

Update Information
2012 Update Number 4

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
B13.1	Copy Cataloging Manual. Part 1: General	Replace. Revised to incorporate information about a new appendix (Appendix 10) in the table of contents and in the text.
B13.5	Copy Cataloging Manual. Appendix 2 : Data Element Checklist	Replace. Revised to add new data elements.
B13.7	Copy Cataloging Manual. Appendix 4 : Multipart Monographs	Replace. Revised to incorporate aspects related to the implementation of RDA. Discontinues use of 590 field to record LC holdings in variance from those in 505.
B13.8	Copy Cataloging Manual. Appendix 5 : Searching Subject Headings	Replace. Revised to update references to documentation.
B13.13	Copy Cataloging Manual. Appendix 10 : Copy Cataloging in the RDA Environment (Textual Monographs)	New. Contains guidelines related to records that should be kept as AACR2, those that should be converted to RDA, and guidelines for using existing RDA records.
Z1	Name and Series Authority Record	034 - Coded Cartographic Mathematical Data. Replace. Revised to correct the link in sources to the correct MARC code list.
Z1	Name and Series Authority Records	Replace. Sections 046-384 in this update revised to: 1) reflect LC/PCC agreement on best practices for use of the field; 2) reflect LC/PCC agreement on best practices for use of subfields \$u and \$v; 3) remove the requirement to notify COIN when using the field for the first time.
Z1	Name and Series Authority Records	046 - Special Coded Dates. Replace.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	336 - Content Type. Replace.
Z1	Name and Series Authority Records	368 - Other Corporate Body Attributes. Replace.
Z1	Name and Series Authority Records	370 - Associated Place. Replace.
Z1	Name and Series Authority Records	371 - Address. Replace.
Z1	Name and Series Authority Records	372 - Field of Activity. Replace.
Z1	Name and Series Authority Records	373 - Associated Group. Replace.
Z1	Name and Series Authority Records	374 - Occupation. Replace.
Z1	Name and Series Authority Records	375 - Gender. Replace.
Z1	Name and Series Authority Records	376 - Family Information. Replace.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	377 - Associated Language. Replace.
Z1	Name and Series Authority Records	378 - Fuller Form of Personal Name. Replace.
Z1	Name and Series Authority Records	380 - Form of Work. Replace.
Z1	Name and Series Authority Records	381 - Other Distinguishing Characteristics of Work or Expression. Replace.
Z1	Name and Series Authority Records	382 - Medium of Performance. Replace.
Z1	Name and Series Authority Records	383 - Numeric Designation of Musical Work Replace.
Z1	Name and Series Authority Records	384 - Key. Replace.
Z1	Name and Series Authority Records	4XX - See From Tracings. Replace. Revised to reflect LC/PCC agreement on best practices for providing variant access points.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	670 - Source Data Found. Replace. Revised to reflect LC/PCC agreement on best practices for use of subfields \$u and \$v.
Z1	Name and Series Authority Records	678 - Biographical or Historical Note. Replace Revised to include an example showing use of the indicators. .

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	9 pages (Table of Contents in the appendix)	

B13.1 INTRODUCTION

B13.1.1 Purpose Of The Manual

The Copy Cataloging Manual (CCM) draws together within the *Descriptive Cataloging Manual* the information and guidelines applicable to **all** aspects of LC copy cataloging, although these aspects go beyond those of descriptive cataloging itself. The CCM is oriented toward books. Documentation relevant to other forms of material may be made available, usually by the Policy and Standards Division (ABA/POLICY) in consultation with the appropriate units. The manual assumes that staff performing copy cataloging have received classroom and/or one-on-one training in the aspects of copy cataloging review for which they are responsible.

B13.1.2 Multiple Workflows For Copy Cataloging

Copy cataloging may be performed by technicians, descriptive catalogers, subject catalogers, or whole book catalogers, or various combinations of same, according to section practice. The general orientation of this manual is to a workflow in which descriptive cataloging, subject cataloging/classification, and shelisting are reviewed by staff who are knowledgeable of the aspect they are reviewing. When this is not the case or when there is doubt about a particular point of the aspect, the assumption is that staff will refer, according to section practice, to another staff member in the section/division who is knowledgeable of that aspect.

B13.1.3 Levels Of Copy Cataloging

Copy cataloging may be done as “full” or as “Encoding-level 7” (EL7 lccopycat). The “PCC adapt” procedure (use of records created by participants in the Program for Cooperative Cataloging (PCC)) is also a form of copy cataloging but is treated distinctly and separately because the authority work in such records is supposed to have been done. This manual is written primarily for “full” copy cataloging. Exceptional instructions for EL7 lccopycat and records that were imported through the RLIN MARCADIA service are found in B13.10 (Appendix 7) and B13.11 (Appendix 8). For a description of all cataloging streams, including PCC adapt procedures, see DCM E1.5 (Cataloging Streams/Initial Bibliographic Control: Books).

