

Update Information  
2011 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	667 section - Nonpublic general note - Revised to include under Message notes paragraph a reminder that when a non-Latin script reference is present in the NAR, a 667 note stating that the reference is unevaluated must be included.
Z1	Name and Series Authority Records	Appendix 1 - Headings for Ambiguous Entities - Updated to reflect that entities formerly in Group 2 such as: Armories, Shopping centers, etc. are now considered Group 1 entities and to generally synchronize the Group 1 and 2 list of headings with Subject Headings Manual H 405.
Supplement to the MARC 21 Format for Authority Data	008/29 - Reference evaluation	Added sentence to remind catalogers to include a 667 note when non-Latin script unevaluated references are present in the NAR.
Supplement to the MARC 21 Format for Authority Data	072 - Subject Category Code	Remove restriction not to use.

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**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 listing (not exhaustive) of types of notes is given below; with the exception of notes about old catalog headings, series-like phrase core records, and technical reports as well as the first part of the MESSAGE notes, the wording is recommended but not prescriptive. The separate 667 fields may be given in any order.

```
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 Change heading if name _____ continues to be
used
667 $a For works issued before/after [date]
      (to be used for official language changes)
```

NARs for persons with identities not established

Generally, for contemporary authors with multiple identities, name authority records are created for each name, including in some cases, the possible unused real name; however, in the interest of efficiency, if research indicates that a person has numerous pseudonyms which are not likely to appear on separately published works, LC catalogers may choose not to create separate headings for each pseudonym. In this case, list in the 670 field all the known pseudonyms; list the unestablished pseudonyms in a 667 field following the phrase: "Pseudonyms not found on published works: [list names not established]"

*Note:* Do not make references from the unestablished pseudonyms.

*Example:*

```
667 $a Pseudonyms not found on published works: Miz
Scarlett, SCC, Stevenopolis.
```

NARs and subject usage

(1) Notes indicating subject cataloging usage when an authority record heading is not appropriate for use as a subject entry

(a) Heads of state, etc.

Add a 667 note to name authority records indicating subject cataloging usage for corporate headings representing the office held for Heads of state, etc., (AACR2 rule 24.20B1), Heads of governmental and of international intergovernmental bodies (AACR2 rule 24.20C), Religious officials (AACR2 rule 24.27B1), and Popes (AACR2 rule 24.27B2) when the name of the incumbent is included as part of the heading. Also assign value “n” in 008/11 and value “b” in 008/15.

667 \$a SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under [personal name heading].

*Example:*

110 1# \$a United States. \$b President (1953-1961 :  
Eisenhower)  
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 Eisenhower, Dwight D. (Dwight David), 1890-1969.

See also DCM Z1 008/11 and DCM Z1 008/15.

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

(b) Earlier/later linear jurisdictional name changes

It is LC subject cataloging policy to assign only the latest name of a political jurisdiction that has had one or more earlier names as a subject heading or as a geographic subdivision, as long as the territorial identity remains essentially unchanged (cf. SHM H 708). Upon creating an earlier/later heading for a geographic name, catalogers must notify PSD to add a 667 subject usage note to the earlier name and adjust the appropriate 008 fields.

*Example:*

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.

A web form to facilitate PCC catalogers' notifications to PSD is available at: <http://www.loc.gov/catdir/pcc/naco/nar667form.html> LC catalogers should continue to follow the guidelines provided in SHM H 708.

(2) Notes indicating that a geographic name heading is not appropriate for use as a geographic subdivision

*PCC optional practice:*

Add a 667 note to name authority records for geographic headings that are not appropriate for use as geographic subdivisions in subject cataloging usage (Per SHM H 835) when the name represents an entity within a city and is qualified by the city name. Such notes will most frequently be needed for names of city sections, districts, neighborhoods, etc. Make no changes to values in bytes of the 008.

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.

Follow these guidelines for newly-created authority records. Add the note to an existing record when making any other change to the record.

See DCM Z1 781 for guidelines on adding 781 fields to name authority records for geographic headings that may also be used as geographic subdivisions.

