is available from the item in hand, from analytic bibliographic records, or from the collected set bibliographic record for the series; otherwise, recording the ISSN is optional.

When it is known there are separate ISSN assigned to different formats of a series represented by a single SAR, prefer to record in 022 subfield \$a the ISSN that is the linking ISSN (ISSN-L) for the different formats. Identify ISSN for specific formats in separate 667 fields, following this pattern:

667 \$a Print version: ISSN XXXX-YYYY
667 \$a Online version: ISSN YYYY-ZZZZ

When the title of a publication has changed, confirm that an ISSN appearing on the publication belongs to the new title and not to the earlier title.

An incorrect ISSN can be given in a 667 field (e.g., “ISSN 1122-3344 is not a valid ISSN for this publication”).

024 Other Standard Identifier*General*

Follow the guidelines in *NACO Best Practices for the 024 Field* posted at: <https://www.loc.gov/aba/pcc/naco/documents/NACO-024-Best-Practices.pdf>. As a general rule, limit the number of 024 fields in a NACO authority record to five. Do not routinely delete or change existing 024 fields when adding new ones.

Maintenance:

LC/PCC catalogers are not required to maintain identifiers coded in the 024 field of NACO authority records. When an 024 field is present in an **authority** record that is being reported for deletion (for example, in the case of a duplicate), LC/PCC catalogers should transfer the field to the record that is to be retained. When two authority records are being collapsed into one, and each record has a different 024 field, LC/PCC catalogers should include both 024 fields in the updated record.

034 Coded Cartographic Mathematical Data**Recording coordinates for countries, states, counties**

Coordinates for outside limits (bounding boxes or polygons) should generally be used with larger geographic entities such as countries, states, and counties to identify the coordinates of the entity. The coordinates may be recorded in either degrees/minutes/seconds, decimal degrees, decimal minutes, and/or decimal seconds. Styles should not be mixed in a single 034 field, but the field may be repeated to represent the different styles (see below for conversion utilities); the order of 034 fields when both styles are given does not matter.

Degrees/minutes/seconds : record in the form *hddmmss* (hemisphere-degrees-minutes-seconds).

034 ##\$dW1800000\$eE1800000\$fN0840000\$gS0700000

Decimal degrees : record in the form *hddd.dddddd* (hemisphere-degrees.decimal degrees)

034 ##\$dE079.533265\$eE086.216635\$fS012.583377\$gS020.419532

Decimal degrees with plus and minus : record in the form *+ddd.dddddd* (hemisphere[+/-]-degrees.decimal degrees) (“+” for N and E, “-” for S and W; the plus sign is optional)

034 ##\$d+079.533265\$e+086.216635\$f-012.583377\$g-020.419532

(Example with +/-)

034 ##\$d079.533265\$e086.216635\$f-012.583377\$g-020.419532

(Example without the optional plus sign)

Decimal minutes : record in the form *hddmm.mmmm* (hemisphere-degrees-minutes.decimal minutes)

034 ##\$dE07932.5332\$eE08607.4478\$fS01235.5421\$gS02028.9704

Decimal seconds: record in the form *hddmmss.sss* (hemisphere-degrees-minutes-seconds.decimal seconds)

034 ##\$dE0793235.575\$eE0860727.350\$fS0123536.895\$gS0202858.125

Recording coordinates for cities, towns, and townships

Coordinates for cities, towns, and townships should generally be recorded as center points rather than outside limits. For the 034 field, the longitude and latitude that form the central axis are recorded twice to define the center point (i.e., the contents of \$d and \$e are identical, the contents of \$f and \$g are identical).

034 ##\$dW0950500\$eW0950500\$fN0303000\$gN0303000

(Example showing degrees/minutes/seconds)

034 ##\$dW119.697222\$eW119.697222\$fN034.420833\$gN034.420833

(Example showing decimal degrees)

034 ##\$d-119.697222\$e-119.697222\$f+034.420833\$g+034.420833

(Example showing decimal degrees with plus/minus)

Coordinate Conversion Tools

NACO institutions are encouraged to provide both degrees/minutes/seconds and decimal degrees when available. Numerous conversion tools are available on the Web to derive one from the other; here are two examples:

Degrees/minutes/seconds to Decimal degrees:

<http://vancouver-webpages.com/META/DMS.html>

Decimal degrees to Degrees/minutes/seconds:

<http://vancouver-webpages.com/META/DD.html>

Sources

Subfield \$2 has been defined for recording the source of the coordinate information— codes for commonly used sources are available from: *Cartographic Data Source Codes*. |

A 670 citation to the source would not be required if the only information from the source is recorded in field 034; a 670 citation should be made if necessary to record information beyond coordinates, such as variant names, hierarchy, time period of applicability, etc.

035 System Control Number

As part of the conversion from **LC's previous system (MUMS) to the current LC Database**, an 035 field was added to every name/series authority record. An 035 is also added to all new and updated authority records coming into the LC database from the overseas offices or the NACO nodes as part of the load process.

The DLC 035 is deleted programmatically by **LC's Cataloging Distribution Service (CDS)** when the record is distributed.

Do not add, change, or delete 035 fields. Catalogers have no responsibility for the 035 field.

040 Cataloging Source

LC/PCC catalogers should consult the *PCC Post RDA Test Guidelines* at: <http://www.loc.gov/aba/pcc/rda/PCC%20Post%20RDA%20Test%20Guidelines.html> for instructions on using RDA and/or AACR2 in new and existing authority records.

Subfield \$b – Language of cataloging

Add subfield \$b eng when otherwise modifying NARs or SARs that do not contain this subfield.

Subfield \$d – Modifying agency

Add subfield \$d [MARC 21 code] when modifying NARs or SARs unless your institution's is already the last MARC subfield \$d in the 040 field.

Subfield \$e – Description conventions

When adding the subfield \$e manually, add it after subfield \$b and before \$c. It is not necessary to move the subfield \$e to this position if it is already present elsewhere in the 040 or if it is being added by a macro or a template. Use subfield \$e rda in NARs and SARs when fixed field 008/10 (Rules) is set to "Z" (Other).

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042 Authentication Code

This field may appear in authority records emanating from national bibliographic agencies. Do not modify or delete this field.

046 Special Coded Dates*General*

Best practice: When encoding date information, give the fullest information about the date that is readily available (the date in field 046 may be more precise than a date used in the 100 subfield \$d). When revising existing authority records, record dates in field 046 even if the heading itself does not have dates in 100 subfield \$d, when the information is readily available.

When recording dates in field 046, use the Extended Date Time Format (EDTF) schema in all cases except for centuries; supply dates using the pattern yyyy, yyyy-mm, or yyyy-mm-dd. See date table in LC-PCC PS 9.3.1.3. For the full EDTF specification, see <https://www.loc.gov/standards/datetime/>.

Examples:

```
046 ## $f 1884-10-11 $g 1962-11-07 $2 edtf
100 1# $a Roosevelt, Eleanor, $d 1884-1962
670 ## $a When you grow up to vote, 1932: $b t.p. (Eleanor Roosevelt
      (Mrs. Franklin D. Roosevelt))
670 ## $a Wikipedia, viewed on July 21, 2010 $b (Eleanor Roosevelt;
      Anna Eleanor Roosevelt; born Oct. 11, 1884 in New York City
      in Manhattan; died Nov. 7, 1962)

046 ## $f 1946-06 $2 edtf
100 1# $a Vickers, Roy Henry, $d 1946-
670 ## $a Solstice, c1988: $b t.p. (Roy Henry Vickers) jkt. (native
      Indian artist; b. June, 1946, Greenville, British Columbia)

046 ## $k 1981 $2 edtf
100 1# $a Allende, Isabel. $t Casa de los espíritus
670 ## $a Cox, Karen Castellucci. Isabel Allende, 2003: $b p. 4-5 (in
      1981 Allende began writing a fictionalized version of stories
      she had heard growing up, which was published in Spain in
      1982)

046 ## $s 194X $2 edtf
100 1# $a Hicks, Johnny $c (Saxophonist)
670 ## $a Bryant, W. Blues around the clock [SR] 1945: $b label (Johnny
      Hicks, tenor sax)
670 ## $a Discogs website, May 27, 2021 $b (Johnny Hicks; tenor sax
      player who performed with Tab Smith in the 1940s)
```

When recording B.C. dates in the 046 field, precede the digits by a hyphen (minus sign). Because there is no year “zero” in the common era calendar, subtract one year from the actual B.C. date, e.g., the year 50 B.C. is recorded -0049.

Example:

```
046 ## $s -0199~ $2 edtf
```

```
100 0# $a Hellanicus $c (Grammarians), $d active approximately 200 B.C.
670 ## $a Brill's new Pauly, viewed on Aug. 2, 2011 $b (Hellanicus;
    Alexandrian grammarian; ca. 200 BC)
```

When recording a century in the 046 field, use the first two digits of the hundred year span (e.g., use “16” to represent the 17th century, 1600–1699).

Example:

```
046 ## $s 17
100 1# $a Turner, Elizabeth, $d active 18th century
670 ## $a Cohen, A.I. Int'l encycl. of women composers, 2nd ed. $b
    (Turner, Elizabeth, 18th cent. English composer)
```

Note that the 1st century A.D. is represented by value “00” and B.C. centuries have a hyphen (minus sign) before the digits (e.g., “-04” for the 5th century B.C.). An approximate century (e.g., active approximately 12th century) cannot be recorded in the 046 field.

Repeatability:

Field 046 is repeatable, but the 046 subfields used to record the dates are not repeatable. Generally, one 046 field with dates conforming to the EDTF schema should be sufficient. However, century dates follow the ISO 8601 standard, not EDTF. When recording century dates in addition to more precise dates, it is therefore necessary to repeat the 046 field.

Conflicting dates

In some situations, resources consulted may present conflicting dates (e.g., conflicting birth or death dates for a person, or start or end dates for a corporate body). In these situations, the 046 field should reflect the cataloger’s evaluation of the conflicting date information. It is not necessary to record all the conflicting dates using field 046, nor is it necessary to give a 046 field for each resource consulted. Evaluation of the conflicting dates should generally result in a single 046 field, containing the date(s) the cataloger judges to be most accurate in representing the entity. At the cataloger’s discretion, the date(s) recorded in that 046 field may incorporate the conflicting date information and need not correspond exactly to the date(s) selected for the authorized access point.

Similarly, any dates added to the authorized access point should reflect the cataloger’s evaluation of the conflicting date information, recorded in conformance with the instructions in RDA and the LC/PCC Policy Statements. If one date predominates in the resources consulted, that date may be considered the most appropriate to use in the authorized access point. If a single date does not predominate, the cataloger may decide to use the “approximately yyyy”, “yyyy?”, or “yyyy or yyyy” format in the authorized access point. In some cases, dates corresponding to the period of activity of the person (RDA 9.19.1.5) may be considered the best choice.

Examples:

```
046 ## $f -0156~ $g -0085-01-13 $2 edtf
100 1# $a Marius, Gaius, $d approximately 157 B.C.-86 B.C.
670 ## $a Enc. Brit., 1980 $b (Marius, Gaius; b. ca. 157 B.C.; d.
```


1/13/86 B.C.)

670 ## \$a Enc. Amer., 1980 \$b (Marius, Gaius; Roman general; b. ca. 155 B.C.; d. 1/13/86 B.C.)

670 ## \$a Collier's enc., 1981 \$b (Marius, Gaius, 157-86 B.C.)

670 ## \$a Dictionary of African Biography, accessed February 25, 2014, via Oxford African American Studies Center database: \$b (Marius, Gaius; foreign military officer, political figure; born c. BCE 157 [...] died 13 January BCE 86)

(Cataloger has chosen 157 B.C. as the approximate date of birth in both the authorized access point and field 046 because it occurs most frequently in the sources consulted)

046 ## \$f 1907-05-12 \$g 2003-06-29 \$2 edtf

100 1# \$a Hepburn, Katharine, \$d 1907-2003

670 ## \$a A life in pictures, 1998: \$b CIP t.p. (Katharine Hepburn) galley (Katharine Houghton Hepburn, b. May 12, 1907)

670 ## \$a Contemporary theatre, film & television, c1996 \$b (Katharine Houghton Hepburn, b. Nov. 9, 1909 in Hartford, Conn.)

670 ## \$a Biog. resource center, July 2, 2003 \$b (Katharine Hepburn (American actress, 1907-2003); Contemp. authors: Katharine (Houghton) Hepburn; b. May 12, 1907, Hartford, Conn.; d. June 29, 2003, Old Saybrook, Conn.; Complete Marquis who's who: Katharine Hepburn; b. May 12, 1907, Hartford, Conn.)

670 ## \$a IMDb, July 2, 2003 \$b (Katharine Hepburn; b. May 12, 1907, Hartford, Conn.; d. June 29, 2003, Old Saybrook, Conn.)

670 ## \$a Wikipedia, 29 July 2019 \$b (Katharine Houghton Hepburn (May 12, 1907-June 29, 2003) was an American actress [...])

(Cataloger has chosen 1907 as the date of birth in both the authorized access point and field 046 because it occurs most frequently in the sources consulted)

046 ## \$f [1907-05-12,1909-11-09] \$g 2003-06-29 \$2 edtf

100 1# \$a Hepburn, Katharine, \$d 1907-2003

(Same example as above, reflecting a different decision the cataloger might have made for recording 046 subfield \$f)

Because the 046 field will be based on information from multiple sources, justification cannot be accurately expressed in subfield \$v/\$u at the end of the 046 field. The conflicting dates should be recorded in 670 fields. If an existing record has subfield \$v/\$u as 046 field justification, and the 046 field is being updated as described above, the subfield \$v/\$u should be removed, and the justification converted to a 670 field, if the conflicting dates are not already justified in an existing 670 field.

Uncertain dates resulting from date calculations

In some situations, a calculation may be required to determine which dates to record in the 046 field and the authorized access point. Such calculations may result in uncertain dates.

If the consulted resources provide only the person's date of death and their age (in years) at the time of death, as often happens with obituaries, their year of birth will correspond to one of two consecutive years. To calculate those years, first subtract the age from the year of death, then use the resulting year plus its preceding year as the two alternatives for the year of birth.

Example:

046 ## \$f [1778,1779] \$g 1862 \$2 edtf
 100 1# \$a Burgess, William, \$d 1778 or 1779-1862
 670 ## \$a Two sermons, preached in the parish church of Kirby-Le-Soken, Essex ... 1834: \$b t.p. (Rev. William Burgess, B.D., vicar of the parish)
 670 ## \$a Venn, J.A. Alumni Cantabrigienses \$b (Burgess, William; d. 29 Apr. 1862, aged 83, Thorpe, England; vicar)
(Cataloger subtracted 83, the age at death, from 1862, the year of death; the resulting year, 1779, and the year preceding it, 1778, represent the two possible alternatives for the year of birth)

If non-Gregorian dates are found in consulted resources, uncertain dates may result from calendar conversion differences. Gregorian calendar dates are used in the 046 field and authorized access point. A single date in a non-Gregorian calendar may correspond to one of two Gregorian dates.

Example:

046 ## \$f [1719,1720] \$g 1771-02-07 \$2 edtf
 100 1# \$a Murādī, ‘Alī ibn Muḥammad, \$d 1719 or 1720-1771
 670 ## \$a Murādī, ‘Alī ibn Muḥammad. al-Rawḍ al-rā’iḍ fī ‘adam ṣiḥḥat nikāḥ ahl al-Sunnah lil-Rawāfiḍ, 2013: \$b title page ([...] born 1132 H in Damascus, died 22 Shawwāl, 1184 H)
(The Hijri calendar date 1132 H converts to either 1719 or 1720 in the Gregorian calendar. The Hijri calendar date 22 Shawwāl 1184 H converts to February 7, 1771 in the Gregorian calendar)

Subfield \$2 – Source of date scheme

Always add subfield \$2 edtf except after a century.

Subfields \$q – Establishment date, \$r – Termination date, \$s – Start period, and \$t – End period

Prior to August 2023, subfields \$q and \$r were not approved for use in name authority records; subfields \$s and \$t were used instead. Catalogers updating existing corporate body authority records containing 046 subfields \$s and \$t are encouraged to evaluate the subfields and recode them to subfields \$q and \$r if it is determined that the subfields represent the body’s dates of establishment and termination. If the subfields instead represent the start and end dates of a period of activity associated with the body, leave them coded \$s and \$t. For further guidance, see the NACO “At-a-Glance” Sheet for [MARC 046 Subfields for Corporate Bodies and Conferences](#).

Example:

046 ## \$q 1908 \$2 edtf
 110 2# \$a Reed College (Portland, Or.)
 670 ## \$a Wikipedia, June 7, 2023 \$b (Reed College is a private liberal arts college in Portland, Oregon; founded in 1908 ...)
(Cataloger recoded the date of founding in field 046 from subfield \$s to subfield \$q when updating the record)

For instructions on using \$s and \$t for start and end periods in fields 368, and 370-376, see the instructions provided in the 373 field.

Subfield \$u – Uniform Resource Identifier and Subfield \$v – Source of information

The following represents PCC practice on recording sources of information in \$u and \$v in fields where they are defined, and/or in field 670:

1. 670s must be used to support information used as part of a heading in 1XX and 4XX fields.
2. For fields 046, 368, 370-378, and 381:
 - a. use of \$v is optional if the same information/source is already cited in the 670
 - b. use \$v if the information/source is not cited in a 670
 - c. use of \$u is optional, and should always be preceded by \$v.

Use a 670 field if needed to justify information recorded in other fields for which subfields \$u and/or \$v are not defined or defined differently.

Subfield \$v – Source of information

Follow the same basic citation principles when recording data in subfield \$v (Source of information) of fields 046, 368, 370-378, and 381 that currently apply to field 670 subfield \$a (Source citation).

Supply specific citation information (page number, sub-page of website) in subfield \$v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in fields 046, 368, 370-378, and 381 is in the same form as found in the source, there is no need to cite usage information. If the information recorded in those fields is in a different form from that in the source, use 670 \$b (Information found).

For tangible sources:

If the information was derived from a tangible source (e.g., a print book, removable digital media) subfield \$v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database. This can usually be limited to title proper and imprint or date. If that combination is not unique, the title citation may be preceded by the creator's name.

For online resources:

Provide information sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date accessed (for a less formal resource). Optionally include subfield \$u.

Example:

```
100 1# $a Lazzarini, Sérgio G.
372 ## $a Industrial relations $2 lcsb $v Lazzarini, Sergio G. CV-
```

English, viewed Feb. 22, 2012 \$u
http://www.sergiolazzarini.insper.edu.br/indexelazza.html
670 ## \$a Capitalismo de laços, 2011: \$b t.p. (Sérgio G. Lazzarini)

050 Library of Congress Call Number

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.

General

The 050 field may be added to SARs only if a series classification decision recorded in the 646 field is “c” or “m”.

PCC participants use a second indicator value of “4” and include their MARC 21 organization code in subfield \$5. SARs created prior to June 1, 2006, may reflect LC encoding practices.

Punctuation

Use periods after the terms listed below. Use periods for abbreviations in non-English languages according to the usage in those languages.

fol.
no.
pt.
subser.
Suppl.
vol.

Use of “subser.”

If a subseries (numbered or unnumbered, established subordinately or independently) is classified with the main series, the call number of the main series plus “subser.” is the call number given in the 050 field on the subseries SAR; the abbreviation “subser.” is part of subfield \$b.

main series SAR: 050 #4 \$a AS36.I92 \$b A2 \$5 ____
 646 ## \$a c \$5 ____

subseries SAR: 050 #4 \$a AS36.I92 \$b A2 subser. \$5 ____
 646 ## \$a m \$5 ____

The abbreviation “subser.” appears in the 050 field of the collected set bibliographic record for a numbered subseries. The call number of the main series appears in the 050 field of a monograph analytic bibliographic record for a volume of the subseries; the volume number of the main series given in the 4XX field of the bibliographic record replaces “subser.” in the call number in the bibliographic record.

main series collected set record: 050 #4 \$a AS36.I92 \$b A2
numbered subseries collected set record: 050 #4 \$a AS36.I92 \$b A2 subser.

```
monograph analytic record: 050 #4 $a AS36.I92 $b A2 no. 63
(if subseries numbered) 490 1# $a [main series title] ; $v no. 63.
                          $a [subseries title] ; $v no. 5
```

```
monograph analytic record: 050 #4 $a AS36.I92 $b A2 no. 63
(if subseries unnumbered) 490 1# $a [main series title] ; $v no. 63.
                           $a [subseries title]
```

“Subser.” is also used in 050 fields of nonanalyzable serials in monographic series.

```
periodical in a collected series: 050 #4 $a P9 $b .A24 subser.  
245 00 $a Linguistica generalia.  
490 1# $a Acta Universitatis Carolinae.  
Philologica
```

Numbered multipart items classified with main or another series

When a numbered multipart item is in a monographic series or in a more comprehensive multipart item that is classified as a collection, a collected set bibliographic record is also prepared for the smaller multipart item as a whole. The call number in the 050 field of that bibliographic record consists of the call number of the main/another series plus the volume number of the main/another series (not the volume number of the smaller multipart item) that constitutes the first or earliest known volume of the smaller multipart item, followed by the abbreviation “etc.” That call number is the one given in the 050 field of the SAR for the smaller multipart item.

For the volume number of the main/another series, use the numbering designation already established as shown in the 642 of the SAR or in subfield \$v of 4XX/8XX fields in analytic bibliographic records. If that information is not available (e.g., the only existing analytic record is a nonanalyzable series or the series was previously not analyzed), always use the English abbreviations “vol.,” “no.,” and “pt.” for “volume,” “number,” and “part” or for any equivalents in the vernacular.

<u>item in hand:</u>	“vypusk 5” of the multipart item constitutes “tom 17” of the main series
<u>data base:</u>	pre-AACR 2 analytic record for “vypusk 1” of the multipart item shows that it constitutes “tom 6” of the main series and “t. 6” has been added as an integral part of the call number of the analytic record
<u>add in 050:</u>	t. 6, etc.

<u>item in hand:</u>	“1. Teil” of the multipart item constitutes “Band 9” of the main series
<u>data base:</u>	no analytic records
<u>add in 050:</u>	vol. 9, etc.

Following are records showing the interrelationship of the fields in an SAR for a series classified as a collection, an SAR for a multipart item in that series, the multipart item collected set bibliographic record, and a multipart item analytic bibliographic record.

series SAR: 050 #4 \$a QE75 \$b .B9 \$5 ____
 130 #0 \$a U.S. Geological Survey bulletin
 642 ## \$a 1749 \$5 ____
 646 ## \$a c \$5 ____

multipart SAR: 050 #4 \$a QE75 \$b .B9 no. 1749, etc. \$5 ____
 130 #0 \$a Mineral resources of wilderness study areas--west-central Utah
 430 #0 \$a U.S. Geological Survey bulletin. \$p Mineral resources of wilderness study areas--west-central Utah
 642 ## \$a ch. A \$5 ____
 646 ## \$a m \$5 ____

Note: If a volume number consists of only an arabic numeral (i.e., designation is lacking), "no." is given with the arabic numeral at the end of a call number so that volume number doesn't look like a date.

multipart collected set record:

050 #4 \$a QE75 \$b .B9 no. 1749, etc.
 245 00 \$a Mineral resources of wilderness study areas--west-central Utah.
 490 1# \$a U.S. Geological Survey bulletin ; \$v 1749
 505 0# \$a ch. A. Mineral resources of the Swasey Mountain and Howell Peak Wilderness study areas, Millard County, Utah / by David A. Lindsay ... [et al.]

analytic record:

050 #4 \$a QE75 \$b .B9 no. 1749-A
 245 00 \$a Mineral resources of the Swasey Mountain and Howell Peak wilderness study areas, Millard County, Utah / \$c by David A. Lindsey ... [et al.]
 490 1# \$a Mineral resources of wilderness study areas--west-central Utah ; \$v ch. A

Unnumbered multipart item classified with main or another series

No collected set bibliographic record is prepared for an unnumbered multipart item in a monographic series or in a more comprehensive multipart item classified as a collection.