B13.1.4 Organization Of The Manual

The first part of the CCM contains general information about various aspects of LC copy cataloging. The second part provides the principles that govern the review of copy cataloging and instructions that apply to all parts of the catalog record. The third part gives instructions pertaining to each field (fixed/variable) that is commonly encountered in copy cataloging, arranged in the order the fields normally appear in the LC ILS record. The last part of the CCM is a series of appendices containing information or procedures related to the copy cataloging stream. Note especially *Appendix 10 Copy Cataloging in the RDA Environment (Textual Monographs)*, which, as its title indicates, focuses on guidelines and checklists pertinent to copy cataloging under RDA. Note, however, that other parts of the manual continue to be relevant to other aspects of copy cataloging.

B13.1.5 Background Of LC Copy Cataloging

To increase cataloging productivity when faced with budgetary restraints, the Library has used various programs in the past. In the 1950's there were the "priority 4" and "limited cataloging" programs. The next decade introduced the “shared cataloging” program. The 1980's brought minimal level cataloging (MLC), "enhanced" minimal level cataloging, and "speed" subject cataloging. Most of these programs limited the data elements given in a catalog record or modified the manner in

which they were assigned.

As early as the 1980's and certainly by the 1990's, changing technologies and cataloging philosophies made it possible to use "external source records" created in other libraries and residing in external databases such as OCLC and RLIN to bolster cataloging productivity and provide more data than was possible in MLC records. Copy cataloging represents a change from a largely LC-oriented environment to one in which records are created and shared by various agencies.

B13.1.6 Sources Of Copy Cataloging Records

Copy cataloging records can come to a cataloger from many sources and the placement of certain fields may differ, depending on the source of the record and the technique used for importing it. (See B13.11 (Appendix 8) for information on unusual order of fields.)

Staff in Acquisitions and Bibliographic Access (ABA) divisions search for copy cataloging records, primarily in the OCLC database. Resources are usually slipped with a white "copycat (906 \$c = copycat)" slip (393 (1999/07)) according to section practice. Records created by libraries participating in the PCC (for more information see: DCM E1.5 and <http://www.loc.gov/catdir/pcc/2001pcc.html>) bear many characteristics of copy cataloging records but are slipped with a pink "pccadap (906 \$c = pccadap)" slip (1345 (1999/07)).

For several years beginning in 2000, some cataloging divisions made use of the Library's contract with RLIN's MARCADIA service (see DCM E1.4.2 and E1.5.5). LC submitted copies of IBC records to RLIN. They were automatically searched against the RLIN database and any matched records were returned to LC and replaced the existing counterpart LC IBC record. (See B13.11 (Appendix 8) for exceptional procedures used for handling these records.)

Various staff in a section may search for and import records using software called Z-Processor (see DCM E2.3) especially designed for this purpose. The programs execute various data manipulations tailored to the cataloging stream under which a particular record is being imported.

B13.1.7 Eligibility For Copy Cataloging Importing

See B13.9 (Appendix 6) to determine the conditions under which an external record may be imported to use as copy cataloging.

B13.1.8 Identifying Copy Cataloging Records

The following tables show first, the complement of data elements that identify LC copy cataloging records, and second, a summary and comparison of the data elements applicable to copy cataloging records and PCC records. See the respective tag numbers in B13.3.4 for complete information about the values appropriate to each field.

DESCRIPTIVE CATALOGING MANUAL
Part 1: General

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= "blank" MCLO = MARC Code List for Organizations Symbol (formerly NUC symbol)

Tag	Data Element Name	Copy Cataloging Values
008/39	Cataloging source	d = (Other) if not from a national bibliographic agency # = (National bibliographic agency) or an LC-issued enc/lvl 5 record (in-process; often lcode) upgraded by an external agency c = (Cooperative cataloging program) # = (National bibliographic agency) for PCC adapt
906 \$c	Local processing workflow	copycat (042 = lccopycat; 008/39 = d or #) pccadap (042 = pcc; 008/39 = c or #)
035	System control number	Control number of the system from which the imported record originated; consists of MCLO symbol of the agency in parentheses followed without spacing by the control number itself
040	Cataloging source	\$a subfield: MCLO/OCLC symbol of the original cataloging agency \$c subfield: MCLO/OCLC symbol of the transcribing (inputting) agency \$d subfields (multiple possible): MCLO/OCLC symbol of each agency, including LC (DLC; DLC-R (LC staff that worked in RLIN)), that modifies the record subsequent to initial input
042	Authentication code	lccopycat if 906 \$c = copycat and 008/39 = d or # pcc if 906 \$c = pccadap and 008/39 = c or #

Summary and Comparison of Data Elements Applicable to Copy Cataloging and PCC Records