MESSAGE notes

In an authority record that contains non-Latin script references use the 667 field with a note stating: "Non-Latin script reference not evaluated." If there are multiple non-Latin script references the sentence may be modified to reflect that condition. Assure that 008/29 is set to "b" to indicate that the reference is not evaluated.

MESSAGE notes (LC practice)

Use notes in the 667 field to indicate that an authority record is not yet finished or that it needs further investigation. Use the notes 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 a 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 a 667 note: “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.

```
667 $a MESSAGE Being updated. [code and date]
```

### 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 isn't considered a title change (AACR 2 21.2A/LCRI 21.2A). 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.

```
667 $a Some issues have title: [title proper]
667 $a Vol. 8 has title: [title proper]
```

*[for fluctuating titles]*

```
667 $a Vols. 9- have title: [title proper]
```

*[for change not generating separate record]*

If the subtitle could be interpreted as the title proper of the series or as a subseries, note the subtitle in a 667 field and give it as a 4XX reference.

```
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 references.

#### (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. When the pre-AACR 2 catalog entry form is being evaluated in terms of AACR 2 choice and form of entry, delete this 667 and replace it with appropriate 675/5XX fields on both SARs.

- 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]

If the earlier publication was not analyzable, give the information only in a 667 field rather than in 675/5XX fields.

- 667 \$a Continues the not-analyzable serial: Directory of computer assisted research in musicology.

When the optional linking reference cannot be given between the AACR 2 form and the pre-AACR 2 form due to NACO normalization, if desired give the pre-AACR 2 information in a 667 field. Use one of the notes given below. (See "NACO normalization" section in Introduction yellow pages.)

- 667 \$a Old catalog heading: \_\_\_\_\_  
*[Use if the reference would normalize to the same form as the heading or another reference on the same record or to the same form as a heading on another record.]*
- 667 \$a Includes old catalog headings: Great Britain. Foreign Office. Treaty series; and, Great Britain. Foreign and Commonwealth Office. Treaty series"  
*[Use if two or more pre-AACR 2 headings will be treated as one heading under AACR 2.]*
- 667 \$a Previous to AACR 2 covered by the heading:  
\_\_\_\_\_  
*[Use if one pre-AACR 2 heading will be split under AACR 2.]*

### (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, 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.

- 667 \$a Imprint varies  
667 \$a Publisher varies

- 667 \$a Published by various offices of the Division of Education
- 667 \$a Issued by various agencies of the West German government, e.g., Presse- und Informationsamt, Bundesministerium der Justiz, Bundesministerium für Forschung und Technologie

#### (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.

- 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 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 yellow pages 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 a series, separate

SAR has been made.

Give 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 heading, 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 yellow pages 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 series not being analyzed]*

667 \$a Establish separate records for English and Spanish titles if Spanish edition of v. 3 is received

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## **APPENDIX 1: HEADINGS FOR AMBIGUOUS ENTITIES**

## Headings for Ambiguous Entities

### 1 INTRODUCTION

#### 1.1 Background

Most headings fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, uniform titles, 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 heading should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and
- b) how the headings should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of headings 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 headings;
- b) the conventions to be used in formulating the headings;
- 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 name 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 headings 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 main or added entries 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) The provisions herein refer to “need” or “use” in descriptive or subject cataloging. As far as descriptive cataloging is concerned, such statements are to be understood as referring to main or added entry headings required by LC’s policies on main and added entries and to cross references traced on name and series authority records. “Need” and “use” do not refer to subject entries even if a descriptive heading is involved.

c) When using an existing heading in an access point on a new record, adjust the tagging on existing authority and bibliographic records to reflect current policy.

d) When changing the form of an existing heading, adjust the tagging on existing authority and bibliographic records to reflect current policy. (Note that a qualifier may need to be added, or the type of qualifier may need to be changed.)

e) *LC Catalogers*: If a Group 2—Subject Authority Group heading is being used as a main or added entry, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/AACR2.” If a Group 2 Heading for the same entity exists in the LCSH Authority File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to SHED to delete the subject authority record, per SHM H 193.

f) *PCC Catalogers*: If a Group 2—Subject Authority Group heading is being used as a main or added entry, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/AACR2.” If a Group 2 Heading for the same entity exists in the LCSH Authority File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to your PCC liaison to delete the existing subject authority record.

g) *Canada*. Follow normal routines for verification with the Library and Archives, Canada (LAC) (cf. DCM C2) and then with the LAC response, apply also the directions in Appendix 2 of this DCM. (Note that this applies to main and added entries used in descriptive cataloging only.)

### 1.3 Specific procedures

Headings have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of headings are given at the end of this DCM. The lists are updated as the need arises; refer potential additions to the Policy and Standards Division (PSD).

**2**           **GROUP 1—NAME AUTHORITY GROUP:** Headings always established according to descriptive cataloging guidelines (AACR2 and LCRI); authority record always resides in the name authority file.

**2.1**           **Implementation**

Establish the headings according to the usual descriptive cataloging rules and procedures. If a heading 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 heading for an airport according to the provisions for any other corporate body (see *Library of Congress Rule Interpretations* (LCRI) 24.1).