So, in the 050 field of the SAR give the call number of the main or another series without an addition of the volume designation of the main/other series. The 050 field in each bibliographic record has the specific volume number of the main/other series.

main/other series SAR: 050 #4 \$a Q11 \$b .K84 \$5 ____
 646 ## \$a c \$5 ____

unnumbered multipart item SAR: 050 #4 \$a Q11 \$b .K84 \$5 ____
 646 ## \$a m \$5 ____

multipart analytic record: 050 #4 \$a Q11 \$b .K84 no. 47
 490 1# \$a [main/other series title] ; \$v
 no. 47
 490 1# \$a [multipart item title]

Exceptions to use of call number

If, by exception, a subseries has a classification decision different from that of the main series or a serial analytic has a classification decision different from that of the series, explain the exception in the 050 subfield \$d.

main series SAR:
 050 #4 \$a ____ \$b ____ \$d all vols. except [title of subseries]
 \$5 ____
 646 ## \$a c \$d all vols. except [title of subseries]
 \$5 ____
 646 ## \$a s \$d [title of subseries] \$5 ____

subseries SAR:
 646 ## \$a s \$5 ____

series SAR:
 050 #4 \$a ____ \$b ____ \$d [title of serial] \$5 ____
 646 ## \$a s \$d all vols. except [title of serial] \$5 ____
 646 ## \$a c \$d [title of serial] \$5 ____

053 LC Classification Number

General

This field is used in NARs for persons to record classification numbers for individual literary authors, **including authors of juvenile literature in English**. This field is also used in NARs for persons and corporate bodies to record biography numbers in span ML410-429.

Full information on the assignment of literary author numbers and their inclusion in NARs can be found in the Classification and Shelflisting Manual (CSM), instruction sheet F 632 (<http://www.loc.gov/aba/publications/FreeCSM/F632.pdf>).

Class PS8000 numbers should not be added in field 053. For the use of these numbers in NARs, see DCM Z1, 065 section. An NAR for a Canadian literary author may contain both field 053 and field 065.

PCC practice: NACO participants may use this field **only** in the following situation: to record LC classification numbers associated with personal name headings for authors who have written literary works. They may input classification numbers found in completed bibliographic records in the LC OPAC or they may add unverified classification numbers (see Verification of LC classification numbers for literary authors).

LC practice: LC catalogers are strongly encouraged to add 053 fields to NARs for authors who have written literary works. LC music catalogers and PTCP may add 053 fields to NARs in the span ML410-429, individual biography covering individuals and performance groups.

Examples:

```
053 #0 $a PQ8098.1.L54
100 1# $a Allende, Isabel
```

```
053 #0 $a PZ7.T378 $c Juvenile fiction, English
100 1# $a Thomson, Sarah L.
```

```
053 #0 $a PG5039.21.U6 $c Czech
053 #0 $a PQ2671.U47 $c French
100 1# $a Kundera, Milan
```

```
053 #0 $a ML421.A17 $c Biography
110 2# $a 10,000 Maniacs (Musical group)
```

Verification of LC classification numbers for literary authors

Only “LC-verified” class numbers may have second indicator “0.” An LC class number for a literary author is considered “LC-verified” if it has been assigned in a completed LC bibliographic record before being added to the NAR. Completed bibliographic records may be identified by this MARC coding:

```
906 $a 7 $b cbc
```

053 fields with LC-verified class numbers should precede 053 fields with unverified 053 LC class numbers.

Example:

```
053 #0 $a PS3556.05372
053 #4 $a PS3556.0554 $5 [MARC institution code]
100 1# $a Fontenot, Scott Michael, $d 1968-
```

NACO catalogers:

- Search the LC OPAC to determine whether the number has been assigned in a completed LC bibliographic record.
- If the literary author number is verified, use second indicator “0”:

```
053 #0 $a PS3568.0243
```

- If the number is not LC-verified, an unverified 053 may be added using second indicator “4” with the MARC institution code in subfield \$5:

```
053 #4 $a [number] $5 [MARC institution code]
```

LC catalogers:

- If a NAR contains an 053 field with an unverified LC call number and it is appropriate to use for the resource being cataloged, change the 053 field second indicator to “0” and remove \$5 to make the number “LC-verified.”
- If a NAR contains an 053 field with an unverified LC call number and it is not appropriate to use that number for the resource being cataloged, retain the existing 053 field and add a new 053 field with the LC-verified number.

065 Other Classification NumberGeneral

The 065 field may be used by Canadian agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division** for class PS8000 numbers. Other NACO participants should not supply, modify, or delete this field. Subfield \$2 with value "fcps" is used to indicate *Class PS8000 : a classification for Canadian literature* as the source of the number.

Example:

065 ## \$a PS8576.U57 \$2 fcps \$5 [MARC institution code]

X00 Personal Names – First Indicator Value for Surnames

In 1996, the first indicator value 2 (Multiple surname) in X00 fields in MARC 21 was made obsolete. Value 1 (Single surname) was redefined as “surname” to be used for headings with either single or multiple surnames. At the time value 2 was made obsolete, various factors contributed to a delay in implementation, including the installation of the LC ILS. (By exception, the change was implemented by the British Library and three NACO libraries (National Library of Scotland, Cambridge, and Oxford) linked with the BL in a UK cooperative called the Copyright Libraries Shared Cataloguing Programme (CLSC), and the UK's National Art Library. Authority records contributed by the Dance Heritage Coalition also contained the change.) Although LC and the rest of NACO began implementing the change on January 1, 2000, OCLC subsequently converted all name authority records with first indicator value 2 in authority fields 100, 400, and 500 later that year.

LC practice for bibliographic records:

The implementation of the indicator change in corresponding bibliographic records has been treated independently, i.e., there has been no attempt to keep authority and bibliographic records in synchronization. Although value 2 has been removed from all authority records, it remains in many bibliographic records.

The following guidelines apply to the treatment of fields 100, 400, 600, 700, and 800 in bibliographic records:

1. Newly created bibliographic records. Discontinue using value 2 in newly created bibliographic records.

2. Existing bibliographic records. Limit changes to those encountered in regular work, i.e., do not look for changes in the indicator value *per se*; but, if changing the record for another reason, change the value 2 to 1 in all candidate fields as needed.

1XX Headings

General

LC/PCC catalogers should consult the *PCC Post RDA Test Guidelines* at: <http://www.loc.gov/aba/pcc/rda/PCC%20Post%20RDA%20Test%20Guidelines.html> for instructions on using RDA and/or AACR2 in new and existing authority records.

When modifying an authority record for any reason, delete a final mark of punctuation in the 1XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging instructions (e.g., a parenthetical qualifier).

Note: in order to minimize the impact of database maintenance with associated bibliographic records and/or related authority records, catalogers are urged to refrain from making unnecessary changes to 1XXs.

NARs

Canadian Headings: RDA

As of August 2012 LC and PCC catalogers creating RDA name authority records are not required to search Library and Archives Canada (LAC) to determine the form of the authorized access point for either personal or corporate names. In cases of conflict, etc. a search for the LAC form of name may be conducted in the VIAF (viaf.org) or other databases. Note that as of April 2015, all Canadian First Nation entity names should be coded as 151 to align with the instructions for U.S. Tribal entities in LC-PCC PS 16.4.1.

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.

For the title proper of a multipart monograph, consult RDA 2.1.2.3.

Choosing a monographic series title proper:

- (1) If the resource has more than one form of series title, consult RDA 2.12.2.2 and 2.12.2.5.
- (2) If the resource has the series title in more than one language or script on the same source, consult RDA 2.12.2.4.
- (3) If the resource has series title pages in more than one language and or script, consult RDA 2.2.3.1.

(4) Consider spacing and changes in typography when determining where the series title begins and ends. Also consult RDA 2.12.2.3.

Establishing an SAR access point:

(1) Determine choice of authorized access point based on RDA 6.27 and its associated LC-PCC PS.

(2) Exclude from the authorized access point the following information included in the series statement in the bibliographic record for the component part:

- (a) initial article in subfields \$a, \$t, \$n, and \$p;
- (b) other title information;
- (c) statement of responsibility;
- (d) parallel title(s);
- (e) ISSN;
- (f) numeric/chronological designations.

(3) Add a parenthetical qualifier(s) if appropriate according to the guidelines in LC-PCC PS 6.27.1.9.

(4) If you find a CONSER record,

(a) do not use an access point from a record in the following categories:

- 010 prefix is “cf”
- 010 prefix is “cn” and 040 \$b is “fre”

unless you have determined that the access point on such a record is the correct RDA authorized access point

(b) accept the choice and form of access point on records with 042 code of **lc**, **lcd**, or **pcc** as the authorized access point unless there is a clear-cut error. If you are a CONSER participant, correct an error in form of qualifier; choice of qualifier is accepted as found. If you are not a CONSER participant, notify the CONSER Coordinator (conser@loc.gov) if an error is discovered; use the correct authorized access point on the SAR.

For instructions on converting an existing NAR to an SAR, see *Should an SAR be made?* in the Introduction of Z1.

100 Heading – Personal Name**Authorized access points for families****General**

Use first indicator value “3” in field 100 when creating an NAR for a family. See DCM Z1, 667 section, *NARs and subject usage*, for subject usage instructions in NARs for families.

Subfield instructions

There is no prescribed MARC order for the subfields beyond subfield \$a in the X00 fields. When providing multiple additions to the name generally follow these guidelines:

- 1) Additions to the name are contained in a single set of parentheses separated by colons.
- 2) The term for the type of family is added after the name and is contained in subfield \$a.
- 3) Subfield \$d (date) follows the term for the type of family.
- 4) Subfield \$c is used for place associated with family and follows the date.
- 5) Subfield \$g is used for prominent member of family. Give authorized access point for the person as found in the 1XX of the NAR without any internal subfield coding.

Example:

```
100 3# $a Jones (Family : $d 1801-1950 : $c New York, N.Y. : $g Jones,
      Samuel, 1830-1899)
```

Authorized access points for persons**General**

Use first indicator value “0” or “1” in field 100 when creating an NAR for a person.

Subfield instructions

There is no prescribed MARC order for the subfields beyond subfield \$a in the X00 fields. RDA 9.2.2.9.5 provides guidance for the placement of words indicating relationship (e.g., Jr.) and MARC defines subfield \$q as “fuller form of name.” When providing multiple additions to the name generally follow these guidelines:

- 1) Subfield \$d (date) should always be the last element in a 100 string unless the term (Spirit) is being added to the name. Add \$c (Spirit) as the last element in a 100 string.

Example:

```
100 0# $a Elizabeth $b I, $c Queen of England, $d 1533-1603
      $c (Spirit)
```

- 2) Generally add subfield \$c before subfield \$q when also adding words, numerals, etc. indicating relationship. (See RDA 9.2.2.9.5 for treatment of Portuguese names)

Example:

100 1# \$a McCauley, Robert H., \$c Jr. \$q (Robert Henry),
\$d 1913-1979

BUT

100 0# \$a M. Alicia \$q (Mary Alicia), \$c Sister, S.C.N.

- 3) For exceptional situations, such as when subfield \$a contains only a surname or only a forename or the name includes a prefix, etc. consult LC-PCC PS 1.7.1, section *Access points for persons in name authority and bibliographic records*, paragraph 3.

336 Content Type

General

Field 336 may only be used in NARs and SARs for expressions. 336 is always accompanied by a subfield \$2.

Subfield \$2 – Source of term

In subfield \$2 give “rdacontent.”

Subfield \$a – Content type term

Use terms from RDA 6.9. The list of terms is also available in the *Term and Code List for RDA Content Types* at: <http://www.loc.gov/standards/valuelist/rdacontent.html>

Subfield \$b – Content type code

If giving subfield \$b instead of/or in addition to subfield \$a, use the code from the MARC format *Term and Code List for RDA Content Types* at: <http://www.loc.gov/standards/valuelist/rdacontent.html>

368 Other Attributes of Person or Corporate Body*General*

Prefer controlled vocabulary for terms in subfields \$a, \$b, and \$c, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a, \$b and \$c. **When terms in subfields \$a and \$b do not come from a controlled vocabulary, use a singular form.**

Examples:

110 2# \$a Freer Gallery of Art
368 ## \$a Art museums (institutions) \$2 aat

151 ## \$a France
368 ## \$b Countries (sovereign states) \$2 aat

151 ## \$a Brzesko (Poland : Powiat)
368 ## \$b Powiat

100 0# \$a Joan, \$c of Arc, Saint, \$d 1412-1431
368 ## \$c Saints \$2 lcsh

100 0# \$a Palamedes \$c (Arthurian legendary character)
368 ## \$c Arthurian legendary character

110 2# \$a Church of Christ (Rigdonites)
368 ## \$c Rigdonites

110 2# \$a Indiana (Battleship : BB-50)
368 ## \$a Battleships \$2 lcsh
368 ## \$c BB-50

Do not record professions or occupations in subfield \$c (Other designation). Profession or occupation may be recorded in field 374.

Record titles of royalty, nobility or religious rank (RDA 9.4.1.4-9.4.1.8) in subfield \$d in the form used in the authorized or variant access points.

Examples:

100 0# \$a Alexander \$b VI, \$c Pope, \$d 1431-1503
368 ## \$d Pope \$s 1492 \$t 1503

100 0# \$a Jane Seymour, \$c Queen, consort of Henry VIII, King of
England, \$d 1509?-1537
368 ## \$d Queen, consort of Henry VIII, King of England

100 0# \$a Jeanne Marie, \$c sœur, \$d 1926-2013
368 ## \$d sœur

100 1# \$a Walsh, Joseph-Alexis, \$c vicomte, \$d 1782-1860

368 ## \$d vicomte

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field. Overall best practice: repeat the field when needed for clarity.

Example:

368 ## \$c Saints \$2 lcs

368 ## \$d Metropolitan of Rostov

(One 368 uses a controlled vocabulary term and the other does not)

Subfield \$s – Start period and Subfield \$t – End period

Follow the LC/PCC practice for subfield \$s and subfield \$t provided in the 373 field.

Subfield \$u – Uniform Resource Identifier and Subfield \$v – Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

370 Associated PlaceGeneral

For jurisdictions or other place names with authority records in the LC/NAF, use the authorized access point form as found, recording the source in subfield \$2. The form of place name in the 370 field may differ from the form of place name added to a preferred name of place or an access point per RDA and LC-PCC PS instructions.

Examples:

Geographic name in LC/NAF:

151 ## \$a Washington (State)
(Authorized access point for the place includes type of jurisdiction)

Authorized access point recorded in 370:

370 ## \$e Washington (State) \$2 naf

Form of name as an addition in an access point:

110 2# \$a Childhood Lead Poisoning Prevention Program (Wash.)
(Abbreviation for the place per RDA B.11)

Form of name as part of preferred name of a local place:

151 ## \$a Seattle (Wash.)
(Abbreviation for the larger place per RDA B.11)

Geographic name in LC/NAF:

151 ## \$a Korea (South)
(Authorized access point for the place includes an other designation)

Authorized access point recorded in 370:

370 ## \$c Korea (South) \$2 naf

Form of name as an addition in an access point:

110 2# \$a Masa Pangmulgwan (Korea)
(Preferred name of place)

Form of name as part of preferred name of a local place:

151 ## \$a Seoul (Korea)
(Preferred name for the larger place)

Authorized access point recorded in 370:

370 ## \$e Seoul (Korea) \$2 naf

Form of name as an addition in an access point:

110 2# \$a Chijangam (Seoul, Korea)
(Preferred name of local place modified per RDA 16.2.2.4)

Geographic name in LC/NAF:

151 ## \$a Shiner (Tex.)

(Abbreviation for the larger place per RDA B.11)

Authorized access point recorded in 370:

370 ## \$g Shiner (Tex.) \$2 naf

Form of name as an addition in an access point:

130 #0 \$a Gazette (Shiner, Tex.)

(Preferred name of local place modified per RDA 16.2.2.4)

Other place name in LC/NAF:

110 2# \$a Auschwitz (Concentration camp)

Authorized access point recorded in 370:

370 ## \$a Auschwitz (Concentration camp) \$2 naf

If there is no authorized access point for the place in the LC/NAF, it is not necessary to create an NAR in order to code the 370 field. Record the place in the 370 field following RDA and the LC-PCC PSs, including consulting appropriate sources and adding additional elements (e.g., type of jurisdiction) to break conflicts. Do not add a subfield \$2 if no NAR is created.

If the name of the associated place has changed, the name of the place that applied in the time of the entity being established in the 1XX may optionally be recorded in place of, or in addition to, the current form of name. It is not necessary to follow subject cataloging policies to use the latest form of name only.

Examples:

370 ## \$a Calcutta (India) \$c India \$2 naf

(For a person born in the city of Calcutta before its name changed to Kolkata; cataloger has chosen to record the form of name that applied at the time the person was born)

370 ## \$c Italy \$e Milan (Italy) \$2 naf

(For a person residing in the city of Milan during the Renaissance, prior to the formation of the modern country of Italy; cataloger has chosen to record the current form of name for the country)

For non-jurisdictions, prefer names from an authorized vocabulary such as LCSH and identify the source in subfield \$2. If the name is not found in an authorized vocabulary, record it in field 370 without giving a subfield \$2 (it is not necessary for SACO participants to submit a subject heading proposal.)

When determining when to create a name authority record for a geographic name, consult the “Name Authority Records (NARs)” section of *DCM Z1*, Introduction.

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field. Overall best practice: repeat the field when needed for clarity.

Subfield \$c – Associated country

Generally, do not use subfield \$c to record places that are not sovereign entities. Such places may be recorded in subfield \$f or other subfields as appropriate.

Example:

370 ## \$c France \$f Martinique \$2 naf
(Martinique is an overseas department of France)

However, if a sovereign entity has (or previously had) one or more constituent countries, any of the constituent countries associated with the 1XX may optionally be recorded in subfield \$c in addition to, or instead of, the larger sovereign entity.

Examples:

370 ## \$c Great Britain \$c Wales \$2 naf
(For a person associated with Great Britain who has strong ties to Wales; cataloger has chosen to record both places)

370 ## \$c Soviet Union \$c Kirghiz S.S.R. \$2 naf
(For a person associated with the Soviet Union, particularly the Kirghiz Soviet Socialist Republic; cataloger has chosen to record both places)

370 ## \$c Aruba \$2 naf
(For a person associated with Aruba, a constituent country of the Netherlands; cataloger has chosen not to record the Netherlands)

370 ## \$c India \$2 naf
(For a person associated with India prior to its independence from Great Britain; cataloger has chosen not to record Great Britain)

Consider Indian tribes recognized by the U.S. government as legal entities and Canadian First Nation entity names to be eligible for inclusion in subfield \$c.

Example:

370 ## \$c Musqueam First Nation \$2 naf

Subfield \$s – Start period and Subfield \$t – End period

Follow the LC/PCC practice for subfield \$s and subfield \$t provided in the 373 field.

Subfield \$u – Uniform Resource Identifier and Subfield \$v – Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

SARs

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

PCC series practice: Record the place of origin of the work in field 370, unless it is merely a place of publication or other place associated with a manifestation (use field 643, when appropriate, for the latter). Although the “place of origin” of a serial work may be the same as the place of publication of the component part for which the SAR (or serial bibliographic record) was created, use judgment in distinguishing between place of origin of the work and a place of publication not actually related to the work itself.

371 AddressGeneral

Best practice:

- Supply based on cataloger's judgment, if the information is readily available and not already being recorded in field 370 subfield \$e (Place of residence/headquarters).
- In cases where subfield \$a is not recorded, include at a minimum subfield \$m (Electronic mail address) or subfield \$b (City).
- Do not record physical **or e-mail** addresses for living **persons**.
- Catalogers are not required to maintain address information when updating a record that contains an address.

Repeatability: Record multiple addresses, with or without ranges of dates, in separate occurrences of field 371.

Subfield \$m – Electronic mail address

Subfield \$m should contain only an e-mail address. Do not add an internet address for the 1XX in this field.

Subfield \$s – Start period and Subfield \$t – End period

Follow the LC/PCC practice for subfield \$s and subfield \$t provided in the 373 field.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

372 Field of Activity*General*

Prefer **controlled** vocabulary, such as LCSH or MeSH, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a.

If using an LCSH subject heading string for field of activity, replace the subfield coding for the subdivision(s) with two hyphens and close up the spaces between the main heading and subdivision(s).

Example:

372 ## \$a Japan--History \$2 lcsch

If using an entity from the LC/NAF for field of activity, remove any subfield coding not authorized for use in the 372 field.

Example:

Authorized access point in LC/NAF:

130 #0 \$a Bible. \$p New Testament

Field of activity in 372:

372## \$a Bible. New Testament \$2 naf

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field. Overall best practice: repeat the field when needed for clarity.

Example:

372 ## \$a Poetry \$2 lcsch

372 ## \$a Craft brewing

(372 fields with a term from LCSH and a non-controlled vocabulary term)

Subfield \$s – Start period and Subfield \$t – End period

Follow the LC/PCC practice for subfield \$s and subfield \$t provided in the 373 field.

Subfield \$u – Uniform Resource Identifier and Subfield \$v – Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

373 Associated GroupGeneral

Prefer a controlled vocabulary, such as the LC/NACO Authority File, recording the source in subfield \$2. Subfield coding for subordinate bodies is not used in the 373 field.

Examples:

Corporate name in LC/NAF:

110 2# \$a Washington Wizards (Basketball team)

Authorized access point in 373:

373 ## \$a Washington Wizards (Basketball team) \$2 naf

Corporate name in LC/NAF:

110 1# \$a United States. \$b Congress. \$b Senate

Authorized access point in 373:

373 ## \$a United States. Congress. Senate \$2 naf

Repeatability:

In choosing between repeating a field and repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field. Overall best practice: repeat the field when needed for clarity.

Examples:

NAR with 373s with subfield \$2 and dates:

373 ## \$a Chicago Bulls (Basketball team) \$2 naf \$s 1984 \$t 1993
 373 ## \$a Chicago Bulls (Basketball team) \$2 naf \$s 1995 \$t 1998
 373 ## \$a Washington Wizards (Basketball team) \$2 naf \$s 2001 \$t
 2003

NAR with 373s with different vocabulary sources:

373 ## \$a **Royal Institute of the Architects of Ireland** \$2 naf
 373 ## \$a **FKL Architects** \$2 ulan

Subfield \$s – Start period and Subfield \$t – End period

Best practice: Although the MARC format does not specify a form of date in these subfields, the following practice is recommended for consistency. Input dates using the Gregorian calendar in the form yyyy. If more specific dates are necessary, consider recording them in another field (e.g., 670, 678). It is not necessary to reformulate dates in existing NARs to conform to this practice.

Subfield \$u – Uniform Resource Identifier and Subfield \$v – Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

374 Occupation

General

Prefer controlled vocabulary, such as **LCDGT**, or MeSH, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a. When terms do not come from a controlled vocabulary, use a singular form.