= "blank" MCLO = MARC Code List for Organizations Symbol (formerly NUC symbol)

Tag	Data Element Name	Copy Cataloging	PCC Adapts
008/39	Cataloging source	d if not from natl. bib. agency # if from natl. bibl. agency or record is an LC-issued enc/lvl 5 ("in-process" record; often lcode) upgraded by an external agency	c or # if from national bibliographic agency
906 \$c	Local processing workflow	copycat	pccadap
035	System control number	Control number of the system from which the imported record originated; consists of MCLO symbol of the agency in parentheses followed without spacing by the control number itself	
040	Cataloging source	\$a subfield: MCLO/OCLC symbol of the original cataloging agency \$c subfield: MCLO/OCLC symbol of the transcribing (inputting) agency \$d subfields (multiple possible): MCLO/OCLC symbol of each agency, including LC (DLC; DLC-R) that modifies the record subsequent to initial input	
042	Authentication code	lccopycat	pcc

B13.1.9

Statistics Reporting

Statistics relating to copy cataloging are derived from copy cataloging records according to division/section practice. Since the statistics are derived using software developed for this purpose and based on data elements existing in a copy cataloging record, no action on the part of individual staff members specifically in support of statistics gathering is required.

B13.1.10 Forwarding Completed Work Out Of Section

When all aspects of a record have been reviewed within a section, forward the resource to the U.S. and Publisher Liaison Division, Children's Literature Section (USPL/CL), to the U.S. General Division, Dewey Section (USGEN/DEWEY), to CALM, or to BCCD, according to section practice.

B13.5.1 INTRODUCTION

The checklist of data elements given in the next section is a list of MARC 21 data elements that may occur in imported records. Some are more likely to occur than others, e.g., it is less likely that data elements defined especially to accommodate some of the particular characteristics of serials will also occur in records for monographs.

The purpose of the checklist is to indicate:

- 1) the data elements and fields that must be reviewed, corrected, deleted, or supplied by the LC staff member doing copy cataloging;
- 2) the data elements and fields that can be accepted as they are.

The former are referred to as data elements actively supplied by LC, the latter are referred to as pass-through data elements. No action is taken against a pass-through data element during copy review unless the data element is in error as indicated by an error message generated by the Validator program or the LC ILS. In such cases delete the data element.

In the checklist below, the column to the left indicates the MARC 21 variable field tag, the next column the name of the field. The next column contains one or more codes from the following list, and the final column on the right includes explanatory comments for some fields.

- yy** - indicates a data element actively supplied by LC in original cataloging; for LC copy cataloging, review and change the data element as needed according to the instructions given in Part 3 and Appendix 10 of the CCM or any annotation given in the checklist; even though actively supplied in original cataloging, **add** only if provided for in the CCM.
- nn** - usually indicates a data element not actively supplied by LC in original cataloging--thus a "pass-through" data element; do not review or change the data element **unless** there is an error message associated with it, in which case delete it ("nn" alone not followed by "ss").
- yn** - indicates a partially supplied, partially pass-through data element condition; in LC the data element may be actively supplied on a limited basis, e.g., by specific cataloging units or for specific cataloging situations or only limited aspects are supplied, e.g., only certain subfields of a variable field; the data elements or portions actively supplied are reviewed by staff or units that actively supply them when those units or staff are doing copy cataloging; otherwise they are pass-through (if not applied in a section, do not refer for review).
- dd** - delete the data element (either not wanted by LC or not retained as a pass-through data element).
- rr** - the data element is copy specific or applicable specifically to the resource being cataloged; retain only if applicable to the LC resource (not very likely)
- ss** - the data element is or may be system supplied (LC ILS); this code will appear as a second code in the column for codes as applicable.

Sometimes a code is followed by a comment in the last column.

B13.5.2 CHECKLIST

B13.5.2.1 Leader

In general, when importing records select records that reflect values appropriate to the resource being cataloged, particularly with respect to Type of record (Ldr/06) and Bibliographic level (Ldr/07). Note that in Type of record LC does not use value "o" (Kit). For existing imported IBC records, change values as needed to reflect regular LC practice:

Record status (Ldr/05)	No action required (the values in this position are managed by the system)
Type of record (Ldr/06)	Usually no action required unless the value does not reflect the type of material represented by the record or the value is "o" (Kit); in such a case, consult ABA/POLICY
Bibliographic level (Ldr/07)	Usually no action required unless the value does not reflect the bibliographic level of the resource being cataloged; in such a case, consult ABA/POLICY
Type of control (Ldr/08)	No action required
Encoding level (Ldr/17)	Set to the value that reflects the mode of cataloging
Desc. cat form (Ldr/18)	Ensure that the value reflects the cataloging standard represented in the record ("a" for AACR 2; "i" for RDA) and make any needed adjustments accordingly.