```
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.)
```

**2.3**           *Arboretums, botanical gardens, herbariums, zoological gardens, etc.*

These Group 1 entities are tagged as corporate names (110) and established according to chapter 24 of AACR2. 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 only as Group 1 headings. Establish them in accordance with the general principles for corporate name headings (chapter 24, AACR2) (see LCRI 24.1).

```
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 Ncsos Gyaros

110 2# $a Riomar Country Club
110 2# $a Manteno Young Women's Country Club
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<sup>1</sup>MARC 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.

**2.5** *City sections*

City sections, including city districts and neighborhoods, are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2, especially 23.4F2) (see LCRI 23.4F2).

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, etc.*

Collective settlements, conservation districts, communes, sanitation districts, etc., are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2).

151 ## \$a Amana Society (Iowa)  
 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 chapter 24, AACR2 (see LCRI 24.7 and 24.8).

111 2# \$a Rose Bowl (Football game)  
 111 2# \$a Tournament of Roses  
 111 2# \$a Miss America Pageant  
 111 2# \$a World Cup (Soccer)  
 111 2# \$a Tour de France (Race)  
 111 2# \$a International Henryk Wieniawski Violin Competition  
 111 2# \$a World Jamboree of Boy Scouts  
 111 2# \$a Athens Black-eyed Pea Jamboree  
 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)  
 111 2# \$a Fiesta San Antonio

**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 main or added entry on a bibliographic record because the forest, park, preserve, etc., has some responsibility for the intellectual content of the item, establish them in accordance with the general principles for corporate name headings and qualify the name with “(Agency).” When this is not the case, continue to treat these entities as Group 2 headings and establish as a subject authority record as directed in: *Subject Headings Manual, H 1925, Parks, Reserves, National Monuments, Etc.*

110 2# \$a Chugach National Forest (Agency : U.S.)  
 (Needed as added entry—Group 1)

151 ## \$a Chugach National Forest (Alaska)  
*(No intellectual content responsibility—Group 2)*

## 2.9 *Named buildings/museums*

If a heading is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum or not. If it is a museum, treat it as a Group 1 heading and establish it accordingly; if not, treat it as a Group 2 heading and have it established as a subject authority record as directed in the guidelines for Group 2 headings 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)*

## 2.10 *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that headings for entities with these words in their names need the addition of a qualifier that conveys the idea of a corporate body (cf. 24.4B).

## 2.11 *Railroads*

Establish railroads in accord with the general principles for corporate name headings (AACR2, chapter 24). During the period 1984-1985, railroad headings were established according to the conventions of the former Subject Cataloging Division. Generally, a railroad heading represented by an AACR2 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 heading. At one time, railroads were represented by two separate headings, one for the company, which was tagged as a corporate heading, 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 AACR2, search for the name both as a corporate body and as a topical subject heading.