See LC-PCC PS 9.16.1.3 for instructions on recording profession or occupation as an element. See LC-PCC PS 9.19.1.6 for instructions using a profession or occupation term in an access point.

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field. Overall best practice: repeat the field when needed for clarity.

Subfield \$2 – Source of term

Codes from either the Occupation Term Source Codes or the Subject Source Codes lists may be recorded in subfield \$2 for the 374 field.

Subfield \$s – Start period and Subfield \$t – End period

Follow the LC/PCC practice for subfield \$s and subfield \$t provided in the 373 field.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

375 Gender*General*

Do not use this field in new authority records. Whenever an existing record must be changed for any reason, delete any occurrence of field 375.

376 Family InformationGeneral

Prefer controlled vocabulary, such as LCSH, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a. When terms do not come from a controlled vocabulary, use a singular form.

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field. Overall best practice: repeat the field when needed for clarity.

Subfield \$b – Name of *prominent member*

When giving the name of the prominent member of the family in 376 subfield \$b, give the form for the person as found in subfield \$g of the 100 field of the NAR for the family. Do not include any internal subfield coding in subfield \$b.

Subfield \$s – Start period and Subfield \$t – End period

Follow the LC/PCC practice for subfield \$s and subfield \$t provided in the 373 field.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of *information*

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

377 Associated Language

General

Prefer language codes over language terms, using codes from the *MARC Code List for Languages* available at: <https://www.loc.gov/marc/languages/langhome.html> as the source for language codes. Use subfield \$1 (Language term) only to provide information not available in the *MARC Code List for Languages*. Encode multiple languages for a person or corporate body only if more than one language is used for publication, communication, etc.

Optionally, record an ISO 639-3 language code (or codes) in an additional 377 field. This practice is especially recommended when an ISO 639-3 code will identify a language more specifically than the MARC code does. For more information, see the *PCC Guidelines for the Use of ISO 639-3 Language Codes in MARC Records*: <https://www.loc.gov/aba/pcc/scs/documents/ISO-639-3-guidelines.pdf>

Subfield \$2 – Source of the code

Subfield \$2 is not required when the *MARC Code List for Languages* is used as the language source code (second indicator value “#”). NACO institutions may supply an additional 377 field from another language code list by using second indicator value “7,” with subfield \$2 containing a code for a language source list taken from the list of MARC-registered language lists in *Language Code and Term Source Codes*: <https://www.loc.gov/standards/sourcelist/language.html>

For example:

377 ## \$a myn \$1 Achi

377 #7 \$a acr \$2 iso639-3

(ISO 639-3 code for Achi (acr); assigned a collective code (myn) for Mayan languages in the *MARC Code List for Languages*)

378 Fuller Form of Personal NameGeneral

Best practice: Encode the fuller form of name in the 378 field when this information is readily available, even if the same information is already present in the 100 field.

Examples:

100 1# \$a Lennon, John, \$d 1940-1980
378 ## \$q John Winston

100 1# \$a Eliot, T. S. \$q (Thomas Stearns), \$d 1888-1965
378 ## \$q Thomas Stearns

100 1# \$a Guiles, Kay D.
378 ## \$q Kay Dean

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the Information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

380 Form of WorkGeneral

Prefer a controlled vocabulary, such as LCSH, LCGFT, or MeSH, **recording the** source in subfield \$2. For consistency, capitalize the first term in **each** subfield \$. When terms do not come from a controlled vocabulary, use **a** singular form.

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, repeat the field. Overall best practice: repeat the field when needed for clarity.

Examples:

```
100 1# $a Picasso, Pablo, $d 1881-1973. $t Gertrude Stein
380 ## $a Portraits $a Paintings (visual works) $2 aat

100 1# $a Shakespeare, William, $d 1564-1616. $t Hamlet
380 ## $a Plays $2 rbgenr
380 ## $a Tragedy $2 lcsh
```

SARs

For instructions on recording form of work as an element in a work-level series authority record, see LC-PCC PS 6.3.1.3.

381 Other Distinguishing Characteristics of Work or ExpressionGeneral

This field is used to record the RDA elements other distinguishing characteristic of work (RDA 6.6) and other distinguishing characteristic of expression (RDA 6.12). Other characteristics of expressions that are unique to musical works (see RDA 6.18.1.4-6.18.1.6) may also be recorded in the 381 field.

Examples:

100 1# \$a Dickinson, Emily, \$d 1830-1886. \$t Because I could not stop
for Death

381 ## \$a Fr. 712

(Franklin number recorded as other distinguishing characteristic of work)

130 #0 \$a Bible. \$p Psalms. \$l English. \$s New American. \$f 1991

381 ## \$a New American

(Version recorded as other distinguishing characteristic of expression)

100 1# \$a Bach, Johann Sebastian, \$d 1685-1750. \$t Chorales. \$s Vocal
scores. \$l English

381 ## \$a Vocal scores \$2 lcgft

(Other distinguishing characteristic of expression of musical work)

Some terms recorded for other distinguishing characteristic of work or expression may be appropriate to record in field 381 and another MARC field for which there is no corresponding RDA element.

For example, a corporate body (such as a publisher) used as an other distinguishing characteristic of work or expression could be recorded in either the 373 field (associated group), the 381 field or both.

Note: Subfield coding for subordinate bodies is not used in the 381 field.

Examples:

130 #0 \$a Bible. \$l English. \$s Gorgias Press. \$f 2012

381 ## \$a Gorgias Press \$2 naf

(Corporate body recorded as other distinguishing characteristic of expression)

130 #0 \$a Journal of adult education (University of Zambia. Centre for
Continuing Education)

373 ## \$a University of Zambia. Centre for Continuing Education) \$2 naf

381 ## \$a University of Zambia. Centre for Continuing Education) \$2 naf

(Corporate body recorded as associated group and other distinguishing characteristic of work)

RDA has no specific element for places associated with expressions, but field 370 subfield \$f (Other associated place) and subfield \$g (Place of origin of work or expression) may be used in authority records for expressions. Some places associated with works or expressions would be considered other

distinguishing characteristic of work or expression in RDA and could be recorded in the 370 field, the 381 field, or both.

Example:

130 #0 \$a Ley de Enjuiciamiento Criminal para las Islas de Cuba y
Puerto Rico (Cuba; Puerto Rico)

370 ## \$f Cuba \$f Puerto Rico \$2 naf

381 ## \$a Cuba \$a Puerto Rico \$2 naf

(Places used as other distinguishing characteristic of a legal work; recorded in 370 and 381 fields)

Record the RDA element place of origin of work (RDA 6.6) in a 370 field (see DCM Z1, 370 section).

When other distinguishing characteristic of work or other distinguishing characteristic of expression has been used in an authorized access point **and** is also being recorded as an element in a 3XX field, use the 381 field to record the other distinguishing characteristic. *Optionally*, also record the same information in any other appropriate 3XX field.

Repeatability:

In choosing between repeating a field vs. repeating a subfield: If the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs, repeat the field. Overall best practice: repeat the field when needed for clarity.

Subfield \$u – Uniform Resource Identifier and Subfield \$v – Source of information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

382 Medium of PerformanceGeneral

Record the medium of performance using terms from the *Library of Congress Medium of Performance Thesaurus for Music* (LCMPT), accessible via Classification Web **Plus** or LC Linked Data Service, when possible. Record the medium of performance by applying the instructions at RDA 6.15.1.3–6.15.1.6, the associated LC-PCC PSs, and the Music Library Association’s “*Best Practices for Using LCMPT*” available at: <http://cmc.blog.musiclibraryassoc.org/documents/best-practices-for-using-lcmpt/>. Note that the examples in this last document are formatted as bibliographic record fields, with a second indicator value of “1”; in authority records, the second indicator should be left blank.

Note: the 382 field may also be used in authority records for expressions.

Repeatability:

If the vocabulary source differs, repeat the field. If considered important for identification and access, provide an additional 382 that does not apply these guidelines.

383 Numeric Designation of Musical Work*General*

Best practice: Encode when available. Create separate 383 fields for different numbering schemes associated with a single work.

384 KeyGeneral

Best practice: Encode when available for works. In case of doubt, do not encode. Do not encode for expressions.

385 Audience Characteristics*General*

LC/PCC catalogers may use this field to record the intended audience of a work or expression.

Prefer a controlled vocabulary, such as LCDGT or LCSH, recording the source code in subfield \$2. For consistency, capitalize the first term in each subfield \$a. Record uncontrolled terms in the plural form. Follow the guidelines for coding and assignment of terms in the *Library of Congress Demographic Group Terms Manual*, available at <https://www.loc.gov/aba/publications/FreeLCDGT/freelcdgt.html>. In particular, consult instruction sheet L 480, Assignment of Terms: Audience Characteristics, available at <https://www.loc.gov/aba/publications/FreeLCDGT/L480.pdf>.

Examples:

385 ## \$a Preteens \$2 lcdgt

385 ## \$a Families of military personnel \$2 lcsh

385 ## \$a Education Majors \$2 ericd

385 ## \$a Prospective homebuyers
(Uncontrolled term)

Repeatability:

In choosing between repeating a field and repeating subfield \$a:

LC practice: Repeat the field.

PCC practice: If the vocabulary source differs or if some terms come from a controlled vocabulary and others are uncontrolled, repeat the field. Otherwise, if the only addition to an existing field is an additional term from the same vocabulary, either repeat subfield \$a or repeat the field. Overall best practice: repeat the field when needed for clarity.

Examples:

385 ## \$a English speakers \$2 lcdgt

385 ## \$a Merchants \$2 lcsh

(Terms from different controlled vocabularies)

385 ## \$a French Creole speakers

385 ## \$a Construction industry employees \$2 lcdgt

(Uncontrolled term and term from a controlled vocabulary)

385 ## \$a Teenagers \$a Children of divorced parents \$2 lcdgt

or

385 ## \$a Teenagers \$2 lcdgt

385 ## \$a Children of divorced parents \$2 lcdgt

Subfield \$m – Demographic group term and Subfield \$n – Demographic group code

Do not use these subfields, but do not remove them from existing records if they are correctly coded.

386 Creator/Contributor Characteristics*General*

LC/PCC catalogers may use this field to record demographic characteristics of one or more creators or contributors associated with a work or expression, in particular for characteristics common to a group of creators or contributors associated with a work or expression. The field will most commonly be used in authority records for collection aggregates embodying two or more expressions of two or more independent works by different agents, and for individual works named by title alone (e.g., works of unknown authorship; monographic series).

Prefer a controlled vocabulary, such as LCDGT or LCSH, recording the source code in subfield \$2. For consistency, capitalize the first term in each subfield \$a. Record uncontrolled terms in the plural form. Follow the guidelines for coding and assignment of terms in the *Library of Congress Demographic Group Terms Manual*, available at <https://www.loc.gov/aba/publications/FreeLCDGT/freelcdgt.html>. In particular, consult instruction sheet L 485, Assignment of Terms: Creator Characteristics, available at <https://www.loc.gov/aba/publications/FreeLCDGT/L485.pdf>.

Examples:

130 #0 \$a Piano pieces by children
386 ## \$a Children \$2 lcdgt

130 #0 \$a Beowulf
386 ## \$a Anglo-Saxons \$2 lcsh

130 #0 \$a American Indian oral history collection
386 ## \$a American Natives \$2 mesh

130 #0 \$a Contemporary Omani poetry in English
386 ## \$a Omanis \$2 unbist

130 #0 \$a Spoke (Birstall, Kirklees, England)
386 ## \$a Queer people \$2 homoit
670 ## \$a Spoke : new queer voices, 2014: \$b title page (poetry, prose, drama, maps & prose)

130 #0 \$a Island dreams (Fantasy fiction)
386 ## \$a Montrealers
670 ## \$a Island dreams : Montreal writers of the fantastic, 2003: \$b title page (edited by Claude Lalumière)

(Uncontrolled demographic term)

While this field will be used primarily for aggregated works and for individual works named by title alone, there are situations when it will be appropriate for an individual work by one or more named creators. For example, for a musical work composed during childhood or adolescence, it would not be appropriate to record “Children” or “Teenagers” as a characteristic in the composer’s authority record. Instead, demographic characteristics applicable to only some of a creator’s works should be recorded in the authority records for those works.

Example:

100 1# \$a Greenberg, Jay, \$d 1991- \$t Symphonies, \$n no. 5
 386 ## \$a Teenagers \$a Boys \$2 lcdgt
(Work composed 2003-2005, completed when the composer was 14 years old)

Repeatability:

In choosing between repeating a field and repeating subfield \$a:

LC practice: Repeat the field.

PCC practice: If the vocabulary source differs or if some terms come from a controlled vocabulary and others are uncontrolled, repeat the field. Otherwise, if the only addition to an existing field is an additional term from the same vocabulary, either repeat subfield \$a or repeat the field. Overall best practice: repeat the field when needed for clarity.

Examples:

130 #0 \$a Latin American women writers
 386 ## \$a Latin Americans \$2 lcsh
 386 ## \$a Women \$2 lcdgt
(Terms from different controlled vocabularies)

130 #0 \$a Cowboy poetry from Utah
 386 ## \$a Cowboys \$a Utahns \$2 lcdgt
or
 386 ## \$a Cowboys \$2 lcdgt
 386 ## \$a Utahns \$2 lcdgt

130 #0 \$a Voices from the valley (Granada Hills, Los Angeles, Calif.)
 386 ## \$a Angelenos
 386 ## \$a High school students \$a Teenagers \$a Californians \$2 lcdgt
or
 386 ## \$a Angelenos
 386 ## \$a High school students \$2 lcdgt
 386 ## \$a Teenagers \$2 lcdgt
 386 ## \$a Californians \$2 lcdgt
 670 ## \$a Voices from the valley, 2020: \$b page 4 of cover (collection of essays written by Granada Hills Charter High School students during the early months of the SARS-Co-V-2 pandemic of 2020)
(Uncontrolled term and terms from one controlled vocabulary)

Subfield \$i – Relationship information

Optionally, use subfield \$i to record a term designating the nature of the relationship between the demographic groups recorded in the field and the work or expression. Prefer a term from a controlled vocabulary, such as the MARC relator terms, RDA relationship designators, or RBMS relationship designators. Capitalize the first letter of the relationship term and record it in the singular. Follow the relationship term with a colon.

Examples:

130 #0 \$a Best of Indian English poetry
 386 ## \$i Author: \$a Indians (India) \$2 lcdgt

130 #0 \$a Private worlds (Exhibition catalog : 1998)
 386 ## \$i Artist: \$a Europeans \$2 lcdgt
 670 ## \$a Private worlds, 1998: \$b title page (classic outsider art
 from Europe : Katonah Museum of Art, December 13, 1998-
 February 28, 1999)

Do not record multiple subfield \$i's in a single 386 field. If multiple relationship terms apply to a single group of creators or contributors (e.g., a work with authors and artists from the same demographic group or an expression with editors and translators from the same demographic group), repeat the field, using different relationship terms.

Example:

130 #0 \$a City lights (Greater Brockton Society for Poetry and the Arts
 (Mass.))
 386 ## \$i Author: \$a Bay Staters \$2 lcdgt
 386 ## \$i Artist: \$a Bay Staters \$2 lcdgt
 670 ## \$a City lights, 2009: \$b title page (an anthology of poetry and
 art from the Greater Brockton Society for Poetry and the
 Arts; Sheila Mullen Twyman, editor)
(A compilation of works by authors and artists from Massachusetts)

If different relationship terms apply to some of the creators and contributors (e.g., authors are in one demographic group and artists are in another), repeat the field, using different relationship terms. If the same relationship term applies to more than one demographic group, either repeat subfield \$a in one field, or repeat the field. For clarity, when in doubt, repeat the 386 field as necessary.

Example:

130 #0 \$a 50 German songs (High voice)
 386 ## \$i Composer: \$a Germans \$a Austrians \$2 lcdgt
 386 ## \$i Lyricist: \$a Germans \$a Austrians \$2 lcdgt

or

386 ## \$i Composer: \$a Germans \$2 lcdgt
 386 ## \$i Composer: \$a Austrians \$2 lcdgt
 386 ## \$i Lyricist: \$a Germans \$2 lcdgt
 386 ## \$i Lyricist: \$a Austrians \$2 lcdgt

*(Score containing works by Schubert, Schumann, Franz, Brahms, Wolf, Mahler,
 and Strauss, with lyrics also printed as text in German and English translation)*

Subfield \$m – Demographic group term and Subfield \$n – Demographic group code

Do not use these subfields, but do not remove them from existing records if they are correctly coded.

388 Time Period of Creation*General*

LC/PCC catalogers may use this field to record the time period of creation or origin of a work or expression. The name of the time period may specify or imply a place for which the time period is relevant. It may also specify the name of an event.

Prefer a controlled vocabulary, such as LCSH or FAST, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a.

Examples:

388 1# \$a Harlem Renaissance \$2 lcsh

388 1# \$a Han Dynasty (China) \$2 fast

388 1# \$a American Revolution (Anglo-American history, 1775-1783) \$2
iconauth

If using an LCSH subject heading string, replace the subfield coding for the subdivision(s) with two hyphens and close up the spaces between the main heading and subdivision(s).

Example:

388 1# \$a Depressions--1929 \$2 lcsh

For compilations, the field may be used to record the time period of creation or origin of the works/expressions contained within the compilation, considered collectively (using first indicator value "1"). It may also be used to record the time period of creation or origin of the compilation itself (using first indicator value "2").

Example:

388 1# \$a Renaissance \$2 lcsh

388 2# \$a Nineteenth century \$2 lcsh

(NAR for a collection of Renaissance poetry compiled in the nineteenth century)

The 388 field may be used in conjunction with, or instead of, the 046 field. When specific date(s) of creation or origin are not known, or span a long period of time, recording textual chronological terms in the 388 field may be useful.

Example:

046 ## \$k 13

388 1# \$a Middle Ages \$2 lcsh

(NAR for an anonymous fourteenth-century work)

Repeatability:

In choosing between repeating a field and repeating a subfield: If the indicator value differs, repeat the field. If the vocabulary source differs, repeat the field. Otherwise, if the only addition to an existing field is an additional term from the same vocabulary, repeat the subfield. Overall best practice: repeat the field when needed for clarity.

Example:

388 1# \$a World War, 1939-1945 \$2 lcsb

388 1# \$a German Occupation of France (1940-1945) \$2 fast

(NAR with 388 fields containing terms from different vocabularies)

4XX See From Tracings – General Information

General

When modifying an authority record for another reason, delete any final mark of punctuation in a 4XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

When otherwise modifying NARs or SARs that contain obsolete codes such as subfield \$w position zero (0) code “d,” LC/NACO catalogers should upgrade the NAR to RDA.

Not all 4XX references require justification; see “Justifying variant access points” in the 670 section of this document.

Do not make a 4XX that normalizes to the same form as another 4XX on the **same** authority record or a 1XX on any name authority record. See the section “NACO normalization” in the Introduction.

Best practice guidelines for RDA:

- Record variants found in the manifestation being cataloged:
 - Use cataloger's judgment;
 - No limitation on the number or form of references;
 - Instead of or in addition to adding variants, consider providing access by adding 37X fields.

Example showing 378 without a variant for the fuller form of name:

```
100 1# $a Bucknum, David W.
378 ## $q David Walter
```

- Establish additional NARs for the authorized access points needed to support elements used in 4XX variant access points (e.g., parent body associated with subordinate body being established).
- Generally provide a variant form 4XX access point for a former 1XX authorized access point, unless the former authorized access point was egregiously incorrect. See the section “Subfield \$w – Control subfield” for more information.
- Use the established form of components in 4XX variant access points, except for non-Latin script variants, which may represent a mixture of scripts or may be entirely in a non-Latin script.
- Generally, do not remove variants unless egregiously incorrect (e.g., a non-Latin script variant that does not represent the same person).
- If a form found on the manifestation being cataloged includes a variant form of a component of a 4XX variant access point, that form may be used in its entirety as an additional 4XX variant access point, provided that it is not divided into its component parts through the use of subfields.

Examples:

100 1# \$a Faulkner, William, \$d 1897-1962. \$t Short stories. \$k Selections

400 1# \$a Faulkner, William, \$d 1897-1962. \$t Uncollected stories of William Faulkner

430 #0 \$a Uncollected stories of William Faulkner

110 1# \$a United States. \$b Bureau of Labor Statistics

410 2# \$a Estados Unidos de América, Buró de Estadísticas Laborales

not

410 2# \$a Estados Unidos de América. \$b Buró de Estadísticas Laborales

110 2# \$a Zhongguo yi ke da xue. \$b Fu shu di 1 yi yuan

410 2# \$a China Medical University, First Affiliated Hospital

not

410 2# \$a China Medical University. \$b First Affiliated Hospital

When changing the form of a superordinate body, a geographic name, or a personal name in a 1XX, update all of the existing NARs that use that component in a 4XX, unless the 4XX represents the former authorized access point (e.g., \$w/2=e).

Earlier cataloging practices for 4XXs

a) Corporate body, conference and geographic names

Under earlier cataloging policies, when a corporate body, etc., changed its name, the heading was changed and all records revised used the newer name. The earlier name or names was traced as a 4XX reference to the later form used as the heading. In retrospectively converted records, these situations were identified with a 667 field note: "The following heading for an earlier name is a valid AACR2 heading: [earlier name or names in AACR2 form].

Example:

110 2# \$a Air League of the British Empire

410 2# \$a Aerial League of the British Empire

667 ## \$a The following heading for an earlier name is a valid AACR2 heading: Aerial League of the British Empire.

If a name represented in a 4XX field is needed for cataloging, convert the 4XX to a 5XX following the appropriate descriptive cataloging instructions, and delete the 667 field note. If a NAR

containing such a 4XX is being updated, and the earlier name in the 4XX is not needed for cataloging, catalogers may retain the 4XX and 667 field in the existing NAR, or convert the 4XX to a 5XX, delete the 667 field and create a new NAR for the earlier name.

If a 667 field contains multiple valid earlier names and not all of them are being established as new NARs, adjust the 667 and 4XX fields as needed to reflect which names have been removed in favor of new NARs.

b) Personal names

Under earlier cataloging policies, pseudonyms used by non-contemporary authors (i.e., authors who died before December 31, 1900) were sometimes traced as 4XX references rather than being established in a separate NAR. When updating NARs for persons that contain pseudonyms in 4XX fields, catalogers should follow current policies on pseudonyms. See the appropriate sections of Z1, including the 663 and 667 field sections. More information is available in the FAQ on personal names (<http://www.loc.gov/catdir/cps/pseud.pdf>).

Subfield \$w – Control subfield

When an authorized access point for a person (100) is changed because the person has changed his or her name, record the earlier form of name in a 400 with \$w nne if the variant is valid under RDA instructions.

Examples:

```
100 0# $a Francis, $c Pope, $d 1936-
400 1# $w nne $a Bergoglio, Jorge Mario, $d 1936-
      (Name changed upon election as pope)
```

```
100 1# $a Rancic, Giuliana
400 1# $w nne $a DePandi, Giuliana
      (Name changed upon marriage)
```

When an authorized access point (1XX) based on CIP cataloging is changed because its form on the published resource is different from that on the CIP galley, a 4XX from the previous authorized access point form with subfield \$w nne may be added unless the former 1XX form was egregiously incorrect (e.g., the author's date of birth was given as 1775 instead of 1975 in the CIP galley).

When an authorized access point (1XX) is changed because of a change in cataloging instructions, record the earlier form in a 4XX using \$w. If the variant form is a valid reference under current RDA instructions, use \$w nne. If the variant form is not a valid reference under current RDA instructions, use \$w nea.

Examples:

```
130 #0 $a Bible. $p Baruch
430 #0 $w nne $a Bible. $p Apocrypha. $p Baruch
```


(Coded "nne" because the variant is valid in RDA)

100 1# \$a Smith, Jonathan Kennon Thompson, \$d 1939-2014

400 1# \$w nne \$a Smith, Jonathan Kennon

(Coded "nne" because the variant is valid in RDA; 100 form changed based on usage and dates of birth and death added because 100 was being changed)

100 0# \$a Pericles, \$d approximately 495 B.C.-429 B.C.

400 0# \$w nnea \$a Pericles, \$d ca. 495-429 B.C.

(Coded "nnea" because the abbreviation "ca." is not valid for period of activity in RDA)

Note: NARs that had the 1XX form changed programmatically in 2013 recorded the earlier form in a 4XX using \$w nnea regardless of whether the variant was valid in RDA. For example, “United States. Dept. of Commerce,” is a valid reference in RDA if the abbreviated form has been used in resources associated with the corporate body, but it was recorded with \$w nnea. It is not necessary to change the coding in these \$w references.

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, providing authorized access points for the series, and the creation and maintenance of series authority records are optional.

Variant access points may be recorded in any SAR, including those for series-like phrases. However, in series-like phrase records, do not record a 4XX reference for a former 1XX (see DCM Z1 Introduction, “Existing SAR for Series-Like Phrase”).

If the volumes of a multipart monograph have different forms of the common title, use a 4XX reference rather than a 5XX reference for the form of the title not chosen as the title proper of the multipart monograph.

5XX See Also From Tracings – General InformationGeneral

When otherwise modifying a NAR that contain codes that are no longer used such as subfield \$w position zero (0) code “d” or “f,” LC/PCC catalogers should upgrade the NAR to RDA.

LC/PCC catalogers applying RDA instructions may use subfield \$i in conjunction with subfield \$w code “r” for relationship designators. When applying RDA relationship designators in 5XXs, supply terms from Appendix I, J or K; capitalize the initial letter of the term and follow the term with a colon.

For information on the use of relationship designators and/or \$w codes in a specific 5XX field, see the specific DCM Z1 section for that field.

Subfield \$w – Control subfield

Follow the conventions in the authority format for use of subfield \$w. Do not supply subfield \$w unless a value other than “n” would be appropriate in one of the positions. When supplying subfield \$w, give it as the first subfield in the field. Supply character positions preceding, but not succeeding, the value, e.g.,

\$w a = to indicate a reference from an earlier authorized access point

\$w b = to indicate a reference from a later authorized access point

\$w r = to indicate that a subfield \$i or subfield \$4 is used to denote relationship information

\$w nnnc = to indicate a see also reference for multiple pseudonyms (record also contains a 663 field)

NARs

A see also reference tracing (5XX) must not normalize to the same as another see also reference in the same authority record, unless both 5XX fields contain a relationship designator in subfield \$i, and the texts of the relationship designators are different.

500 See Also From Tracing - Personal NameGeneral

LC/PCC catalogers may use subfield \$i with subfield \$w coded “r” when providing relationship links between a personal name and 1) the name of another person, family, or corporate body or 2) the authorized access point for a work or expression. This technique may also be used to relate authorized access points for works and expressions containing personal names. When using a term from Appendix I, J or K in subfield \$i, use a capital letter for the first letter of the term and follow the term with a colon.

Examples:

```
130 #0 $a Yentl (Motion picture)
500 1# $w r $i Film director: $a Streisand, Barbra

100 1# $a Alcott, Louisa May, $d 1832-1888. $t Little men
500 1# $w r $i Sequel to: $a Alcott, Louisa May, $d 1832-1888.
    $t Little women
```

When recording pseudonymous relationships for personal names when only two authority records are involved, LC/PCC catalogers may either 1) use subfield \$i and code “r” in subfield \$w or 2) use simple see-also references. For more information on these techniques and instructions on recording multiple pseudonyms (i.e., those involving a 663 field), see the *FAQ – LC/PCC RDA Practice for Creating NARs for Persons Who Use Pseudonyms* available at: <http://www.loc.gov/catdir/cps/pseud.pdf>

LC/PCC catalogers are reminded that when a variant name (400) and an authorized access point (100) are in conflict an addition should be made to either the 400 or 100 to resolve the conflict (e.g., fuller form of name, date of activity, etc.); the previous practice of changing the 400 to a 500 to resolve the conflict is no longer an option. When catalogers encounter a variant form in a 500 field in the course of updating a NAR, they should resolve the conflict and change the field to a 400.

510 See Also From Tracing - Corporate Name*General*

Follow instructions provided in the PCC Guidelines for the Application of Relationship Designators in NACO Authority Records

(<http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/PCC%20SCS%20SCT%20Relationship%20Designators%20in%20NACO%20Authority%20Records-2018-11.docx>).

511 See Also From Tracing - Meeting Name*General*

Follow instructions provided in the PCC Guidelines for the Application of Relationship Designators in NACO Authority Records (<http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/PCC%20SCS%20SCT%20Relationship%20Designators%20in%20NACO%20Authority%20Records-2018-11.docx>).

See LC-PCC PS 11.13.1.8 for guidance on relating authority records for ongoing conferences.

530 See Also from Tracing – Uniform title*General*

LC/PCC catalogers may use subfield \$i with subfield \$w coded "r" when providing relationship links between authorized access points for works or expressions. When supplying RDA Appendix J terms in subfield \$i, use a capital letter for the first letter of the term and follow the term with a colon.

551 See Also From Tracing – Geographic Name

Do not use subfield \$i **with** subfield \$w coded “**r**” until relationship designators for places are developed. (Currently RDA has a placeholder for Appendix L).

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64X Series Treatment - General Information

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.

This 64X section covers the following topics:

- National-level PCC default decisions for newly-established SARs for monographic series and multipart items
 - General policy
 - Recording PCC local treatment decisions in new SARs
 - Recording PCC local treatment decisions in existing SARs
 - Existing SARs and non-LC analytic records
 - SARs for serials other than monographic series
 - Republications
 - Document series in general
 - U.S. federal document series
 - United Nations documents

Also see specific 64X DCM pages.

National-level PCC default decisions for newly-established SARs for monographic series and multipart items

General policy

To encourage the contribution to shared databases of the greatest number of bibliographic records with the most specific classification, the PCC national-level default treatment decisions will be “analyzed in full, traced, classified separately.”

A PCC library can vary from the default analysis, tracing, or classification practice for reasons of local needs/preferences/resources. If a PCC library varies from the national default classification practice, any resulting analytic record may be a PCC record without a “class separately” number also being supplied.

The national-level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code “DPCC” (for the Program for Cooperative Cataloging) in subfield \$5 of those two fields indicates that the information applies at the national level. See the DCM pages for the 642 and 645 fields for specific information.

The “DPCC” code will not be given in subfield \$5 in either field 644 (analysis) or field

646 (classification).

Recording PCC local treatment decisions in new SARs

A PCC participant has the option to include its local treatment decisions in any SAR it creates.

Recording PCC local treatment decisions in existing SARs

A PCC participant has the option to add its local treatment decisions to any SAR created by another PCC participant if another PCC participant's treatment decisions are not already in the SAR.

Existing SARs and non-LC analytic records

SARs with an LC decision not to analyze and, therefore, not to trace represent only LC's pre-June 1, 2006 local decision. Such an LC decision does not prohibit another library from analyzing and tracing. It is not necessary to modify such SARs to add **the default PCC tracing decision** if it is not present; **optionally, however, the default PCC tracing decision may be added**. Analytic records may be coded as PCC records **whether a series is traced or not**.

SARs created before Sept. 1, 1989, with an LC decision to analyze in full but not to trace may also be modified by PCC participants to include **the default PCC tracing decision**.

SARs created between September 1989 and mid-November 1998 (when "DPCC" code began to be added to new SARs) may be modified to add **the default PCC tracing decision**. Add a new 645 field with the value "t." Do not change the original 645 field.

SARs for serials other than monographic series

Note: The national-level default treatment decisions for analysis and classification do not apply to SARs for serials other than monographic series (008/12 = z). The decision to analyze an issue or issues of such a serial is a local decision. The presence of a participant's code in such an SAR does not mean that another library must follow the analysis or classification decision recorded.

History of LC/PCC treatment decisions recorded in SARs

Before August 1995, PCC participants could omit treatment fields, give treatment only for the PCC library or only for LC, or give treatment for both the PCC library and LC. At point of contribution, SARs created by PCC participants from August 1995-March 1998 lacked LC treatment decisions. From April to mid-November 1998, PCC participants included an LC tracing practice to serve as the national-level tracing decision for the tracing of series in PCC records. The use by LC staff and PCC participants of the MARC 21 organization code "DPCC" in subfield \$5 of the 642 and 645 fields to indicate national-level tracing decisions began in mid-November 1998. As of June 1, 2006, LC does not create or update SARs; LC's treatment decisions are summarized in LC-PCC PS 6.27.

Republications

Do not consider a republication to be in the original series if the original series statement has been omitted. The information can be given in a note on the bibliographic record. (See also LC-PCC PS 2.12.)

Photoreproduction, microform, and other republications are represented on the SAR for the original. If the 642, 644-646 treatment decisions for the republication are the same as for the original, add a second subfield \$5 to each of those fields. If the treatment decision for the republication is not the same as for the original, use separate treatment fields with each having its specific subfield \$5. Use “photo-offset reprint” in the subfield \$5 for a photoreproduction. For other republications, use a term appropriate to the republication in hand, preceding the term with the appropriate MARC 21 organization code in subfield \$5. If the treatment fields for the republication are not the same as for the original, give the treatment field for the original before the treatment field for the republication. Always use a separate field for the republication if the same field for the original shows a change of decision.

646 \$a s \$5 ____ \$5 ____ photo-offset reprint

050 \$a ____ \$b ____

646 \$a c \$5 ____

646 \$a s \$5 ____ microfiche

050 \$a ____ \$b ____

646 \$a s \$d no. 78- \$5 ____

646 \$a c \$d no. 1-77 \$5 ____

646 \$a s \$5 ____ large print edition

If only a republication is in hand and no SAR exists for the original even though the original is in the collection, either create a SAR for both the original and the republication or create an SAR only for the republication. If the original is not in the collection, create an SAR only for the republication.

The inclusion of 643 and 670 fields for the republication is dependent on whether the SAR is for one or more republications or is for the original and one or more republications. (Until April 1998, 643 and 670 fields were required for each type of republication and for each publisher/manufacturer of republications on all SARs; do not delete any 643 and 670 fields for republications on SARs for the original and republication(s) created before April 1998.)

(1) Creating a new SAR for only a republication:

(a) In the 643 field, indicate in subfield \$d the type of republication of the item for which the SAR is being made.

(b) Begin the 670 field with the term for the type of republication and a slash.

642 \$a no. 1 \$5 DPCC photo-offset reprint \$5 ____ photo-offset reprint

643 \$a [Place of republication] \$b [Publisher/Manufacturer of republication] \$d photo-offset reprint

644 \$a f \$5 ____ photo-offset reprint

```

645 $a t $5 DPCC photo-offset reprint $5 ____ photo-offset
    reprint
646 $a s $5 ____ photo-offset reprint
670 $a Photo-offset reprint/[Title], [date]: $b [source]
    ([usage])

```

(2) Creating a new SAR for both the original and a republication:

- (a) Do not include a 643 field for the publisher/manufacturer of the republication.
- (b) Do not include a 670 field for the republished item.

```

050 $a ____ $b ____
642 $a no. 23 $5 DPCC $5 ____ $5 DPCC photo-offset reprint
    $5 ____ photo-offset reprint
643 $a [Place of original] $b [Publisher of original]
644 $a f $5 ____ $5 ____ photo-offset reprint
645 $a t $5 DPCC $5 ____ $5 DPCC photo-offset reprint $5
    ____ photo-offset reprint
646 $a c $5 ____
646 $a s $5 ____ photo-offset reprint
670 $a [Title of original], [date]: $b [source] ([usage])

```

(3) Adding a republication to an existing SAR:

- (a) Add treatment decisions for the republication.
- (b) Do not add 643 and 670 fields for the republication.
- (c) Do not delete any existing 643 and 670 fields for any republication(s).

Example showing addition of photoreproduction to existing SAR for original:

```

642 $a no. 1 $5 ____ $5 ____ photo-offset reprint
643 $a [Place of original] $b [Publisher of original]
644 $a f $5 ____ $5 ____ photo-offset reprint
645 $a t $5 ____ $5 ____ photo-offset reprint
646 $a s $5 ____ $5 ____ photo-offset reprint
670 $a [Title of original], [date]: $b [source] ([usage])

```

Example showing addition of large print edition republication to existing SAR for photoreproduction:

```

642 $a no. 1 $5 ____ photo-offset reprint $5 ____ large
    print edition
643 $a [Place of reproduction] $b [Publisher of
    reproduction] $d photo-offset reprint
644 $a f $5 ____ photo-offset reprint $5 ____ large print
    edition
645 $a t $5 ____ photo-offset reprint $5 ____ large print

```

```

edition
646 $a s $5 ____ photo-offset reprint $5 ____ large print
edition
670 $a Photo-offset reprint/[Title], [date]: $b [source]
([usage])

```

Example showing addition of microfilm republication to existing SAR for original and photoreproduction created before April 1998 (when 643 and 670 fields were still required for any republication added to SAR for original):

```

642 $a no. 1 $5 ____ $5 ____ photo-offset reprint $5 ____
microfilm
643 $a [Place of original] $b [Publisher of original]
643 $a [Place of reproduction] $b [Publisher of
reproduction] $d photo-offset reprint
644 $a f $5 ____ $5 ____ photo-offset reprint $5 ____
microfilm
645 $a t $5 ____ $5 ____ photo-offset reprint $5 ____
microfilm
646 $a s $5 ____ $5 ____ photo-offset reprint $5 ____
microfilm
670 $a [Title of original], [date]: $b [source] ([usage])
670 $a Photo-offset reprint/[Title], [date]: $b [source]
([usage])

```

Document series in general

Definition of “document” = “Any publication bearing a government imprint or a statement that it has been published at government expense.” This definition is to be interpreted to include international organizations consisting of national governments, e.g., United Nations, World Health Organization, International Labour Office, etc. Note that publications of institutions created or controlled by a government (universities, colleges, museums, observatories, hospitals, libraries, institutes, etc.) are not to be considered documents. However, publications of agricultural experiment stations are to be considered documents. When in doubt, consider an item to be a document.

The above criteria are applicable only when establishing or reestablishing series headings; they are not to be used in any other context.

U.S. federal document series

PCC participants may create SARs for U.S. federal document series without contacting the Government Publishing Office (GPO) Library. GPO will change any heading as needed and will add its symbol in an 040 \$d when it uses an SAR for the first time.

United Nations documents

Establish new UN document series according to normal procedures for document series. Give the UN document number as a quoted note on the analytic record.

640 Series Dates of Publication and/or Volume Designation

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.

Do not search just to provide information for this field; give the information if it is available from the item in hand or incidentally from the publisher. Do not give information about the first volume if it is the issue given in the 642 field. Search for information if needed to break a conflict.

642 Series Numbering Example

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.

Consult **RDA 24.6** and **the associated LC-PCC PS** concerning choice of numbering designation.

Determine the form of numbering from the item in hand (not necessarily the first item of the series) and then use that form in tracing all items in the series. When reestablishing a series, change any subfield \$v forms in access points in existing analytic records that don't match the form in the 642 field.

If the only number found on the item is the number in the series statement within the CIP data, ignore that number and consider the series to be unnumbered.

If at the time of reestablishing a series, analytic records in the database show that the series is both numbered and unnumbered but the item in hand is unnumbered, determine the form of number to be used in the tracing from the records in the database and record the earliest number in the 642 field. Also add in a 670 field the citation of the analytic bibliographic record on which the form of number is based; include the number in the parenthetical data in the subfield \$b.

If the analytic being cataloged is a multipart item that represents more than one volume in the series (e.g., the two volumes of the multipart item are numbers 17 and 18 of the series), record only one number in the 642 field; do not use a sequence of numbers.

When an analyzable multipart item is classified with another series (646 \$a = m), the number recorded at the end of the call number in the 050 field will not be the number found in the 642 field. The number found in the 050 field is the number of the “other series” found on the item in hand. (See **DCM Z1 050**.)

When wording such as “new **series**” has been supplied in brackets with the numbering in the bibliographic record 4XX subfield \$v (cf. **RDA 2.12.9.6**), include the brackets in the 642 field being added to the SAR.

642 \$a [new **series**], no. 1

Serial catalogers: include the 642 field even though subfield \$v usually doesn't appear in 4XX/8XX of serial analytic records.

Recording national-level and PCC local decisions for form of numbering

The national-level decision for form of numbering is to be followed by those libraries creating **PCC** records. The MARC 21 organization code used for this national-level decision in subfield \$5 is “DPCC” (PCC = Program for Cooperative Cataloging). PCC participants should include the national-level and local decisions in SARs according to the following guidelines.

PCC participants: new SAR

(1) Always include the national-level decision for form of numbering for a numbered monographic series, multipart item, or other series (serial) regardless of your local tracing decision. Determine the form of number according to usual rules/policies.

642 \$a [form of number] \$5 DPCC

(2) If your local tracing decision is to trace, optionally add your MARC 21 organization code as the last subfield \$5 in the one 642 field.

642 \$a [form of number] \$5 DPCC \$5 CoDU

PCC participants: existing SAR

(1) If the national-level decision is not in the SAR, it **may be added to the record**.

(2) If your local tracing decision is to trace, optionally add your MARC 21 organization code as the last subfield \$5 in an already-existing 642 field. Note: only one PCC participant may include a form of numbering decision in an SAR. If a 642 field isn't present, optionally add the field with your MARC 21 organization code in subfield \$5.

642 \$a [form of number] \$5 DPCC \$5 CoDU

642 \$a [form of number] \$5 DPCC \$5 DLC \$5 IRA

642 \$a [form of number] \$5 DLC \$5 IRA

642 \$a [form of number] \$5 WaU

(examples represent single fields in different SARs; "DPCC" already in the first and second SARs)

643 Series Place and Publisher/Issuing Body

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.

Give the information in the 643 field as found in subfields \$a and \$b of the 260/264 field of the bibliographic record for the analytic (or, in situations when there will not be an analytic, the way it would be found if an analytic existed). If you are using "cut and paste" or an automated authority generation program, it isn't necessary in the 643 field to delete an address or brackets included from the 260/264 field. However, do not use the form from 260 \$b if AACR2 1.4D4 was applied to shorten the name given in 260 \$b.

Generally, ignore changes of place if there is no change in publisher.

When recording the place of origin of the work, use field 370.

If the difference in publishers represents alternate rather than successive publishers, give each publisher in its own 643, using "some issues" in subfield \$d in each 643 field.

If there are more than **two** changes of publisher, **either give all of the changes in separate 643 fields or use only one 643 field** belonging to the volume cited in the first 670 field and give a 667 note. (See **DCM Z1 667 section "SARs."**)

Generally, use "some issues" when a subfield \$d is needed for unnumbered series or multipart items unless a span of dates is readily available.

Give "643 \$a Various places \$b various publishers" as the 643 field for an undifferentiated phrase record. (See **DCM Z1 Introduction** for more information about these records.)

When reestablishing a series, generally ignore changes in place or publisher occurring previous to AACR 2. If there is information (e.g., from analytic records or from item in hand) that the place and/or publisher for some or all of the analytics is different from that of item being cited in the 670 field, record in the 643 field only the place and the publisher of that item. Record the designation of that item in the subfield \$d of the 643.

When creating an SAR for a republication only, indicate the type of republication in subfield \$d. Use "photo-offset reprint" for a photoreproduction; for other republications use an appropriate term, e.g., "microfilm," "large-print edition." Do not include a 643 field for the producer of the republication if the SAR covers both the original and one or more republications. Do not add additional 643 fields for other types of republications cataloged later. (See **DCM Z1 64X section "Republications"** for more information.)

644 Series Analysis Practice

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.

National-level PCC default analysis practice = "analyzed in full."

A **PCC** library can vary from the default analysis practice for reasons of local needs, preferences, or resources.

Recording PCC local analysis decisions

A PCC participant has the option to include or omit its analysis practice when creating or modifying an SAR. Only one PCC participant may include its analysis practice in an SAR.

Exception to analysis practice

Sometimes the exception to the analysis practice will apply to all the volumes of a serial analytic or to all the volumes of a subseries. In such cases, in subfield \$b give the title of the serial analytic or of the subseries instead of the series numbers of those items.

```
644 $a n $b [Title of serial] $5 ____
646 $a c $5 ____
```

Change of decision

When there is a change in analysis practice **and** the classification practice already is classified as a **collection** (646 \$a = c), use a processing date as the cut-off. For subfield \$d in the two 644 fields use the phrases "items processed after [date]" and "items processed before [date one day later than date in the previous subfield \$d]." For example, if the analysis decision change was made on Feb. 3, 1993, give these 644 fields:

```
644 $a n $d items processed after Feb. 2, 1993 $5 ____
644 $a f $d items processed before Feb. 3, 1993 $5 ____
646 $a c $5 ____
```

When there is a change in analysis practice **and** the classification practice has been classified **separately** (646 \$a = s), use a numbering/chronological designation as the cut-off; use the term(s) from the item itself. For subfield \$d in the two 644 fields use the designation of the **latest** analyzed volume in

the database as the ending volume in the second (earlier practice) 644 field and the next number as the beginning volume in the first (current practice) 644 field. Generally, the same cut-offs are used in the 646 fields. Even if some volumes are not in the library, give the cut-off information using definite beginning and ending numbers. Do not show gaps in the subfield \$d information; the person handling one of those "missing" volumes later needs to know what treatment to use.

items in hand: no. 18-20
analyzed vols. in database: no. 1-16

existing SAR:

644 \$a f \$5 ____
646 \$a s \$5 ____

revised SAR:

644 \$a n \$d no. 17- \$5 ____
644 \$a f \$d no. 1-16 \$5 ____
646 \$a c \$d no. 17- \$5 ____
646 \$a s \$d no. 1-16 \$5 ____

If volumes were cataloged out of order and now the analysis practice is being changed to "not analyzed" with a change in classification practice to "classed as a collection," consider recording the specific volumes for each analysis practice instead of reclassifying already-cataloged volumes. Give the new analysis practice in the first 644 field; use a hyphen with the last number to indicate that all volumes after that number should have the same treatment.

already analyzed: no. 1-4, 6-7
being processed now with "not analyzed" decision: no. 5, 8-10

existing SAR:

644 \$a f \$5 ____
646 \$a s \$5 ____

revised SAR:

644 \$a n \$d no. 5, 8- \$5 ____
644 \$a f \$d no. 1-4, 6-7 \$5 ____
646 \$a c \$d no. 5, 8- \$5 ____
646 \$a s \$d no. 1-4, 6-7 \$5 ____

already analyzed: v. 1-23, 25, 27-32
being processed now with "not analyzed" decision: v. 24, 26

existing SAR:

644 \$a f \$5 ____
646 \$a s \$5 ____

revised SAR:

644 \$a n \$d v. 24, 26, 33- \$5 ____

```

644 $a f $d v. 1-23, 25, 27-32 $5 ____
646 $a c $d v. 24, 26, 33- $5 ____
646 $a s $d v. 1-23, 25, 27-32 $5 ____

```

Non-analyzable volumes

If the publication began as a not-analyzable serial and then became a monographic series without changing its title, create one SAR. Give two 644 fields and a 667 notes that explains the change in the publication.

```

644 $a f $d v. 9- $5 ____
644 $a n $d v. 1-8 $5 ____
645 $a t $5 DPCC $5 ____
646 $a c $5 ____
667 $a Lacked analyzable titles until v. 9.