## 3 GROUP 2—SUBJECT AUTHORITY GROUP: Headings always established according to subject cataloging guidelines (*Subject Headings Manual* (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 headings in this group reside in the subject authority file whenever they are established and used only for subject purposes. Those that are tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. These headings then reside in the name authority file whenever they are established according to subject cataloging guidelines

for the name authority file because of a need for one as a descriptive cataloging access point, or whenever they are needed for such a purpose after having been established only for subject purposes. When these headings are established, they are established according to AACR2, but also reflect subject cataloging policy, the most noteworthy aspects being the following:

- a) The 4XX reference structure reflects subject cataloging practice. Linking references to old catalog headings are not used except for records residing in the name authority file and if supplied for subject cataloging purposes at the time the heading is requested to be established for descriptive cataloging use. (At the point Group 2 headings go into the name authority file, they must also carry the descriptive cataloging reference structure.)
- b) Most headings will contain local place-name qualifiers.
- c) Records residing in the name authority file will also contain a 667 field with the notation: Subj Cat Manual/AACR2. 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 PSD. Catalogers should then refer changes to PSD, rather than initiating the changes themselves.

### 3.2 Use of these headings in descriptive cataloging

Note the following:

- a) If the heading is in the subject authority file but not represented in the name authority file, request PSD to move the heading. Send the item to PSD with the regular orange referral slip (form 6-127) showing the request.
- b) If the heading is represented in the name authority file and is coded AACR2, use that form whether or not it conforms to the characteristics described above in 3.1 but barring any change *to the heading* that might be stimulated by the item being cataloged; if the item stimulates a need to change the heading, refer the matter to PSD for evaluation and related actions (as in a) above).
- c) If the heading is represented in the name authority file but not coded for AACR2, refer the matter to PSD for evaluation and possible change and related actions (as in a) above).
- d) If the heading is not represented in an authority file, establish it according to the guidelines in SHM.

**GROUP 1—NAME AUTHORITY GROUP HEADINGS**

(Named entities always established according to descriptive cataloging guidelines and always residing in the name authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Abbeys	110
Academies	110
Airplanes, Named	110
Airports <sup>2</sup>	110
Almshouses	110
Aquariums, Public <sup>3</sup>	110
Arboretums <sup>3</sup>	110
Armories	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Arsenals	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade	110
(Chambers of commerce)	
Botanical gardens <sup>3</sup>	110
Broadcasting stations	110
Business parks	110
Cathedrals	110
Cemeteries <sup>4</sup>	110
Chambers of Commerce	110
Chapels	110
Churches (In use or ruins)	110
Circuses	110
City sections <sup>5</sup>	151

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<sup>2</sup>See 2.2

<sup>3</sup>See 2.3

<sup>4</sup>See 2.4

<sup>5</sup>See 2.5

Collective settlements <sup>6</sup>	151
Colleges	110
Comic strips <sup>7</sup>	130
Communes <sup>6</sup>	151
Competitions <sup>8</sup>	111
Computer programs and software <sup>7</sup>	130
Concentration camps <sup>4</sup>	110
Concert halls	110
Conservation districts <sup>6</sup>	151
Contests <sup>8</sup>	111
Convents	110
Correctional institutions	110
Country clubs <sup>4</sup>	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Basel (Switzerland : Ecclesiastical principality); Constantinople (Ecclesiastical patriarchate)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events <sup>8</sup>	111
Exhibitions <sup>8</sup>	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions <sup>8</sup>	111
Factories	110
Fairs <sup>8</sup>	111
Festivals and celebrations <sup>8</sup>	111
Fish hatcheries	110
Folk festivals and celebrations <sup>8</sup>	111
Forests (as agencies)	110

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<sup>6</sup>See 2.6

<sup>7</sup>Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

<sup>8</sup>See 2.7

Forests districts	110
Funds	110
Funeral homes, mortuaries	110
Galleries	110
Games (Events) <sup>8</sup>	111
Halfway houses	110
Helplines, hotlines	110
Herbariums <sup>3</sup>	110
Hospitals	110
Hotels	110
Housing projects	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations (Active; also all after 1899)	151
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums <sup>9</sup>	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera companies	110
Orphanages	110
Parades <sup>8</sup>	111
Park districts <sup>6</sup>	151
Parks (as agencies) <sup>10</sup>	110
Planetariums <sup>3</sup>	110
Planned communities	151
Plans (Programs) <sup>11</sup>	110