```

If a later volume of an existing analyzed-in-full series is not analyzable, consider creating an analytic record for the volume according to the guidelines in [LC-PCC PS 2.3.1.7](#) instead of modifying the 644 field to indicate this fact.

645 Series Tracing Practice

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.

National-level PCC tracing decision for all newly-established SARs for series, multipart items, and other series (serial) = “trace.”

General policy for tracing practice

When reestablishing a series that was untraced prior to RDA, always give two 645 fields, using the RDA implementation date (regardless of the date of creating the SAR):

```
645 $a t $d items cataloged after Mar. 30, 2013 $5 [code]
645 $a n $d items cataloged before Mar. 31, 2013 $5 [code]
```

Even if only one/few volume(s) of a series or a serial other than a monographic series is analyzed, the 645 \$a = t.

Recording national-level and PCC local tracing decisions

The national-level **PCC** tracing **decision** is separate from the local tracing **decision** at any PCC institution. The national-level tracing decision always will be to trace. The MARC 21 organization code used for this national-level decision in subfield \$5 is “DPCC.” PCC participants should include the national-level and local decisions in SARs according to the following guidelines.

PCC participants: new SAR

(1) Always include the national-level decision to trace in any new SAR created for a monographic series, multipart item, or other series (serial) regardless of your local tracing decision.

```
645 $a t $5 DPCC
```

(2) Optionally, add your own local decision.

(a) If your decision is to trace, add your MARC 21 organization code as the last subfield \$5 in the one 645 field.

```
645 $a t $5 DPCC $5 IRA
```

(b) If your decision is not to trace, give two 645 fields with your decision in a second 645 field.

two fields in one SAR:

645 \$a t \$5 DPCC

645 \$a n \$5 WaU

PCC participants: existing SAR

(1) Optionally, add the national-level decision **if it** is not **present** in the SAR.

(2) Optionally, add your local tracing decision. Note: only one PCC participant may include a local tracing **decision** in an SAR.

(a) If your decision is to trace, add your MARC 21 organization code to an already-existing 645 field with **a** decision to trace; if a 645 field is not present, add the field with your MARC 21 organization code in subfield \$5.

645 \$a t \$5 DPCC \$5 WaU

645 \$a t \$5 DPCC \$5 DLC \$5 CoDU

645 \$a t \$5 DLC \$5 CoDU

645 \$a t \$5 IRA

(examples represent single fields in different SARs)

(b) If your decision is not to trace, give your decision in a second 645 field if a 645 for a “traced” decision is present. If a 645 field is not present, add the field with your MARC 21 identification code in subfield \$5.

two fields in one SAR:

645 \$a t \$5 DPCC

645 \$a n \$5 IRA

single field in one SAR:

645 \$a n \$5 WaU

646 Series Classification Practice

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.

National-level PCC default classification practice = classified separately.

A **PCC** library can vary from the default classification practice for reasons of local needs, preferences, or resources. If the **PCC** library's practice varies from the national default classification practice, any resulting analytic record may be a **PCC** record without a "class separately" number also being supplied.

General guidance

If a main series is classified separately, a numbered subseries is normally classified separately (the default decision). If a main series is classified separately, an unnumbered subseries can only be classified separately. If a main series is classified as a collection, a subseries (numbered or unnumbered) is normally classified with the main series.

If, by exception, a subseries has a classification decision different from that of the main series, give a second 646 field on the main series SAR identifying the subseries exception. If, by exception, a serial analytic has a classification decision different from that of the series, give a second 646 field on the series SAR identifying the serial analytic exception.

main series SAR:

```
050 $a ____ $b ____ $d all vols. except [title of subseries]
646 $a c $d all vols. except [title of subseries] $5 ____
646 $a s $d [title of subseries] $5 ____
```

subseries SAR:

```
646 $a s $5 ____
```

series SAR:

```
050 $a ____ $b ____ $d [title of serial]
646 $a s $d all vols. except [title of serial] $5 ____
646 $a c $d [title of serial] $5 ____
```

"Classified with main or other series"

This classification decision (646 \$a = m) applies to two situations:

- (1) a subseries (numbered or unnumbered, entered subordinately or independently) whose main series is classified as a collection (i.e., the SAR for the main series has 646 \$a = c);

If the subseries is numbered, there will be serial collected set bibliographic records for both the main series and the subseries; if the subseries is unnumbered, there will be a serial collected set record for only the main series.

- (2) a multipart item, numbered or unnumbered, in a series or other multipart item that is classified as a collection (i.e., the SAR for the series or multipart item has 646 \$a = c).

If the smaller multipart item is numbered, there will be collected set bibliographic records for both the series/larger multipart item and the smaller multipart item; if the smaller multipart item is unnumbered, there will be a collected set record only for the series/larger multipart item. The collected set record for the series will be a serial record; the collected set record(s) for the multipart item(s) will be monograph record(s).

Recording PCC local classification decisions

A PCC participant has the option to include or omit its classification practice when creating or modifying an SAR. Only one PCC participant may include its classification practice in an SAR.

Unnumbered volumes in a collected set series

If a numbered series that is classified as a collection has some volumes that are unnumbered, use two 646 fields:

```
646 $a c $d numbered items $5 ____
646 $a s $d unnumbered items $5 ____
```

Change of decision -- numbered monographic series

When the classification decision for a numbered monographic series has changed, generally use numeric/chronological designations in subfield \$d of both 646 fields. Use the term(s) from the item itself.

Even if some volumes are not in the library, give the cut-off information for the earlier classification decision using definite beginning and ending numbers. For example, v. 1-35 are represented by classified separately analytic bibliographic records. The classification decision has changed with the processing of v. 38. Do not show gaps in the subfield \$d; the person handling one of those "missing" volumes later needs to know what treatment to use.

```
646 $a c $d v. 36- $5 ____
646 $a s $d v. 1-35 $5 ____
```

not:

```
646 $a c $d <v. 38 > $5 ____
646 $a s $d v. 1-<35 > $5 ____
```


At times, if volumes were cataloged out of order (any of the uncataloged issues is earlier than the latest analyzed volume in the database), some volumes would have to be reclassified into the collected set in order to give a "clean" cut-off as shown above. Instead, generally record the specific volumes for each classification practice. Give the new classification practice in the first 646 field; use a hyphen with the last number to indicate that all volumes after that number should have the same treatment. In the second 646 field, show only the specific volumes not having the new classification practice.

volumes already classified separately: no. 1-13, 15-18
 being cataloged now with classification decision changed to classification as a collection:
 no. 14, 19-20

existing SAR:

646 \$a s \$5 ____

revised SAR:

646 \$a c \$d no. 14, 19- \$5 ____

646 \$a s \$d no. 1-13, 15-18 \$5 ____

volumes already classified separately: t. 1-5, 7-11, 13
 being cataloged now with classification decision changed to classification as a collection:
 t. 6, 12

existing SAR:

646 \$a s \$5 ____

revised SAR:

646 \$a c \$d t. 6, 12, 14- \$5 ____

646 \$a s \$d t. 1-5, 7-11, 13 \$5 ____

663 Complex See Also **Reference – Name**General

The 663 field contains the explanatory text and authorized access points for relationships between a 100 (established name) and other 100s (established names) that cannot be adequately conveyed by one or more simple see also references generated from 500 fields.

Generally, this situation occurs when a person uses more than two identities, when more than one person shares an identity with one or more others, or when multiple persons use the same pseudonym independent of each other or as a result of some other arrangement.

The text of the 663 may be adjusted to fit extraordinary situations; however, keep the text as simple as possible, allowing the MARC fields and coding to convey the information desired.

Do not use the 663 technique to show relationships between corporate bodies or between persons and corporate bodies.

More information on creating NARs for persons with alternate identities is found in the “FAQ – LC/PCC RDA and AACR2 practice for creating NARs for persons who use pseudonyms” available at: <http://www.loc.gov/catdir/cps/pseud.pdf>

Only two identities

When only two NARs are created for a person, the NARs are generally connected with 500 see also references and no 663 field. However, when one of the NARs is for a joint pseudonym or a pseudonym used by several persons working independently of each other, the 663 technique is used.

More than two identities - “basic” authorized access point and references

When more than two authorized access points are created for the same person, identify a “basic” authorized access point using the 663 field technique. This decision is based on the desire to simplify the reference structure and to assist catalogers in determining which name to use as the subject of biographical or critical works. The “basic” authorized access point should be determined by the predominantly used form of name or, lacking sufficient evidence, by choosing the real name of the person as the “basic” form.

On the authority record for the “basic” name authority record add 500 see also references with a subfield w coded “nnnc” from all other names used. Justify the 500 in 670 citations according to normal practice. Provide a 663 field listing all the other names with the following text (may be adjusted to fit the situation):

```
663 $a For works of this author written under other names, search also
      under: $b [established form of name] $b [established form of
      name]
```

On each of the other name authority records, trace a 500 see also reference with subfield \$w

coded “nnnc” from the “basic” name, justifying that reference in a 670 citation, according to normal practice. Other names may be mentioned in the 670 if it is convenient to do so. Provide a 663 field with the following or similar text (*may be adjusted to fit the situation*):

```
663 $a Works by this author are entered under the name used in the
      item. For a listing of the names used by this author, search
      also under: $b [established form of name chosen as the basic
      heading]
```

When the author uses another new name, create a new name authority record for that name and also add it to the reference structure and 663 listing on the authority record for the “basic” name.

References to the new name in the 500 and 663 fields are only added to the “basic” NAR.

Examples:

“Basic” NAR:

```
100 1# $a Harris, John, $d 1916-1991
500 1# $w nnnc $a Hennessy, Max, $d 1916-1991
500 1# $w nnnc $a Hebden, Mark, $d 1916-1991
663 ## $a For works of this author written under other names,
      search also under: $b Hebden, Mark, 1916-1991 $b
      Hennessy, Max, 1916-1991
```

NAR for first 500 on “basic” NAR:

```
100 1# $a Hennessy, Max, $d 1916-1991
500 1# $w nnnc $a Harris, John, $d 1916-1991
663 ## $a Works by this author are entered under the name used in
      the item. For a listing of other names used by this
      author, search also under: $b Harris, John, 1916-1991
```

NAR for second 500 on “basic” NAR:

```
100 1# $a Hebden, Mark, $d 1916-1991
500 1# $w nnnc $a Harris, John, $d 1916-1991
663 ## $a Works by this author are entered under the name used in
      the item. For a listing of other names used by this
      author, search also under: $b Harris, John, 1916-1991
```

Joint pseudonyms

A joint pseudonym represents one identity used by two or more persons working in collaboration with each other. If a person uses a joint pseudonym and another name (as found in the catalog), the “basic” authorized access point technique is used.

Examples:

NAR for joint pseudonym:

```
100 1# $a Phillips, Mark
500 1# $w nnnc $a Garrett, Randall
500 1# $w nnnc $a Janifer, Laurence M.
663 ## $a Joint pseudonym of Randall Garrett and Laurence M.
```

Janifer. For works of these authors written under their own names, search also under: \$b **Garrett, Randell** \$b **Janifer, Laurence M.**

NAR for first 500 on joint pseudonym NAR:

```
100 1# $a Garrett, Randall
500 1# $w nnnc $a Phillips, Mark
663 ## $a For works of this author written in collaboration with
        Laurence M. Janifer, search also under: $b Phillips,
        Mark
```

NAR for second 500 on joint pseudonym NAR:

```
100 1# $a Janifer, Laurence M.
500 1# $w nnnc $a Phillips, Mark
663 ## $a For works of this author written in collaboration with
        Randall Garrett, search also under: $b Phillips, Mark
```

Pseudonyms used by multiple persons

When multiple persons working independently of each other use the same pseudonym and one or more other names (as found in the catalog), the “basic” authorized access point technique is used.

NAR for pseudonym used by multiple persons:

```
100 1# $a Robeson, Kenneth
500 1# $w nnnc $a Dent, Lester, $d 1904-1959
500 1# $w nnnc $a Goulart, Ron, 1933-
[...]
663 ## $a Pseudonym used by multiple authors writing
        individually. For works of these authors written under
        their own or other names, search also under: $b Dent,
        Lester, 1904-1959 $b Goulart, Ron, 1933- [...]
```

NAR for first 500 on pseudonym used by multiple persons NAR:

```
100 1# $a Dent, Lester, $d 1904-1959
500 1# $w nnnc $a Robeson, Kenneth
663 ## $a For works of this author written under another name,
        search also under: $b Robeson, Kenneth
```

NAR for second 500 on pseudonym used by multiple persons NAR:

```
100 1# $a Goulart, Ron, $d 1933-
500 1# $w nnnc $a Robeson, Kenneth
500 1# $w nnnc $a Silva, Joseph, $d 1933-
[...]
663 ## $a For works of this author written under other names,
        search also under: $b Robeson, Kenneth $b Silva,
        Joseph, 1933- [...]
```

(Author has a pseudonym used by multiple persons and individual pseudonyms)

667 Nonpublic General Note

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.

General

Give information of permanent value and general interest that would be useful also to institutions outside of LC and to LC staff not working in the LC Database. A representative listing of notes is given below. Generally, wording is recommended but not prescriptive unless specified in the instructions. The separate 667 fields may be given in any order.

Examples:

667 ## \$a Not same as: [name or title, LCCN].

667 ## \$a Cannot identify with: [name or title, LCCN].

667 ## \$a Reinvestigate before using again.

667 ## \$a Formerly on undifferentiated name record: [LCCN of undifferentiated name record].

667 ## \$a Coded provisional because [reason for coding].

667 ## \$a Date of birth removed from all fields per author request, [date updated].

667 ## \$a For works issued before/after [date].

(Used for official language changes)

See DCM Z12 (Special Projects for Name Authority Records and Bibliographic Records) for information and instructions about 667 fields added to authority records as part of a special project.

NARs for persons with identities not established

When a person uses two or more identities in manifestations, name authority records may be created for each identity. In the interest of efficiency, LC/PCC catalogers may use a 667 field to list pseudonyms not found in publications instead of creating NARs for these unused pseudonyms. In this case, list the unused pseudonyms in a 667 field following the phrase: "Pseudonyms not found on published works."

Example:

667 ## \$a Pseudonyms not found on published works: Miz Scarlett, SCC,

and Stevenopolis.

This note may also be added to an NAR for a person who has multiple NARs for multiple identities when some of the pseudonyms are not found in publications. In this case, list **only** the unused pseudonyms in the 667 field, and follow appropriate instructions for the other pseudonyms.

Example:

```
100 1# $a Gorey, Edward, $d 1925-2000
500 1# $w nnnc $a Dowdy, Regera, $d 1925-2000
500 1# $w nnnc $a Mude, O., $d 1925-2000
663 ## $a For works of this author written under other names, search
      also under: $b Dowdy, Regera, 1925-2000 [...]
667 ## $a Pseudonyms not found on published works: Drew Dogyear,
      Wardore Edgy, [...]
```

More information on creating NARs for persons with alternate identities is available in DCM Z1, 663 section, and the *FAQ – LC/PCC practice for creating NARs for persons who use pseudonyms* (<http://www.loc.gov/catdir/cps/pseud.pdf>).

NARs for series of conferences, etc. (LC-PCC PS 11.13.1.8.2)

Add a 667 field on the NAR for the collective conference when there are authority records for both collective and individual instances of an ongoing conference.

Example:

```
110 2# $a Veterinary Orthopedic Society. $b Annual Conference
667 ## $a See also related access points for individual instances of
      this conference which include specific information about the
      number, date, or place of the individual conference.
```

NARs and subject usage

Apply these instructions when creating new NARs and revising existing NARs.

(1) Add notes indicating subject cataloging usage when an authorized access point is not appropriate for use as a subject heading for these situations:

(a) Heads of state, etc.

This instruction applies to NARS for corporate bodies representing the office when the name of the incumbent is included as part of the authorized access point for the corporate body. See RDA 11.2.2.18 (Government Officials) and 11.2.2.26 (Religious Officials) for instructions on the corporate bodies. Use this 667 note on the NAR for the corporate body to indicate subject cataloging usage:

```
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
```

subject. Works about this person are entered under [personal name heading].

Assign value “n” in 008/11 and value “b” in 008/15.

Examples:

```
008/11 = n
008/15 = b
110 1# $a United States. $b President (1923-1929 : Coolidge)
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
        subject.
        Works about this person are entered under Coolidge, Calvin,
        1872-1933.
```

```
008/11 = n
008/15 = b
110 2# $a Catholic Church. $b Pope (1503-1513 : Julius II)
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
        subject. Works about this person are entered under
        Julius II, Pope, 1443-1513.
```

See also DCM Z1 008/11 and DCM Z1 008/15.

(b) Earlier/later linear jurisdictional name changes

It is LC subject cataloging policy to assign as a subject access point or as a geographic subdivision only the latest name of a political jurisdiction that has had one or more earlier names, as long as the territorial identity remains essentially unchanged (cf. SHM H 708). When creating a NAR with an earlier/later authorized access point for a place in in this situation, catalogers must add a 667 subject usage note to the authority record with the earlier place name and adjust the appropriate 008 fields (008/11 and 008/15).

Example:

```
008/11 = n
008/15 = b
151 ## $a Ceylon
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
        subject. Works about this place are entered under Sri Lanka.
```

(2) Add this note to a name authority record for a city section indicating that it is not appropriate for use as a geographic subdivision (see SHM H 835 for more information):

```
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
        geographic subdivision.
```

Example:

151 ## \$a Hollywood (Los Angeles, Calif.)
 667 ## \$a SUBJECT USAGE: This heading is not valid for use as a
 geographic subdivision.

(3) NARs for families

Authorized access points for family names are valid for subject use. For family name authority records that reflect past practice (which considered them invalid for subject use), update the records to set the 008/11 and 008/15 values to “a” and delete the following subject usage note:

667 ## \$a SUBJECT USAGE: This heading is not valid for use as a
 subject; use a family name heading from LCSH.

Non-Latin script reference notes

In an authority record that contains a non-Latin script variant access point, use the 667 field with a note stating: “Non-Latin script reference not evaluated.” If there are multiple non-Latin script variant access points, use a note stating: “Non-Latin script references not evaluated.” Assign 008/29 value “b” to indicate that the variant access point is not evaluated.

Example:

008/29 = b
 100 1# \$a Xi, Jinping
 400 1# \$a 习近平
 400 1# \$a 習近平
 667 ## \$a Non-Latin script references not evaluated.

PCC URIs in MARC Pilot notes

From 2019-2023, participants in the PCC URIs in MARC Pilot were required to add notes in field 667 indicating that URIs had been added to the authority record. Such notes are no longer required. If updating an authority record containing such a note in a 667 field, the note may be deleted.

Examples:

667 ## \$a URIs added to this record for the PCC URI MARC Pilot. Please
 do not remove or edit the URIs.

(Note may be deleted)

667 ## \$a URIs added to 3XX and/or 5XX fields in this record for the
 PCC URI MARC Pilot. Please do not remove or edit the URIs.

(Note may be deleted)

MESSAGE notes (LC practice)

Use a note in the 667 field to indicate that an authority record is not yet finished or that it needs further investigation. Use the note only when the work cannot be completed promptly.

If a new authority record cannot be completed immediately, adjust the code in LDR/17 from “n” to “o” and add the 667 note: “MESSAGE: Early notice.” When the record has been completed, change the code back to “n” and delete the 667 MESSAGE note.

If an existing authority record needs investigation that cannot be completed immediately, adjust the code in 008/31 from “a” to “b” and add this 667 note:

667 ## \$a MESSAGE: Being updated.[code and date]

Additional information explaining the problem may be added, if considered useful. When the record has been revised as necessary, change the value back to “a” and delete the 667 MESSAGE note.

SARs

(1) Notes on the title proper:

There may be a clear pattern of fluctuation between two or more forms of title proper of a numbered series (based on information in the database or from items in hand). There may be a change in the form of the title proper that is not considered a title change (see RDA 2.3.2.13.2). Use a 667 field in lieu of a 670 field to indicate the different title proper that is not generating its own SAR. Give that form of the title proper in a 4XX field.

Examples:

667 ## \$a Some issues have title: [title proper]

667 ## \$a Vol. 8 has title: [title proper]

(Used for fluctuating titles)

667 ## \$a Vols. 9- have title: [title proper]

(Used for a minor title change)

If the subtitle could be interpreted as the title proper of the series or as a subseries, note the subtitle in a 667 field, record it in a 670 field, and give it as a 4XX variant access point.

667 ## \$a Subtitle: [title of subtitle]

Do not use the 667 field to indicate variant titles of the series title proper found on the same item (e.g., form of series title on cover is different from form of series on series title page); note the variant titles in 670 field(s) and give them as 4XX variant access points.

(2) Notes on the relationship to other series/records:

If a series authority record represents a publication that is a successive entry that has occurred after a series was last handled under pre-AACR 2 rules but for which no SAR yet exists, give the information only in a 667 field rather than in 675/5XX fields. Label it, in square brackets, as an unevaluated catalog entry form.

667 ## \$a Continues: [pre-AACR 2 catalog entry form]
(Unevaluated catalog entry form)

667 ## \$a Continued by: [pre-AACR 2 catalog entry form]
(Unevaluated catalog entry form)

When the pre-AACR 2 catalog entry form is being evaluated in terms of construction of the RDA authorized access point, delete this 667 and replace it with appropriate 675/5XX fields on both SARs.

If the earlier publication was not analyzable, give the information only in a 667 field rather than in 675/5XX fields.

Example:

667 ## \$a Continues the not-analyzable serial: Directory of computer assisted research in musicology.

When the optional linking variant access point cannot be given between the RDA form and the previous form due to NACO normalization, if desired give the previous authorized access point's information in a 667 field. Use one of the notes given below. (See "NACO normalization" section in Introduction.)

Use this 667 note if the variant access point would normalize to the same form as the RDA authorized access point or another variant access point on the same record or to the same form as an authorized access point on another record:

667 ## \$a Old catalog heading: _____.

Use this 667 note if two or more pre-RDA authorized access points will be treated as one authorized access point under RDA:

667 ## \$a Includes old catalog headings: [pre-RDA a.a.p. 1]; and,
[pre-RDA a.a.p. 2].

Use this 667 note if one pre-RDA authorized access point will be split under RDA:

667 ## \$a Previous to RDA covered by: [AACR2 a.a.p.].

(3) Notes on the publisher/issuing body:

When there are more than two changes of publisher or when there have been more than two different consecutive bodies both issuing and publishing the publication, give all of the changes in separate 643 fields or use only one 643 field and give an explanation in a 667 field. The explanation should be as specific as is appropriate for the situation.

Examples:

667 ## \$a Imprint varies.

667 ## \$a Publisher varies.

667 ## \$a Published by various offices of the Division of Education.

(4) Notes on the type of publication:

If the series is a document series, give a 667 note:

667 ## \$a Document.

If the publication has changed its identity (e.g., from a monographic series to a periodical), give a 667 note that indicates what happened, which will explain why a full set of analytic records is not available.

Examples:

667 ## \$a Telephone call to publisher, 11-2-88: Change in pattern of publication; v. 1-17 monographic works, v. 18- collections of articles.

667 ## \$a Publication was periodical for v. 1-3; monographic series beginning with v. 4.

(5) Notes on the handling of series-like phrase:

667 ## \$a Do not give as a quoted note.

667 ## \$a Give as a quoted note.

667 ## \$a Give as a quoted note if [name of publisher] is not recorded in the publication, distribution, etc. area of the bibliographic record.

(For phrase that combines name of publisher and a generic term)

667 ## \$a Is an imprint, not a series. Record in publication, distribution, etc. area of the bibliographic record.

(For imprint that could be construed to be a title, e.g., Metropolitan Books)

667 ## \$a Give as a quoted note, including the number, e.g., AAI no. 85-41.

667 ## \$a Give as other title information in the title and statement of responsibility area of the bibliographic

record.

(6) Notes on an undifferentiated phrase record:

When converting a series-like phrase for a single phrase to an undifferentiated phrase record to cover the same phrase used by more than one publisher, give a 667 note using the wording given below. (See the Introduction for more information about these records.)

667 ## \$a Undifferentiated phrase record: Covers all instances when this character string used by any publisher is considered to be a series-like phrase; if character string is to be series, separate SAR has been made.

Optionally, provide a second 667 note: "Give as a quoted note." If a different handling is desired for one instance of the phrase, either (a) make a separate phrase SAR and add a qualifier to its 1XX entry, or (b) add another 667 note in the undifferentiated phrase SAR: "For resources published by [____], give the phrase as [____]."

(7) Notes on the post-cataloging authority records:

When creating a post-cataloging SAR, that is, one established without the piece in hand, give a 667 note with the wording below:

667 ## \$a Series authority record created without piece in hand.

When a preliminary record with this note is upgraded to full level, delete the note.

(8) Miscellaneous notes:

667 ## \$a Previous to AACR 2 subsumed under made-up set for UN documents.

(See 64X section for more information about UN documents)

667 ## \$a First printing of vol. 8 of the Princeton theological monograph series erroneously carried the series statement: Pittsburgh theological monographs.

667 ## \$a Phone call to Borgo Press 1-20-84: Starmont Press series; Borgo reprints all titles generally 6 months to a year later in cloth.

667 ## \$a Lacked analyzable titles until v. 9.

667 ## \$a Indexed in: Social sciences index.

(For a series not being analyzed)

667 ## \$a Establish separate records for English and Spanish titles if Spanish edition of v. 3 is received.

670 Source Data Found

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.

This 670 section covers the following topics:

- Introduction
- Format of 670 fields
- Recording names and titles
- Recording dates
- Justifying variant access points
- Justifying other elements
- Recording other data
- Special types of citations

Introduction

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 entity, that justify the choice of the name or title and any additional elements used to construct the authorized access point (1XX). The information also justifies, as needed, variant forms of the name or title (4XX), other identifying elements (046, 3XX, and 678), and clarifies relationships between the 1XX and other entities in the file.

Functions of the 670 field:

- To record information, from sources (e.g., books, phone calls, websites), in support of the choice and form of the authorized access point, variants, and other identifying elements
- To store information that may be used to break a conflict later
- To record information on relationships between entities (e.g., a person is the author of a work, a corporate body was absorbed by another corporate body)
- To identify a person with works in diverse subject areas or of diverse forms
- To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal names)
- To clarify whether different forms of a name or of a title are simply variations or reflect a change in the name or title
- To record research required by the current guidelines
- To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate authorized access points and misattributions
- To support machine manipulation based on algorithms using information in the 670

Generally, the first 670 field cites the resource for which the authority record is being established, i.e., the resource being cataloged. If the resource being cataloged or consulted provides no information to justify the authorized access point, variants, or other elements recorded in the NAR, see the 675 section of DCM Z1 for instructions on citing the resource in a 675 field.

Give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields when adding new 670 fields.

When adding subsequent 670 fields, prefer objective, authoritative sources (e.g., an encyclopedia) and those sources that provide firsthand information (e.g., an author's blog). Use sources that provide additional information rather than repeating information that is already present in other 670 fields.

Best practices for 670 fields:

- In subfield \$b, summarize and edit information found as needed to avoid extraneous or repetitive information.
- Avoid citing subjective information or information that is of dubious value in identifying an entity within a bibliographic context.
- Exercise caution when recording information about living persons that may be private or controversial in nature.

670 fields in existing NARs may not conform to these guidelines. For example, 670 fields in older NARs may lack subfield \$b with justifying information. 670 fields in NARs that were part of a special project may not conform to these guidelines and/or may contain information that seems unusual or incorrect. For information about 670 fields in authority records that were part of a special project, see DCM Z12 (Special Projects for Name Authority Records and Bibliographic Records).

Note: The examples given throughout the following text have various conventions in regard to punctuation and style. These conventions are **not prescriptive** and should be considered as best practices to facilitate the exchange of information in a shared database environment. 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.

Format of 670 fields

General

With the exception of the eszett (ß or f₃) and the euro sign (€), all characters found in the MARC code table (<http://www.loc.gov/marc/specifications/specchartables.html>) are valid for use in authority records contributed to the LC/NACO Authority File (see LC-PCC PS 1.4). When pasting data from a website into a 670 field, verify that all characters are valid for use in the record. Some non-valid characters resemble those that are valid. For example, the invalid en dash (–) resembles the valid hyphen-minus (-).

If a substitution for a symbol that cannot be reproduced is given in brackets (see LC-PCC PS 1.7.5), an explanation of that interpolation may also be provided.

Example:

670 ## \$a Poch, Dina K. I [love] my in-laws, 2007: \$b t.p. (I [love] my in-laws; "[love]" appears as a heart symbol on the t.p.)

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, where vowels are commonly omitted from the orthography of texts, the cataloger supplies the missing vowels when transcribing data. When transcribing text that does include the vowels, add after it in brackets **[voc.]** or **[part voc.]** as appropriate.

If a cataloger chooses to provide nonroman script variant access points, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

Example:

670 ## \$a Seun sangga kū isang, 2015: \$b t.p. (세운 상가 = Seun Sangga)

When authority records are created using automated authority generation programs, additional information may be included. This data may also be formatted in a different way than instructed in this document. Generally, this data should be retained as generated to maintain the cost effectiveness of this process unless the data is confusing or causes validation errors. The exceptions to this are 1) names and titles for which NARs are created and 2) BGN citations. Follow the instructions in those sections for recording this data.

Subfield \$a – Source citation

A 670 field should include the following data in subfield \$a:

- 1) The title proper of the resource being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with the creator's name that would begin the authorized access point for the work. If the authorized access point for the work is the same as the title proper plus a qualifier, it may be provided instead of the title proper to avoid ambiguity. When information in subfield \$a of a 670 field is provided to justify an authorized or variant access point, follow the additional instructions at *Recording names and titles*.
- 2) The date of publication.

Examples:

670 ## \$a Barlow, Nadine G. Mars, 2008: \$b t.p. ([data])

670 ## \$a Socialism (Routledge (Firm)), 2003: \$b \$b t.p. ([data])

Also see the guidelines below for specific categories:

- **Multipart monographs.** If the part is the first part, give the date of publication as an open date.

- **Serials other than monographic series.** Generally, use a chronological designation instead of a publication date. 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, February 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])

```

- **Integrating resources.** Apply the instructions at RDA 2.2.2.4.2 for source of the title proper of a website. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating websites, update number or release number for updating loose-leaves).

```

670 ## $a Internet Broadway database, viewed on Jan. 21,
      2003: $b about IBDB (League of American Theatres
      and Producers)

```

Subfield \$b – Information found

A 670 field should include the following data in subfield \$b:

- 1) The specific location(s) of the information found. For multipart resources with numbered parts, provide the designation of the part and the location within the part (e.g., v. 6, page 10; map recto, label). Abbreviations or spelled-out forms may be used (e.g., t.p. or title page).
- 2) Information found. Following the location, cite the information found there, enclosed in parentheses. 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.)

Examples:

```

670 ## $a The complete guide to creating enduring festivals, 2015:
      $b title page (Dr. Ros Derrett, OAM) page xi (Roslyn
      Derrett)

```

```

670 ## $a Da real world, 1999: $b container (Beyoncé)

```

```

670 ## $a The World Book encyclopedia, 2010: $b v. 17, p. 106 (Sand,
      George; 1804-1876; pen name of Amantine-Lucile-Aurore
      Dupin)

```

Also see the guidelines below for specific categories:

- **CIPs¹.** If the authorized access point (1XX) is being constructed from a CIP at the galley stage, precede the first location with “CIP” (e.g., CIP t.p., CIP data view).

670 ## \$a Arts-based research in education, 2008: \$b CIP t.p. (Richard Siegesmund) galley (associate prof. in the Lamar Dodd School of Art, Univ. of Georgia)

- **Internet resources.** For websites, provide the name of the location within the website if appropriate (e.g., about us; history, timeline; government, executive branch).

670 ## \$a Amistad Research Center (Website), viewed on May 23, 2016: \$b history of the center (Amistad Research Center; established in 1966)

- **Multiple locations within a resource.**

- **CIP and published resource.** When adding to a 670 field created for a CIP, indicate that the new information is from the published resource.

670 ## \$a New literacy narratives from an urban university, 2013: \$b CIP t.p. (Sally Chandler) book t.p. (Sally W. Chandler, Kean University)

- **NARs.** For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for sequence p. 316-325, 329-331).

670 ## \$a Drevon, André. Alice Milliat, 2005: \$b title page (Alice Milliat) page 9, etc. (born Alice Joséphine Marie Million on May 5, 1884 in Nantes; died May 19, 1957; female athlete)

- **SARs.** For SARs, always give each location separately.
Note: Specific location was not given on “n42-” (retrospective) SARs.

PCC series practice: In post-cataloging authority work without the piece in hand, use the location “resource not in hand.” If the piece is examined again and the authority record is updated, it is allowable to edit the corresponding 670 field to provide a location and additional forms of series titles as needed.

670 ## \$a From child to adult, 1970: \$b resource not in hand (American Museum sourcebooks in anthropology)

¹ For a period of time, the acronym ECIP (electronic Cataloging in Publication) was also used in 670 fields. That practice was subsequently abandoned. There is no need to change ECIP to CIP in existing older-style citations.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

Catalogers may *optionally* provide a uniform resource identifier (URI) in subfield \$u of the 670 citation to link to the cited resource if it contains significant information related to the established entity that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the authorized access point (including additions) or variants (this information will continue to be available if the site changes or disappears). However, information found in online sources may be added to the 046 or 3XX fields with the appropriate citations in subfields \$v and \$u and not repeated in a 670 when that information is not used in the 1XX or a 4XX.

If a URI is included in a 670, it must be given in subfield \$u. The subfield \$u should contain only the URI and no additional data (e.g., do not enclose the URI within parentheses and do not include words in the subfield \$u).

Example:

670 ## \$a British Oceanographic Data Centre, viewed on 23 November 2009: \$b about us (British Oceanographic Data Centre, National Environment Research Council; BODC, is a national facility for looking after and distributing data concerning the marine environment) \$u <http://www.bodc.ac.uk/>

Recording names and titles

Record names or series titles used in the authorized access point or variant access points in full, as they appear in the source, without abbreviation by the cataloger.

When preparing an authority record for the text of a law or a subject compilation of laws, 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.

Example:

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 name authorities, include in the data cited all the hierarchy required to justify needed variant access points. Use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should not be recorded.

For all of the above categories, if the only presentation 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 or later name or title is found in the same source as the name or title in the authorized access point, give all the information in the 670 field. Do not separate the information about the earlier or later name or title in order to give it in a 675 field.

Example:

670 ## \$a Strafvollzug, 1985: \$b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium
Nordrhein-Westfalen)

Recording dates

To facilitate international contribution and use of authority records, when recording dates, generally use the spelled out or abbreviated forms for months as the U.S. practice for recording dates using numerals differs from the practice in some other countries. (For dates recorded using automated authority generation programs, see the *Format of 670 fields* section of this document.) Do not change the style of dates in existing records. As a best practice, if a date is not included in subfield \$d of the 100 field, consider adding a 046 field if dates are available.

Justifying variant access points

Justify names or titles given as variant access points by information cited from sources. However, justification is not required in the following cases:

- (1) Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies;
- (2) A variant title derived from the resource being cataloged, from other resources cataloged under the same access point, or from information in standard reference sources;
- (3) References for authorized access points of corporate bodies reflecting changes due to national orthographic reform, changes in names due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (4) Optional references from AACR2 or pre-AACR 2 forms on SARs and on retrospective NARs.

Justifying other elements

Information recorded in the 046, 3XX, or 678 field of the authority record should generally be justified unless it is otherwise obvious from information recorded in subfield \$a of a 670 citation or it can be easily inferred from other identifying elements recorded, including the preferred name.

For the 046 field and many of the 3XX fields, a subfield \$u or subfield \$v recorded in the same field may be used instead of or in addition to a 670. See the 046 section of this document for guidelines on subfield \$u and subfield \$v.

Recording other data

NARs. Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access point. 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/NAF. When converting information found in obsolete or non-active MARC fields (e.g., 664, 665, 666) into a 670 note, cite the LC/NAF in a citation such as those provided in the examples below:

```
670 ## $a Info converted from 665 field in this record, [date of
      conversion] $b ([data converted from 665 field])
```

```
670 ## $a 665 info formerly in this record $b ([data moved from
      665 field])
```

LC database. For LC catalogers not working in OCLC, “LC database” as used in a 670 subfield \$a equals name and 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 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 **access point:**² (or **MLC access point:** if appropriate), give the access point (or access points) found, even if it is the same as the current authorized access point.

² Formerly these citations were given using the labels **hdg.:** and **MLC hdg.:**. Do not change existing citations using these labels.

If different forms of the name appear in the bibliographic records, record the access point and also any forms found, including usage identical to the authorized access point. Separate the access point from the other forms, and preface the other forms with an appropriate label, e.g., **usage:**³ or **non-transcribed form:**.⁴ Do not normally cite specific bibliographic records or the exact location of the variations found.

670 ## \$a LC database, Jan. 5, 2015 \$b (access point:
Smith, Julius Harold, 1924-; usage: J. Harold
Smith)

670 ## \$a LC database, Mar. 11, 2016 \$b (access point:
Swedish American Corporation; non-transcribed
form: 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 access points 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 construction of the authorized access point. If the authorized access point 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 access points. However, when the information is useful, document its source in the 670 field, e.g., **MLC access point:** 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.

³ “Usage” for bibliographic records refers to the transcribed forms of name usually found in statements of responsibility of bibliographic records. It may also appear in other parts of the bibliographic record such as a title proper or a quoted note. Because of changes in cataloging instructions, catalogers should be careful when taking information from the publication statement, distribution statement, etc. and the series statement.

⁴ “Non-transcribed form” for bibliographic records refers to a form of the name that may not represent a transcribed form. For example, in AACR2 records, a publisher’s name that appeared on the resource as “ABC Publishing Company” might have been recorded in the publication statement as “ABC Pub. Co.” Normally, there is no need to cite such a form in a 670 field. Formerly, this citation was given as **variant:** (not the same as a variant citation for another database such as GNIS or a variant form of name found on a resource). Do not change existing citations using this label.

Citing other files or catalogs. If an access point is found in a manual catalog or online database, 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 M/B/RS Collections Authority file $b ([data])
670 ## $a New Delhi MARC file $b ([data])
670 ## $a MWA/NAIP files $b ([data])
670 ## $a NUC pre-56 $b ([data])
670 ## $a NRMM $b ([data])
670 ## $a BNF in VIAF, [date] $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)
```

U.S. Board on Geographic Names (BGN).⁵ Provide the name of the database and the date searched in subfield \$a. For domestic names, cite “GNIS” or “Geographic names information system”. For foreign names, cite “GNS” or “Geographic names server”. In subfield \$b provide names given for the entity, feature designation or class, coordinates, and name of larger place if appropriate. (Other relevant information may also be provided.)

When recording the feature designation or class, it is acceptable to use either the code (e.g., PPL) or its spelled-out form (e.g., populated place). For foreign names, convey the name type (e.g., conventional, approved, short, etc.) within brackets or parentheses after the name. Repeat the brackets or parentheses after each name of this type. Variant names (including non-roman script names) may be given in a single listing.

When recording the coordinates, it is acceptable to use the DMS format (degrees, minutes, seconds), the DD format (decimal degrees), or both formats.

```
670 ## $a GNIS, viewed May 5, 2016 $b (Allegany County; civil,
    39°37'17"N 078°41'56"W, located in Maryland; variant:
    Alligany County)
    (Cataloger has opted to record the DMS coordinates)
```

The coordinates may be recorded as found. However, if the database displays the coordinates using colons to separate the DMS components and positive and negative values to convey the hemisphere, it is acceptable to translate the coordinates to traditional DMS format if desired. Use the degree sign (not superscript zero) to show degrees, the miagkii znak (modifier letter prime) for minutes, and the tverdyi znak (modifier letter double prime) for seconds. For coordinates of

⁵ GNIS (US domestic names; URL: <https://edits.nationalmap.gov/apps/gaz-domestic/public/search/names>); GNS (foreign names; URL: <https://geonames.nga.mil/geonames/GeographicNamesSearch/>)

latitude, a negative value corresponds to the Southern hemisphere. For coordinates of longitude, a negative value corresponds to the Western hemisphere.

670 ## \$a GNS, viewed August 17, 2022 \$b (Agua Blanca [approved]; populated place in Manabí, Ecuador; -1:31:58, -80:44:16; variant: Agua Clara)
(Cataloger has recorded the DMS coordinates as found)

670 ## \$a GNS, viewed August 17, 2022 \$b (Agua Blanca [approved]; populated place in Manabí, Ecuador; 1°31'58"S, 80°44'16"W; variant: Agua Clara)
(Cataloger has translated the DMS coordinates to traditional format from: -1:31:58, -80:44:16)

670 ## \$a Geographic names server, viewed August 17, 2022 \$b (Moca (approved); PPLA2 in Cibao Norte, Dominican Republic, 19:23:37, -70:31:34; also an ADMD of the same name in Cibao Norte)

670 ## \$a Geographic names server, viewed August 17, 2022 \$b (Taitung [conventional], Taitung County [conventional], Taidong [approved], Taidong Xian [approved]; ADM1 in Taiwan, 22:53:01, 121:02:54; variants: Taidong Sian; T'ai-tung; T'ai-tung Hsien; non-roman script: 臺東縣; 臺東)

Generally follow these same conventions when citing other geographical name databases, as applicable.

670 ## \$a Canadian geographical names database, February 11, 2021 \$b (Quesnel; city; location: Cariboo Land District, British Columbia; 52°58'47"N, 122°29'37"W; 52.979722, -122.493611)

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 Email from publisher, April 3, 2016 \$b (_____)

Citations for republication SARs. 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 Series Treatment, Republications for more information about republications.)

670 ## \$a Large print edition/Fool's coach, c1989: \$b CIP t.p.
(An Evans novel of the West)

Citations for undifferentiated NARs. For information on existing 670 citations found in undifferentiated NARs, see DCM Z1, 008/32 Undifferentiated Personal Name.

672 Title Related to the EntityGeneral

The 672 field may be used to record a title that is related to the entity represented by the 100, 110, 111, or 151 in the name authority record. For example, in an authority record for a corporate body, 672 fields may be used to record titles for which the corporate body is a creator, issuing body, or subject. The primary purpose of the 672 field is to document that there is a relationship between the 1XX entity and the title recorded in the 672 field.

Use of the 672 field does not negate the need to use the 670 field for the title for which the authority record is being created, nor to use the 670 fields to justify information recorded in the 1XX and 4XX such as preferred and variant forms of name.

New 672 fields may be added after existing ones to record additional titles associated with the entity. Do not routinely delete or change existing 672 fields when inputting new 672 fields.

Non-Latin script elements should be given in romanized form.

A title recorded in a 672 field in subfield \$a may be a title proper, title proper of series, preferred title, etc. Titles should be recorded following the appropriate RDA and LC-PCC PS instructions for that element. Apply the same instructions on non-filing characters in the 245 field to record the number of non-filing characters in the second indicator of the 672 field.

Examples:

```
100 1# $a Carey, Jacqueline, $d 1964-
672 #0 $a Angels
672 #0 $a Kushiel's scion
      (672 fields with titles proper)
```

```
100 1# $a Carey, Jacqueline
672 #4 $a The Crossley baby
      (672 field with title proper)
```

```
111 2# $a Vatican Council $n (2nd : $d 1962-1965 : $c Basilica di San
      Pietro in Vaticano)
672 #0 $a Constitutio de sacra liturgia
      (672 field with preferred title)
```

```
151 ## $a Spain
672 #0 $a Llei d'enjudiciament civil i normes complementàries
      (672 field with variant title for the work associated with the Catalan expression
      of the work and date of expression)
```

Subfield \$b – Remainder of title

When recording a title proper, subfield \$b may be used to record the other title information or parallel title proper to eliminate confusion for titles needing further identification.

Examples:

672 #0 \$a United States history \$b a selective guide to information
sources
(Subfield \$b contains other title information)

672 #4 \$a Las estrellas \$b Stars
(Subfield \$b contains parallel title proper)

Subfield \$f – Date

Subfield \$f is used to record a date appropriate to the entity recorded in \$a (e.g., use date of work for a preferred title and date of publication for a title proper). Do not use brackets in \$f when recording a supplied date of publication or production. Do not give a date of distribution, date of manufacture, or copyright date in \$f.

Examples:

672 for work:

672 #0 \$a Amor en los tiempos del cólera \$f 1985
(Date of work)

672 for expression:

672 #0 \$a Love in the time of cholera \$f 1988
(Date of English expression of Amor en los tiempos del cólera)

672 for manifestation:

672 #0 \$a Miłość w czasach zarazy \$f 2005
(Date of publication of manifestation of Polish expression of Amor en los tiempos del cólera)

Subfield \$w – Bibliographic record control number

Subfield \$w is used to record bibliographic record control numbers (e.g., 001, 010, and 016 fields in bibliographic records). It is recommended that catalogers provide \$w when readily available. Subfield \$w should be repeated for each instance of a separate control number (e.g., an LCCN and an OCLC record number should be provided in separate subfields). For further instructions on inputting record control numbers, see the subfield \$w section within the CONSER Editing Guide (CEG) – Section E. MARC 21 Format for Serials as Applied within CONSER – Variable Data Fields – 76X-78X Linking Entries – Linking Entry Fields General Information.

Note: subfield \$w should only be used with titles for the manifestation.

Example:

[in \$w “#” = space input by cataloger]

672 #0 \$a Bread and other bakery products industry \$w (DLC)###88646267
\$w (OCoLC)3774505 \$w (CaOONL)84079116XE

673 Title Not Related to the Entity*General*

The 673 field may be used to record a title that is not related to the entity represented by the 100, 110, 111, or 151 in the name authority record. For example, in an authority record for a person, the 673 may be used to record the titles of works written by a different person with a similar name. The primary purpose of the 673 field is to document that there is no relationship between the 1XX entity and the title recorded in the 673 field.

Use of the 673 field does not negate the need to use the 675 field as described in the 675 section of DCM Z1.

New 673 fields may be added after existing ones to record additional titles associated with the entity. Do not routinely delete or change existing 673 fields when inputting new 673 fields.

Non-Latin script elements should be given in romanized form.

A title recorded in a 673 field in subfield \$a may be a title proper, title proper of series, preferred title, etc. Titles should be recorded following the appropriate RDA and LC-PCC PS instructions for that element. Apply the same instructions on non-filing characters in the 245 field to record the number of non-filing characters in the second indicator of the 673 field. For specific subfields in the 673 field, apply the same instructions given in the 672 section of DCM Z1.