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<sup>9</sup>See 2.9

<sup>10</sup>See 2.8

<sup>11</sup>See 2.10

Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc. <sup>10</sup>	110
Public celebrations, pageants, anniversaries <sup>8</sup>	111
Publishers' imprints	110
Pueblos	151
Races (Contests) <sup>8</sup>	111
Radio programs	130
Railroads	110
Recreation districts <sup>10</sup>	151
Religious denominations	110
Research stations	110
Reserves (as agencies)	110
Restaurants	110
Sanitoriums	110
Sanitation districts <sup>6</sup>	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shopping centers	110
Shows (Exhibitions) <sup>8</sup>	111
Software, Computer <sup>7</sup>	130
Sound recording labels	110
Space vehicles	110
Sporting events <sup>8</sup>	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments <sup>8</sup>	111
Tribes (as legal entities only, U.S. only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts <sup>6</sup>	151
Water districts <sup>6</sup>	151
Web sites	130
Works of art, Individual	100, 110, 130
Zoological gardens <sup>3</sup>	110

**GROUP 2—SUBJECT AUTHORITY GROUP HEADINGS**

(Named entities always established according to subject cataloging guidelines and residing in either the name or subject authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Amusement parks	151
Apartment houses	110
Aqueducts	151
Arches	150
Arenas	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150
Buildings, Private	110
Buildings occupied by corporate bodies <sup>9</sup>	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles <sup>8</sup>	110
Celestial bodies	151
Cemeteries, Archaeological	151
Cities, Extinct (Pre-1500) <sup>12</sup>	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150

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<sup>12</sup>For instructions on establishing and applying headings for extinct cities, see SHM H 715.

Computer systems	150
Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings <sup>9</sup>	110
Estates	151
Events <sup>13</sup>	150
Exhibition buildings	110
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests (Geographic entities)	151
Fortresses (Structures)	151
Fountains	150
Gangs	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites (Including historic districts not in cities)	151
Immigration stations	110
Islands, Non-jurisdictional	151
Land grants	151
Lighthouses	110
Locks (Hydraulic engineering)	151
Manors	110
Mansions	110
Market buildings	110
Military installations (Before 1900 <i>and</i> inactive)	151
Mine buildings	110

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<sup>13</sup>Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only.

Mines	151
Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110
Office buildings	110
Official residences	110
Opera houses	110
Palaces <sup>9</sup>	110
Parks (Geographic entities)	151
Pavilions	110
Pipelines	151
Playgrounds	151
Plazas (Open spaces, squares. etc.)	151
Police stations	110
Pools, Public	151
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Recreation areas	151
Refugee camps	151
Remote-controlled vehicles	150
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shopping centers	110
Shrines ( <i>not</i> churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150

Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151
Wells	151

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## **008/29 Reference evaluation**

### **NACO:**

Do not use codes:  
fill character

Code b may occur in records created before the adoption of AACR 2 in Jan. 1981 and will continue to exist until any records containing reference tracings have been evaluated and the authority record updated. Code b will also occur in all name/series records with non-Latin script references until guidelines for evaluating non-Latin script references are developed. When code b is used in this latter case assure that a 667 note with the statement: "Non-Latin script reference not evaluated" is also present in the NAR.

### **SACO:**

Do not use codes:  
fill character

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### **LC:**

### **NAMES/SERIES:**

Do not use codes:  
fill character

Code b may occur in LC records created before the adoption of AACR 2 in Jan. 1981 and will continue to exist until any records containing reference tracings have been evaluated and the authority record updated. Code b will also occur in all name/series records with non-Latin script references until guidelines for evaluating non-Latin script references are developed. When code b is used in this latter case assure that a 667 note with the statement: "Non-Latin script reference not evaluated" is also present in the NAR.

### **SUBJECTS:**

Do not use codes:  
fill character

## **072 Subject Category Code**

### **NACO:**

Do not use this field.

### **SACO:**

Do not use this field.

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### **LC:**

### **NAMES/SERIES:**

Do not use this field.

### **SUBJECTS:**

As of February 2011 this field may be used in LC distributed subject authority records. |