Examples:

[in \$w “#” = space input by cataloger]

```
100 1# $a Carey, Jacqueline, $d 1964-
673 #4 $a The Crossley baby $f 2008
```

(Title proper associated with different Jacqueline Carey)

```
110 2# $a National Gallery of Art (U.S.)
673 #0 $a Paintings and drawings on the backs of National Gallery
pictures $w (DLC)###47008205 $w (OCoLC)1654530
```

(Title proper associated with the National Gallery in London)

BUT NOT

```
110 2# $a National Gallery of Art (U.S.)
673 #0 $a Impressed by light : $b British photographs from paper
negatives, 1840-1860
```

(Although the National Gallery of Art is not the creator, it is the publisher so this title should be recorded in a 672)

675 Source Data Not Found

In April 2012 this field was redefined as: “Citation for a consulted source in which no information is found related in any manner to the entity represented by the authority record or related entities.” LC/PCC catalogers are not required to change any existing 675 fields simply to meet this new definition.

When creating a new NAR always cite the resource being cataloged in the 675 field if the item being cataloged provides no information related in any manner to the entity represented in the authority record. Also cite in the 675 field other sources consulted that contain no information, when that very lack of information is considered worth recording for future users of the authority record.

Examples:

```
675 ## $a Oxford classical dictionary, 1996
675 ## $a GEOnet, viewed April 2, 2014
```

However, it is not always necessary to include in the 675 field every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record.

678 Biographical or Historical Data*General*

When supplying biographical or historical data in a 678 note field, construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.

Examples:

678 0# \$a Joseph Smith, Jr. (1805-1844) was a Mormon prophet and founder of the Church of Jesus Christ of Latter-day Saints.

678 1# \$a The North Atlantic Treaty Organization (NATO) is a political and military alliance founded upon the signing of the North Atlantic Treaty on 4 April 1949. It has member countries from North America and Europe. Since 1999 several former Warsaw Pact countries have joined NATO including Hungary, Bulgaria, and Romania. Additional non-member countries participate in NATO programs such as the Partnership for Peace.

The 678 field was previously used to preserve useful biographical/historical information pertaining to the 1XX when manual NARs and SARs were converted to machine-readable form. When adding biographical or historical information to NARs, the 678 note field should be upgraded to contain full sentences.

Repeatability:

Do not repeat this field.

7XX Heading Linking Entries - General Information

Note: This section does not apply to the 781 field used in 151 name authority records to provide geographic subdivision information. See DCM Z1, 781 section, for instructions for that field.

General

NACO members who have approval from the **Policy, Training, and Cooperative Cataloging Programs Division** may add or edit a 7XX linking entry field in an authority record. Other NACO contributors should not add, modify, or delete a 7XX linking entry field.

The use of an established heading linking entry 7XX field in an NAR or SAR is limited to recording the authorized access point from a national bibliography or in a separate national authority file. The purpose of including a 7XX is usually to allow a national bibliographic agency to retain its own authorized access point in its own bibliographic records, while still contributing name authority records to the LC/NAF.

The form of heading in a 7XX field may match the 1XX form or a 4XX form in the same authority record. This is appropriate when the 7XX field form represents a form found in a different authority file than the LC/NAF.

Example:

```
130 #0 $a 123 Takalani Sesame (Series)
730 #7 $a 123 Takalani Sesame (Series) $2 sanb
```

The source of the heading in the 7XX field may be specified using either second indicator value “7” with subfield \$2 or a second indicator value that specifies the source. Authority records containing 7XX fields from Library and Archives Canada may use either method.

7XX fields used during the US RDA Test

During the 2010 US RDA Test, 7XX fields with second indicator value “4” were added to NARs and SARs to document RDA authorized access points used in test bibliographic records. These fields have all been deleted in the authority records.

781 Subdivision Heading Linking Entry – Geographic Subdivision*LC/PCC optional practice:*

For a geographic name heading that may also be used as a geographic subdivision, determine the form in which the heading is to be used as a geographic subdivision following the guidelines in instruction sheet H 830 of the *Subject Headings Manual*. Enter the text of the geographic subdivision form in a 781 field with second indicator 0. For a geographic heading that is used directly, such as a country, enter the data in a single \$z subfield. For a geographic heading that is used indirectly through a larger geographic entity, such as a city, enter the data in two successive \$z subfields. Use no other subfields. Make no changes to values in bytes of the 008.

Examples:

```
151 ## $a France
781 #0 $z France

151 ## $a Paris (France)
781 #0 $z France $z Paris

151 ## $a Lycia
781 #0 $z Turkey $z Lycia

151 ## $a Sydney (N.S.W.)
781 #0 $z Australia $z Sydney (N.S.W.)

151 ## $a Valencia (Spain : Region)
781 #0 $z Spain $z Valencia (Region)
```

Do not add a 781 field to a record for a geographic name heading that is not appropriate for use as a subject added entry (008/15 value “b”), such as the earlier name of a jurisdiction that has undergone a linear name change, for example, **Ceylon**.

Do not add a 781 field to a NAR for a place name that is not appropriate for use as a geographic subdivision, such as a city section, for example, **North End (Boston, Mass.)**

Follow these guidelines for newly-created authority records. Add a 781 field to an existing record when making any other change to it. If revising an existing record that contains a 667 field subject cataloging usage note indicating the proper geographic subdivision form, delete the 667 field and replace it with a 781 field.

LC subject catalogers may optionally send a message to [PTCP \(policy@loc.gov\)](mailto:PTCP(policy@loc.gov) and ask to have the NAR updated.

952 Cataloger's Permanent NoteContent Designation

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Cataloger's permanent note

General

This is a local LC field.

This field is repeatable.

Use this field to record information about special local decisions made regarding the record.

```
952 ## $a eb02 consulted
```

A note "Online," used for a period of time to identify newly created records that were candidates for unobtrusive quality review, was deleted programmatically during the conversion from **LC's previous system (MUMS) to the current LC Database**.

During the conversion from MUMS, a 952 note "RETRO" was added to records that had value "b" in MUMS fixed field box 43. This identifies records originally created as part of the retrospective project to convert manual LC authority cards to machine-readable form. The records may not contain all notes and references found on the original 3x5 cards.

Previously, LC's Rare Materials Section (formerly Rare Book Team) used this field in some records to specify the subcollection name in the Rare Book and Special Collections Division.

```
110 2# American Imprint Collection (Library of Congress)
952 ## RBSCD subcollection name = 852 $m: Am Imp
```

This information is now maintained in the ILS Locations Authority File rather than the 952 field.

953 Local Staff Codes

As of November 20, 2012, this local LC field is not actively applied.

Content Designation

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Code of staff creating record
\$b	Code of staff modifying record

General

This field is a local LC field.

This field is not repeatable.

This field contains the cataloger codes of LC staff creating or modifying the record in the LC Database. This field is added or updated only by catalogers working in the LC Database.

When creating a new record, input your cataloger's code in 953 \$a. When revising a record that has a 953 field, add or adjust the code in 953 \$b; if there is an existing code in 953 \$b, replace it with your own code. When revising a record that does not already have a 953 field, add only a 953 \$b; do not "make up" a 953 \$a.

Input codes as four characters: two lowercase letters and two numerals, e.g., ta18.

During the conversion from **LC's previous system** (MUMS), data in MUMS fixed field box 25 was transferred to 953 \$a and data in MUMS fixed field box 26 was transferred to 953 \$b. If there was no data in MUMS fixed field box 25, a "dummy" code of xx00 was generated in 953 \$a.

958 Note – Confidential Information*Content Designation*

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Confidential information

General

This is a local LC field.

This field is not repeatable.

Use this field for confidential information that should be preserved in the record but should not be distributed outside LC, e.g.

958 ## \$a d. of b., 1902, not to be used until after death of author,
per author's request, Jan. 23, 1957--LC manual auth. cd.

985 Record HistoryContent Designation

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Agency that keyed record/Record history
\$b	Network used for first level of keying
\$c	Network transmitting record to LC
\$d	Date record entered in original or transmitting network
\$e	Responsible LC application

General

This is a local LC field.

This field is repeatable.

This field is generated for *new* records contributed from the NACO nodes or LC's overseas offices or loaded as a special project.

985 fields containing outdated information about the contractor that originally keyed the record were deleted programmatically during the conversion from **LC's previous system (MUMS) to the current LC Database.**

Do not change or delete this field.

APPENDIX 1: AMBIGUOUS ENTITIES

Ambiguous Entities

1 INTRODUCTION

1.1 Background

Most access points representing entities fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, works or expressions, named meetings, etc., in the name authority file or as topical subject headings, named objects such as names of automobiles, geographical features, etc., in the subject authority file. There are, however, certain named entities that have been problematic as to

- a) whether the authority record for the authorized access point should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and
- b) how the access points should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of access points for such entities, the former Office for Descriptive Cataloging Policy (Desc Pol) and the Office for Subject Cataloging Policy (Subj Pol), working under the aegis of the Director for Cataloging, developed guidelines with respect to

- a) the responsibility for establishing the authorized access points;
- b) the conventions to be used in formulating the authorized access points;
- c) the tags to be used for content designation; and
- d) the file (name and subject authority) in which the authority records for them should reside.

In 1994, the Cooperative Cataloging Council (CCC) established the CPSO/CCC Task Group on Issues Surrounding Maintenance of Separate Name and Subject Authority Files. This task group agreed to reduce the “logical” inconsistencies between the two files so that they could be more easily used together. To this end the task group recommended and the CCC approved the deletion from the subject authority file of duplicate headings that had been needed in the subject authority file to produce various products, such as *Library of Congress Subject Headings*.

In 1995 the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group, PCC Task Group on Name Versus Subject Authorities, that considered and made recommendations on the remaining categories of entities that could be established by either descriptive or subject catalogers (cemeteries, city sections, concentration camps, and country clubs), events, and tagging conventions for certain “geographic” entities. The PCC approved the task group's recommendations, and the results are reflected below.

1.2 General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept “corporate body” but are also judged to exemplify the concept “geographic” and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as access points in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) Adjust the tagging on existing authority and bibliographic records to reflect current policy when necessary.

c) *LC Catalogers*: If a Group 2—Subject Authority Group entity is being used as a descriptive authorized access point, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Headings Manual/RDA.” If a Group 2 Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to PTCP (policy@loc.gov) to delete the subject authority record, per SHM H 193.

d) *PCC Catalogers*: If a Group 2—Subject Authority Group heading is being used as an access point, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Headings Manual/RDA.” If a Group 2 Subject Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to SACO (saco@loc.gov) to delete the existing subject authority record.

e) Name authority records that represent concepts, places, etc., clearly belonging in the subject authority file should not have the 667 note technique applied to them. Instead, they should be deleted and reestablished as subjects if needed. For example, if a NAR for an automobile model was found, it should be deleted because there is no valid use for names of automobile models as descriptive access points.

1.3 Specific procedures

Entities have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of entities are given in *Subject Headings Manual* (SHM), H 405, Establishing Certain Entities in the Name or Subject Authority File. The lists are updated as the need arises; refer potential additions to the Policy, Training, and Cooperative Programs Division (PTCP).

2 GROUP 1—NAME AUTHORITY GROUP: Authorized access points always established according to descriptive cataloging guidelines (RDA and the LC-PCC PSs); authority record always resides in the name authority file.

2.1 Implementation

Establish the authorized access point according to descriptive cataloging rules and procedures. If an authorized access point in this category is needed in subject cataloging, those involved in descriptive cataloging establish it, and the authority record is added to the name authority file.

2.2 Airports

Establish the authorized access points for an airport according to the provisions for any other corporate body (see RDA chapter 11).

110 2# \$a San Francisco International Airport¹
 110 2# \$a Logan International Airport (Boston, Mass.)
 110 2# \$a Jan Smuts Airport (Johannesburg, South Africa)
 110 2# \$a Greater Cincinnati International Airport
 110 2# \$a Davis Airport (Montgomery County, Md.)
 110 2# \$a Davis Airport (Luzerne County, Pa.)

¹MARC coding in the examples reflects the provisions of *MARC 21 Format for Authority Data* (except spaces added before and after subfield codes) and not any individual system.

2.3 *Arboretums, botanical gardens, herbariums, public aquariums, zoological gardens, etc.*

These Group 1 entities are tagged as corporate names (110) and established according to chapter 11 of RDA. For other gardens, parks, etc., see Group 2.

110 2# \$a State Arboretum of Utah
 110 2# \$a Missouri Botanical Garden
 110 2# \$a National Zoological Park (U.S.)
 110 2# \$a Hayden Planetarium
 110 2# \$a Miami Seaquarium

2.4 *Cemeteries, concentration camps, country clubs*

After July 1996, cemeteries, concentration camps, and country clubs are treated as Group 1 entities. Establish them in accordance with the general principles for corporate name authorized access points (see RDA chapter 11). For cemeteries that are archaeological sites, see Group 2.

110 2# \$a Arlington National Cemetery (Arlington, Va.)
 110 2# \$a Riverside Cemetery (Jackson, Tenn.)
 110 2# \$a Cmentarz Ewangelicko-Augsburski w Warszawie (Warsaw, Poland)

 110 2# \$a Auschwitz (Concentration camp)
 110 2# \$a Campo 62 di Bergamo (Concentration camp)

 110 2# \$a Riomar Country Club
 110 2# \$a Manteno Young Women's Country Club

2.5 *City sections*

City sections, including city districts and neighborhoods, are treated only as Group 1 entities. Establish them in accordance with the general principles for geographic names (see RDA chapter 16).

151 ## \$a Georgetown (Washington, D.C.)
 151 ## \$a Greenwich Village (New York, N.Y.)
 151 ## \$a Loop (Chicago, Ill.)
 151 ## \$a Rive gauche (Paris, France)

2.6 *Collective settlements, conservation districts, communes, sanitation districts, forest districts, etc.*

Collective settlements, conservation districts, communes, sanitation districts, forest districts, etc., are treated as Group 1 entities. Establish them in accordance with the general principles for geographic names (see RDA chapter 16).

151 ## \$a Erez (Israel)
 151 ## \$a Santa Cruz County Sanitation District (Calif.)
 151 ## \$a Englewood Water District (Fla.)
 151 ## \$a Chicago Park District (Ill.)

2.7 *Events*

If a name is for an event that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date, establish the name according to the provisions of RDA chapter 11.

111 2# \$a Blue Ridge Folklife Festival
 111 2# \$a Palio di Siena (Festival) \$d (2003 : \$c Sienna, Italy)
 111 2# \$a Miss America Pageant
 111 2# \$a World Cup (Soccer)
 111 2# \$a Tour de France (Race)
 111 2# \$a Biennale di Venezia
 111 2# \$a Biennale di Venezia \$n (55th : \$d 2013 : \$c Venice, Italy)
 111 2# \$a World Jamboree of Boy Scouts
 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)

2.8 *Forests, parks, preserves, etc.*

When a forest, park, preserve, etc. (commonly a unit of the United States National Park Service or the United States Forest Service), is needed as a descriptive authorized access point on a bibliographic record because the forest, park, preserve, etc., has some responsibility for the intellectual content of the item, establish it in accordance with the general principles for corporate name authorized access points and qualify the name with “(Agency).” When this is not the case, continue to treat these as Group 2 entities and establish as a subject authority record as directed in SHM 1925.

110 2# \$a Chugach National Forest (Agency : U.S.)
(Needed as a descriptive access point—Group 1)

151 ## \$a Chugach National Forest (Alaska)
(No intellectual content responsibility—Group 2)

2.9 *Indian tribes*

In 2006 the former Policy and Standards Division determined that names of Indian tribes recognized by the U.S. government as legal entities should be tagged 151 (Geographic name) in name authority records rather than 110 (Corporate name), as they were previously tagged. In April 2015, it was determined that all Canadian First Nation entity names should also be tagged 151 to align with the instructions for U.S. tribal entities.

This change in status of headings for tribal entities to 151 (Geographic name) enabled these headings to be used as jurisdictions when needed in cataloging. When a heading of this type is used in a bibliographic record to represent a government (110), the MARC 21 indicator is set to “1” to reflect that the entity is acting as a jurisdiction. These headings may also be used as geographic subdivisions, subdivided directly. Access points for populated places (PPLs) on reservations are established as geographic names according to RDA instructions and should also be established as place names tagged 151 when these are different from the tribal entity.

Example of populated place name (complete name authority record fields not provided):

```

151 ## $a San Carlos (Ariz.)
. . .
670 ## $a GNIS, July 29, 2002 $b (San Carlos, Gila County, Arizona,
    populated place; 33°20'43"N, 110°27'09"W)
  
```

When the reservation as a geographic area, not the tribal entity, is the subject of an item being cataloged, the guidelines in the SHM will continue to be applied, and these place names will continue to be established as subject headings tagged 151.

Example of subject heading:

```
010 ## $a sh90004101
151 ## $a San Carlos Indian Reservation (Ariz.)
550 ## $w g $a Indian reservations $z Arizona
670 ## $a Work cat.: Brown, J.G. Geology and ground-water resources of
    the San Carlos Indian Reservation ... Arizona, 1990: $b t.p.
    (San Carlos Indian Reservation, Gila, Graham, and Pinal
    counties, Arizona)
670 ## $a Rand McNally
781 #0 $z Arizona $z San Carlos Indian Reservation
```

2.10 *Named buildings/museums*

If an authorized access point is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum. If it is a museum, treat it as a Group 1 entity and establish it accordingly; if not, treat it as a Group 2 entity and have it established as a subject authority record as directed in the guidelines for Group 2 entities in 3.1 below.

110 2# \$a Albrecht-Dürer Haus
(*museum—Group 1*)

110 2# \$a Simson African Hall (California Academy of Sciences)
(*building—Group 2*)

2.11 *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that authorized access points for entities with these words in their name need the addition of a qualifier that conveys the idea of a corporate body.

2.12 *Railroads*

Establish railroads in accord with the general principles for corporate name authorized access points. During the period 1984-1985, railroad access points were established according to the conventions of the former Subject Cataloging Division. Generally, a railroad authorized access point represented by an RDA name authority record should be accepted unless the item being cataloged shows another form *and* the item is the railroad's own publication. In such cases re-evaluate the existing authorized access points. At one time, railroads were represented by two separate access points, one for the company, which was tagged as a corporate access point, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for RDA, search for the name both as a corporate body and as a topical subject heading.

2.13 *Fictitious characters, Legendary characters, etc. (Individual)*

Establish headings for individual fictitious and legendary characters in accord with the general principles for personal name authorized access points (see RDA chapter 9). Previous to 2013, these headings were established in the subject authority file according to subject cataloging files. Consult the LC-PCC PS 9.0 and SHM 1610 for further information.

100 1# \$a Holmes, Sherlock
(*individual character—Group 1*)

100 0# \$a Alcestis, \$c Queen, consort of Admetus, King of Pherae
(*individual character—Group 1*)

100 1# \$a Mouse, Mickey \$c (Fictitious character)
(*individual character—Group 1*)

Headings for named groups of fictitious characters (e.g., Hardy Boys, Teenage Mutant Ninja Turtles) continue to be established in the subject authority file.

150 ## \$a Addams family (Fictitious characters)
(*group of characters—Group 2*)

150 ## \$a Care Bears (Fictitious characters)
(*group of characters—Group 2*)

3 GROUP 2—SUBJECT AUTHORITY GROUP: Entities always established according to subject cataloging guidelines (SHM); the authority record resides either in the subject or name authority file

N.B. This section of the DCM is given primarily for information: the responsibility for establishing and maintaining Group 2 headings rests entirely with those performing subject cataloging. See SHM H 405.

3.1 Characteristics

The entities in this group reside in the subject authority file when they are established and used only for subject cataloging purposes. Entities tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. If the entity needed for descriptive cataloging is already established in the subject authority file, the subject record is cancelled and a name authority record is created. Regardless of whether an entity originally existed in the subject authority file, the 1XX in the LC/NAF should be constructed according to RDA instructions, but will also reflect subject cataloging policy as provided in the SHM, the most noteworthy aspects are the following:

- a) The 4XX structure reflects subject cataloging practice.
- b) Most access points will contain local place-name qualifiers.
- c) Records residing in the name authority file will also contain a 667 field with the notation: Subj. Headings Manual/RDA. This notation is intended to characterize the record and to provide a quick and easy means of indicating that maintenance of the record is the responsibility of PTCP. Catalogers should then refer changes to PTCP, rather than initiating the changes themselves.

3.2 Use of these access points in descriptive cataloging

Note the following:

- a) If the authority record is in the subject authority file but not represented in the name authority file, make a name authority record according to the guidelines described in Section 3.1. Send printouts of the name and subject authority records to PTCP for review and cancellation of the subject authority record.

- b) If the entity is represented in the name authority file and is coded RDA, use that form whether or not it conforms to the characteristics described above in 3.1. If a need to change to the authorized access point is prompted by the item being cataloged refer the matter to PTCP.
- c) If the entity is represented in the name authority file but not coded for RDA, refer the matter to PTCP for evaluation and possible change and related actions.
- d) If the entity is not represented in an authority file, establish it in the name authority file according to the guidelines in the SHM and Section 3.1 of this document.

APPENDIX FOR LC STAFF

APPENDIX FOR LC STAFF

This appendix to the Z1 section of the Descriptive Cataloging Manual is issued only to LC cataloging staff. This appendix deals with the local aspects of the topics listed below.

- Subfield \$z when classifying “as a collection”
- “acq” records for collected sets
- Analytic record needed for multi-part item
- Number and relationship of bibliographic, holdings, and item records for multipart items and monographic series
- Technical report monographic series
- Multiple 050 fields in bibliographic records
- Catalog for cataloging purposes
- New headings matching entries with “[from old catalog]”
- **LC ILS authority validation**
- Authority generation/templates/**macros**

Subfield \$z When Classifying “As a Collection”

When creating the collected set record for a new analyzed multipart item or a new analyzed monographic series, add a subfield \$z note to the holdings record for the collected set record. When cataloging an analytic in a multipart item/monographic series classified as a collection, ensure that the appropriate note is present in subfield \$z. The note supplies information to people searching in the OPAC.

- If the analysis decision is “analyzed in full” (644 \$a = f), add the note given below in the 852 \$z. Use macro “Alt+Shift+F2;” position the cursor at the end of the 852 field before invoking the macro.

“See separate records for volumes in this publication to identify LC’s holdings and to request individual volumes.”

- If the analysis decision is other than “analyzed in full” or if the analysis decision has changed, add the note given below in the 852 \$z. Use macro “Alt+Shift+F3” to add the note; position the cursor at the end of the 852 field before invoking the macro.

“Also see separate records for volumes in this publication to identify LC’s complete holdings and to request individual volumes represented by those separate records.”

Sections will decide if section members other than shelflisters will add these notes to the holdings records. The ILS supplement to the SCM: SL instructs shelflisters to add the notes if they do not exist at the time of shelflisting.

“acq” Records for Collected Sets

Acquisitions staff will acquire some monographic series/multipart items, both numbered and unnumbered, as a whole via purchase/exchange/gift. They will create collected set bibliographic records for these monographic series/multipart items as a whole so they can communicate with suppliers at the level of the monographic series or multipart item title.

These collected set bibliographic records will have a minimal set of data elements if existing records are not found/used. The 906 \$b value will be “acq” because the records are created for acquisitions purposes. These bibliographic records will be suppressed from the OPAC. These bibliographic records will have holdings records and may or may not have item records. These “acq” records are not part of the “catalog for cataloging purposes.” Because the 906 \$g value will be “z-acqworks,” these records are not maintained by cataloging staff.

The presence of an “acq” collected set record does not affect the cataloging decision on classification of the monographic series or multipart item. Classify separately unless the resource is covered by one of the exception categories in **DCM M5.6**. However, if the cataloging decision is to classify as a collection, use that “acq” record for the collected set record instead of creating another record.

- (1) Add/modify fields in the record.
- (2) Change “acq” in 906 \$b to “ibc.”
- (3) Change “acqwork” in 906 \$c to the appropriate value.
- (4) Change “z-acqworks” in 906 \$g to “y-gencatlg” or other appropriate value.
- (5) “Unsuppress” the record so that it is searchable in the OPAC.

Also, if the monographic series is selected for “technical report” treatment, use an existing “acq” record for the series for the local serial record for the series (see the technical report section below).

Analytic Record Needed for Multipart Item

If parts of a new multipart monograph were sent for cataloging without analytic bibliographic records for the parts, and the person doing the cataloging decides the parts should be analyzed, follow section practice for creating the needed “ibc” analytic bibliographic records.

Number and Relationship of Bibliographic, Holdings, and Item Records For Multipart Items and Monographic Series

The LC policy on series, implemented on June 1, 2006, is to analyze in full, classify separately, and not provide a controlled series access point. There are some exceptions to the analysis and classification decisions; those exceptions are listed in **DCM M5.6**. The information in this section on non-analysis and classifying as a collection applies to the exceptions to the series policy.

Holdings records (HR):

There should be holdings records for all bibliographic records (analytic records and collected set records) regardless of analysis decision.

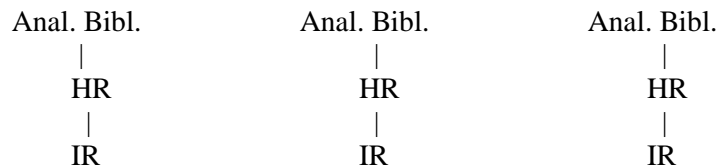
Item records (IR):

There should be an item record for every part of a multipart item and for every monograph volume of a monographic series, regardless of analysis decision or classification decision.

At time of shelflisting, there should be an item record for every volume of a serial published annually or less often in a monographic series. At time of shelflisting, there will probably not be an item record for any volume of a serial published more often than annually in a monographic series.

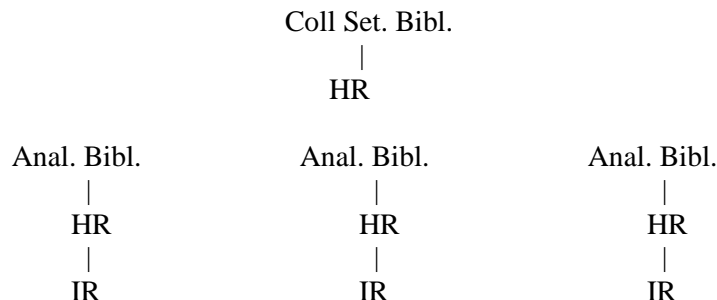
Classification decision = classified separately

Each item record will be linked to the holdings record which is attached to the specific analytic bibliographic record.



Classification decision = classified as a collection and analysis decision = analyzed in full

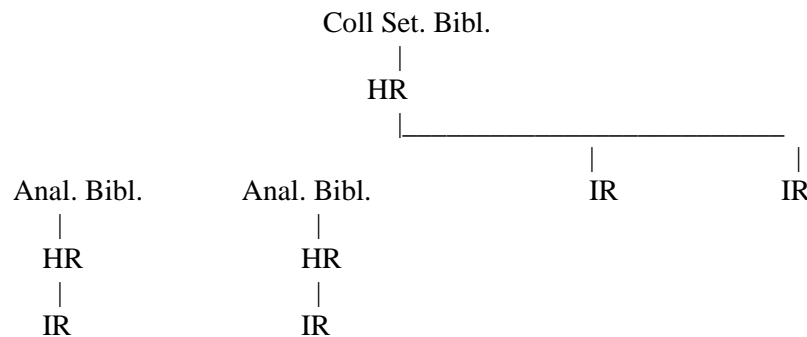
The holdings record for the collected set bibliographic record for the multipart item/monographic series will have no item records linked to it. Each item record will be linked to the holdings record which is attached to the specific analytic bibliographic record.



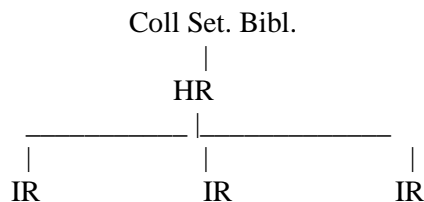
Classification decision = classified as a collection and analysis decision = analyzed in part

The holdings record for the collected set bibliographic record for the multipart item/monographic series will have linked to it the item records for the parts/volumes that are not analyzed.

For the parts/volumes that are analyzed, each item record will be linked to the holdings record which is attached to the specific analytic bibliographic record.

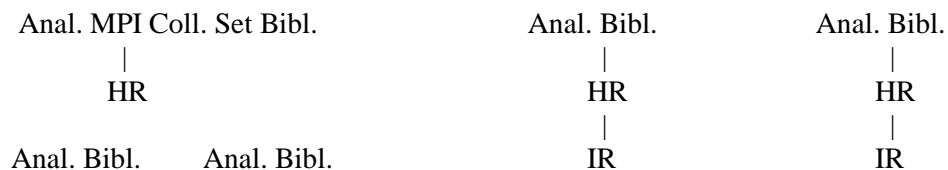
Classification decision = classified as a collection and analysis decision = not analyzed

The holdings record for the collected set bibliographic record for the multipart item/monographic series will have linked to it the item records for all the parts/volumes because there will be no analytic records.

Analytic is a multipart item

The same guidelines stated above for classification/analysis decisions for single monograph analytics in a multipart item apply to the holdings and items records for analytics that are multipart items in either a larger multipart item or in a monographic series.

one example: Larger MPI Coll Set. Bibl.
 |
 HR



HR	HR
IR	IR

Technical Report Monographic Series

Decisions and series authority record

The “technical report” workflow at LC handles a brief, unbound item in a numbered series published outside the United States in a roman alphabet language or in Japanese, which comprises an interim report of ongoing research in the general areas of science and technology. (Works in the “soft” sciences and social sciences are generally excluded.) The report is usually of immediate research value only and is often superseded by a journal article or other more formal publication. Items not treated as technical reports include periodicals, unnumbered series, monographs issued in parts, reprints on clinical medicine and agriculture. (Print copies of technical reports published in the U.S. are cataloged and housed in the general collection; the Science, Technology, and Business Division’s collection of U.S. technical reports is on microfiche.)

Technical reports are kept as a special collection in the Science, Technology, and Business Division (or in the Asian Division when they are in Japanese). Most technical reports are not analyzed, but are kept in numerical order and are accessible to the user through listings in abstracting and indexing services. The Technical Reports Section of the Science, Technology, and Business Division (ST&B) is responsible for determining which series are treated as technical reports and deciding which items in technical report series are to be analyzed. Items selected for analysis by the Technical Reports Section will contain a technical report slip with the box checked “This technical report is selected for analysis.” (This applies to items in Japanese also, even though the items will be in the custody of the Asian Division.)

The Germanic and Slavic Division (GS) will have internal procedures for handling known and possible technical report issues.

Local serial bibliographic record

ST&B staff (and occasionally ASME catalogers) will process new technical report series by creating brief local serial records by using (a) acquisitions records if they are available, or (b) a technical report local serial record template.

The location code in the holdings record 852 \$b generates a display in the LC OPAC indicating that the publications are in the Asian Division or in the Science, Technology, and Business Division, as appropriate.

The local serial records will not be distributed. By exception, the local serial records will be maintained as part of regular maintenance in the LC Database (906 \$g = y-gencatlg).

Workflow for creation of a local serial bibliographic record

Determine if there is an “acquisition-use” serial collected set bibliographic record (906 \$b = acq) for the technical report series in the LC Database (note: title of technical report series is 245 title in the serial bibliographic record.)

Search first for the corporate body because the title is often not distinctive; if that search isn't successful (a 710 may not be in the “acq” record), use a title search to look for the record.

A. “Acquisition-use” serial bibliographic record is in the LC Database (906 \$b = acq):

1. Because these “acq” records are not necessarily AACR2 records, delete/modify existing data elements if they represent egregious violations of AACR2 conventions. Do not, however, spend much time/energy on such modifications because these records will not be distributed.

a. Ensure that the Leader has the following values

- (1) Status = n
- (2) Type = a
- (3) Bib/l = s
- (4) Arch = blank
- (5) Enc/l = 3
- (6) Form = a

b. Accept 008 as coded.

c. Add a missing 130 field if series title needs a qualifier to break a conflict.

d. Add/adjust 260 \$ab; delete 260 \$c if it is present even if first issue is in hand.

e. Add 500 “Technical report” note via macro “Alt+Shift+F5.”

f. As the last note, add 500 “Description based on:” via macro “Alt+Shift+F4.”

Use information from the issue to complete the numbering in the 500 note.

g. Add 710(s) for body(ies).

h. Delete data in existing 906 field and replace it via macro “Alt+Shift+F1” with the following information:

- (1) \$a = 0
- (2) \$b = bbc
- (3) \$c = serials
- (4) \$d = u
- (5) \$e = ncip
- (6) \$f = 19
- (7) \$g = y-gencatlg

i. Add/adjust 92X field to read:

- (1) \$a = acquire
- (2) \$b = 1 shelf copy
- (3) \$x = policy default

j. Add 955 field or modify existing 955 field to show “To Asian” or “To ST&B” with cataloger's code and date.

k. Ensure that the bibliographic record is not suppressed from display in the

OPAC.

2. Modify the holdings record for that bibliographic record.
 - a. If the location in 852 \$b is not the appropriate location (either “c-Asian” or “c-TRS/ST&B”), delete the inappropriate location. Input the correct location or select it by keying “Ctrl-I” (cursor must be in the data column) and then clicking on the appropriate line.
 - b. Add “UNCLASSSED” in 852 \$h; there will be no 852 \$i.
3. Do not create any item records; if item records linked to the collected set serial record holdings record already exist, do not modify them except to ensure that the “Perm. Loc.” location given in the item records matches the location in the holdings record.
4. If Acquisitions created individual volume “acq” bibliographic records for volumes in the series, ignore those bibliographic records except to ensure that the appropriate location is given in the holdings records’ 852 \$b and in the “Perm. Loc.” box in the item records for those bibliographic records.
5. Send publication(s) to custodial location.

B. Other LC serial bibliographic record (906 \$b = ibc, bbc, cbc, or par) already in the LC Database: send printouts of that bibliographic record with issue(s) to ABA Policy.

C. No serial bibliographic record in the LC Database:

1. Create serial bibliographic record by using bibliographic template “Techreport.tem.”
 - a. Code following 008 information (ignore others):
 - (1) Place of publication
 - (2) Language
 - b. Give the series title in the 245 field. If a qualifier is needed to break a conflict, add a 130 field with the series title plus a qualifier.
 - c. Input 260 \$ab; there will be no 260 \$c even if first issue is in hand.
 - d. Supply height in 300 \$c. Do not supply number of volumes in \$a and do not supply \$b.
Example:
 300 \$a v. \$c 28 cm.
 - e. In 500 “Description based on” note, add information from the issue to give the numbering to complete the note.
 - f. Add 710(s) for body(ies).
 - g. Complete 955 field by adding appropriate location with cataloger's code and date.

2. Create holdings record for the bibliographic record.

- a. If you did not change the default location in your session defaults and preferences, delete the default location in 852 \$b. Input the correct location (either “c-Asian” or “c-TRS/ST&B”) or select it by keying “Ctrl-I” (cursor must be in the data column) and then clicking on the appropriate line.

b. Add ""UNCLASSSED"" in 852 \$h; there will be no 852 \$i.

3. Do not create item record(s).

4. If Acquisitions created individual volume "acq" bibliographic records for volumes in the series, ignore those bibliographic records except to ensure that any holdings and items records for those individual bibliographic records show the appropriate location.

5. Send publication(s) to custodial division.

Contents of template for technical report local serial bibliographic record:

Leader:

Status = n
Type = a
Bib/l = s
Arch = blank
Enc/l = 3
Form = a

008:

Publication status = u
Date 1 = uuuu
Date 2 = uuuu
Place of publication = ||| [to be filled in by cataloger]
Frequency = blank
Regularity = u
ISSN Center = |
Type of serial = m
Original item = blank
Form of item = blank
Nature of entire work = blank
Nature of contents = blank for all three boxes
Govt. publication = |
Conf. publication = |
Alphabet = |
Type of entry = 0
Language = ||| [to be filled in by cataloger]
Modified record = blank
Cataloging source = blank

906	\$a 0 \$b bbc \$c serials \$d u \$e ncip \$f 19 \$g y-gencatlg
92_	\$a acquire \$b 1 shelf copy \$x policy default
955	\$a To
130 0	\$a
245	\$a
260	\$a \$b

300	\$a v. \$c
500	\$a Technical report
500	\$a Description based on:
710	\$a

Multiple 050 Fields in Bibliographic Records

In order to have all the assigned call numbers in the shelflist browse index and to have a consistent policy for all multipart item records, multiple 050 fields will be used in all multipart item collected set records when the parts have different call numbers. Serial records already use multiple 050 fields in such situations. The following information, from the CSM: Shelflisting, explains the procedures for multiple 050 fields.

From CSM ILS Supplement Workflow #4 for a new multipart item classified as a collection:

"1.c. If some volumes in the multipart item are in a larger multipart item/monographic series with a classification decision of "classified as a collection" and the other volumes in the multipart item either are not in a larger multipart item/monographic series or are in a larger multipart item/monographic series with a classification decision of "classified separately,"

(a) Formulate the call number for the volumes in the "classified as a collection" larger multipart item/monographic series based on that collected set call number.

(b) Formulate the call number for the volumes not in a larger multipart item/monographic series or for the volumes in the "classified separately" larger multipart item/monographic series based on those volumes.

(c) In the multipart item record:

(i) Give multiple 050 fields containing the different call numbers for the volumes, with the 050 fields in call number order.

(ii) Ensure that the call number for each collected larger multipart item/monographic series is also given in \$1 of the 490 for each larger multipart item/monographic series."

From CSM ILS Supplement Workflow #8 for an analytic of a multipart item or monographic series:

"2.c. Analytics in more than one multipart item/monographic series

...

(5) If different volumes of a classed-together multipart item analytic or serial analytic are in different larger multipart item/monographic series and the classification decision for one is "classified as a collection" and the classification decision for the other is "classified separately,"

(a) Formulate the call number for the volumes in the "classified as a collection" larger multipart item/monographic series based on that collected set call number.

(b) Formulate the call number for the volumes in the "classified separately" larger multipart item/monographic series based on the analytic.

(c) In the multipart item analytic record:

- (i) Give multiple 050 fields containing the different call numbers for the volumes of the multipart item analytic, with the 050 fields in call number order.
- (ii) Ensure that the call number for each collected larger multipart item/monographic series is also given in \$1 of the 490 for each larger multipart item/monographic series.

(d) In the serial analytic record:

- (i) Give multiple 050 fields containing the different call numbers for the volumes of the serial analytic, with the call number for the most current volume as the first 050 field.
- (ii) Ensure that the call number for each collected monographic series is also given in \$1 of the 490 for each series."

The "Catalog" for Cataloging Purposes *

For all LC catalogers establishing new name, title, and name/title headings, the local catalog (or "catalog for cataloging purposes") includes authority records and the bibliographic records in the LC database (including old PREMARc records) which have cbc, cbu, rip, rix, par, or vip in 906 \$b. For LC catalogers working in OCLC, the "catalog for cataloging purposes" includes the above plus the bibliographic records in the OCLC database.

*The "catalog" is defined as the database against which searching is performed in order to determine conflicts.

New Headings Matching Entries With "[from old catalog]"

If searching in the local catalog in conjunction with establishing a new name, title, or name/title heading finds entries in old PREMARc records for what looks like the same heading plus "[from old catalog]," determine whether the new heading represents the same entity as the old heading with "[from old catalog]."

If the new heading represents the same entity as the old heading with "[from old catalog]":

- Establish the new heading according to the appropriate standards, instructions, and procedures
- Modify the entries in the old PREMARc records as necessary to have the newly established heading and remove the "[from old catalog]" labels.

If the new heading represents a different entity from the old heading with "[from old catalog]":

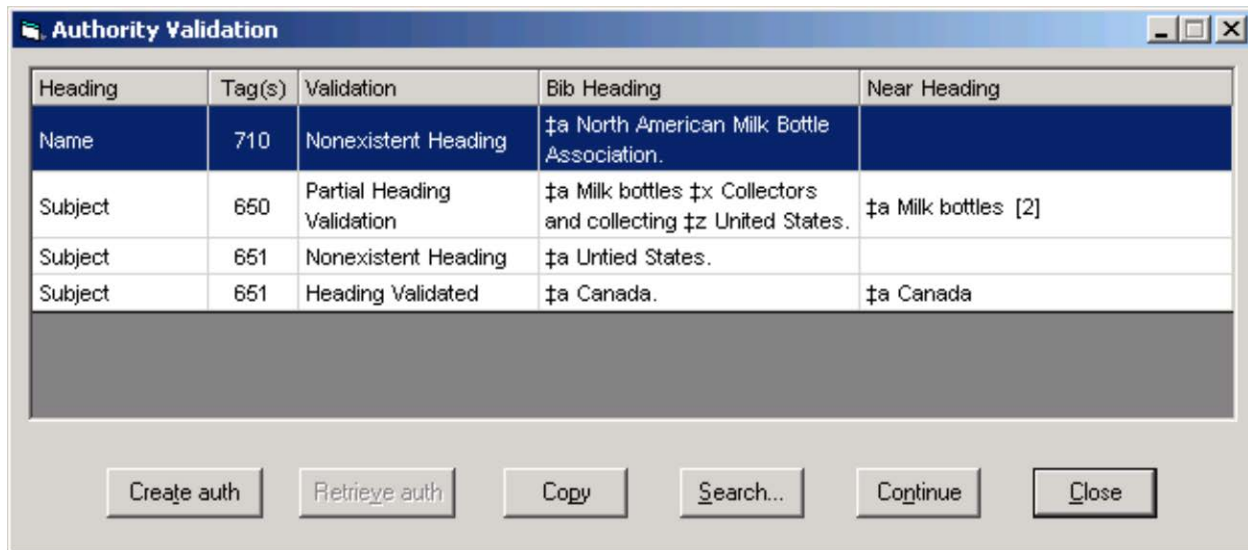
1. Establish the new heading, including qualifying information to break the conflict between it and the old heading, according to the appropriate standards, instructions, and procedures.
2. Do not modify the entries with "[from old catalog]" in the old PREMARc records.

LC ILS Authority Validation

Saving Bibliographic Records in LC ILS

The prescribed “Bypass Authority Control Validation” setting on the Validation tab of Session Defaults and Preferences in the LC ILS cataloging module (see DCM M6) is “**not checked**” (that is, authority control validation **not** bypassed).

Consequently, the LC ILS runs authority validation on a new or modified bibliographic record before saving it in the LC ILS database and the result is a display like the following:



Heading	Tag(s)	Validation	Bib Heading	Near Heading
Name	710	Nonexistent Heading	‡a North American Milk Bottle Association.	
Subject	650	Partial Heading Validation	‡a Milk bottles ‡x Collectors and collecting ‡z United States.	‡a Milk bottles [2]
Subject	651	Nonexistent Heading	‡a United States.	
Subject	651	Heading Validated	‡a Canada.	‡a Canada

Buttons: Create auth, Retrieve auth, Copy, Search..., Continue, Close

Do not rely on this LC ILS authority validation or on information in this display as satisfactory confirmation that headings in the bibliographic record are valid and under authority control. Instead, do that by finding and looking at the authority records for each heading individually and by consulting descriptive cataloging guidelines and subject heading instructions, as necessary. (In many cases, this validation is done in the course of preparations for the new record or modifications.)

This authority validation display can be of assistance in the following ways:

- If LC ILS authority validation matched a heading with an authority record (fully or partially, through an established heading or through a reference), you can retrieve the authority record and look at it by selecting the heading’s line in the authority validation display and clicking “Retrieve auth.”
- In some cases, “Nonexistent Heading” under Validation may be a clue that there is a typographical error in the heading in the bibliographic record. If you determine that is the case, correct the error.
- In other cases, “Nonexistent Heading” may signal that you need to create an authority record or ask a cataloger to create one. Search to confirm that before initiating creation of an authority record

- If you are creating the new name authority record, you can initiate the NAR process by selecting the heading's line in the authority validation display and clicking "Create auth." (Also see [the "Authority Generation/Templates/Macros" section below](#))

Right-Click Validating Single Headings in LC ILS

You can get a validation message from LC ILS for a single heading field in an LC ILS bibliographic record by selecting the field (that is, by putting the cursor in the gray box to its left), "right clicking" the mouse, and clicking "Validate Heading in this field" from the resulting choices. Possible results are "This heading is validated" or a browse list of headings from bibliographic and authority records (none exactly matching the selected heading).

Do not rely on either result as satisfactory confirmation that the selected heading is valid and under authority control or not. Instead, obtain that confirmation by finding and looking at the authority record for the heading (for example, by clicking **Record / Retrieve authorities** on the menu bar and then selecting the authority record's line on the resulting list) or by searching to determine that there is no authority record.

Authority Generation/Templates/Macros

Reminder: [The Voyager authority generation feature cannot be used to create NARs for entities that are not access points in bibliographic records \(e.g., parent bodies or qualifiers found in access points\).](#)

[LC-created templates for NARs are located in the "RDAtemplates" subfolder of the "VoyagerTemplates" folder in Voyager. LC-created macros for NARs are can be found in the "Authorities" folder in Macro Express.](#)

[Use the appropriate macro if you create an NAR using the authority generation feature. After saving the bibliographic record to the Voyager database, highlight the relevant access point in the Authority Validation window, and invoke the macro.](#)

NAR macro ("Ctrl+F5")

Macro triggers the "Create auth" function in Voyager, updates 008/39; adds \$b in 040; adds tag 010 and LCCN via NAR-SAR LCCN Generator.

[Note: When generating an NAR, be sure to proofread the record and make adjustments as needed \(add cross references, update 670, etc.\). In NARs for works and expressions, delete any commas that the macro may have inserted directly preceding the subfield \\$t in the 1XX and 4XX fields. Replace them by periods as appropriate.](#)

Example:

[Bibliographic record used to generate an NAR:](#)

[100 1# \\$a Rivero Cabrera, Arelis, \\$e author.](#)


```
240 10 $a Orden de San Francisco en la sociedad colonial cubana (1531-  
1842). $l English  
245 10 $a Commitment beyond rules ...
```

NAR generated with incorrect comma before subfield \$t:

```
100 1# $a Rivero Cabrera, Arelis, $t Orden de San Francisco en la  
sociedad colonial cubana (1531-1842). $l English  
400 1# $a Rivero Cabrera, Arelis, $t Commitment beyond rules
```

NAR after editing:

```
100 1# $a Rivero Cabrera, Arelis. $t Orden de San Francisco en la  
sociedad colonial cubana (1531-1842). $l English  
400 1# $a Rivero Cabrera, Arelis. $t Commitment beyond rules
```