B13.5.2.2 Variable Control Fields

001 (Control Number (LC ILS control number)), 003 (Control Number Identifier), and 005 (Date and Time of Latest Transaction) are set by the LC ILS. 006 (Fixed-Length Data Elements--Additional Material Characteristics) is only actively supplied by LC for integrating resources. For other publications it is treated as a pass-through data element. 007 (Physical Description Fixed Field) is actively supplied for certain cartographic materials, electronic resources, graphics, microforms, and moving image materials. For other materials, e.g., an 007 field related to material accompanying a book, treat the field as a pass-through data element. 008 (Fixed Length Data Elements) is actively supplied with some limitations for EL7 lccopycat (see DCM B13.10.2.2 (Appendix 7)) and MLC (see DCM B11).

B13.5.2.3 Variable Data Fields

Tag	Name of Field	Code	Comment
010	Library of Congress Control Number	yy	
013	Patent Control Information	nn	
015	National Bibliography Number	nn	
016	National Bibliographic Agency Control Number	nn	
017	Copyright or Legal Deposit Number	nn	
018	Copyright Article-Fee Code	nn	
020	International Standard Book Number	yy	
022	International Standard Serial Number	yy	

Tag	Name of Field	Code	Comment
024	Other Standard Number	nn	
025	Overseas Acquisition Number	yy	Supplied by LC overseas offices
026	Fingerprint Number	dd	
027	Standard Technical Report Number	yn	LC practice is to use if known to be a STRN; other-wise a quoted note if given; accept as pass through the treatment in the copy cataloging record
028	Publisher Number	yy	Used for music-related materials
030	CODEN Designation	nn	
032	Postal Registration Number	nn	
033	Date/Time and Place of an Event	nn	
034	Coded Cartographic Mathematical Data	yy	Responsibility of G & M staff
035	System Control Number	yy ss	
036	Original Study Number for Computer Data Files	nn	
037	Source of Acquisition	yn	LC practice is to use for numbers known to be stock numbers, e.g., GPO stock number; otherwise a quoted note if given; accept as pass through the treatment in the copy cataloging record
038	Record Content Licensor	nn	
040	Cataloging Source	yy	
041	Language Code	yy	
042	Authentication Code	yy	
043	Geographic Area Code	yy	
044	Country of Publishing/Producing Entity Code	nn	
045	Time Period of Content	nn	
046	Special Coded Dates	yn	Use for B.C. date in conjunction with 008/06 "b"; LC does not actively supply subfields \$j, \$k, \$l, \$m, \$u, \$2
047	Form of Musical Composition	nn	
048	Number of Musical Instruments	nn	
050	Library of Congress Call Number	yy	
051	Library of Congress Copy, Issue, Offprint Statement	yy	

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Tag	Name of Field	Code	Comment
052	Geographic Classification	yn	Responsibility of G & M staff; LC does not actively supply 1st Indicator value "1"
055	Classification Numbers Assigned in Canada	nn	
060	National Library of Medicine Call Number	nn	
061	National Library of Medicine Copy Statement	nn	
066	Character Sets Present	yy ss	Applies to records containing nonroman scripts
070`	National Agricultural Library Call Number	nn	
071	National Agricultural Library Copy Statement	nn	
072	Subject Category Code	nn	
074	GPO Item Number	nn	
080	Universal Decimal Classification Number	nn	
082	Dewey Decimal Classification Number	yy	
084	Other Classification Number	nn	
086	Government Document Classification Number	nn	
088	Report Number	yn	LC practice is to use for numbers not STRNs; if in doubt a report no., use quoted note if given; accept as pass through the treatment in the copy cataloging record
09X	Local Call Numbers	yy	Changed to 097 by Z-Processor; change to 050 at end-stage proc.
100	Main Entry - Personal Name	yy	
110	Main Entry - Corporate Name	yy	
111	Main Entry - Meeting Name	yy	
130	Main Entry - Uniform Title	yy	
210	Abbreviated Title	nn	
222	Key Title	nn	
240	Uniform Title	yy	
242	Translation of Title by Cataloging Agency	nn	
243	Collective Uniform Title	dd	
245	Title Statement	yy	
246	Varying Form of Title	yy	

Tag	Name of Field	Code	Comment
247	Former Title	yn	Used for integrating resources only; otherwise, pass through
250	Edition Statement	yy	
254	Musical Presentation Statement	nn	
255	Cartographic Mathematical Data	yy	Responsibility of G & M staff
256	Computer File Characteristics	nn	
257	Country of Producing Entity for Archival Films	nn	
260	Publication, Distribution, etc. (Imprint)	yy	
263	Projected Publication Date	yy	Used in CIP records only
264	Production, Publication, Distribution, Manufacture, and Copyright Notice	yy	
270	Address	nn	
300	Physical Description	yy	
306	Playing Time	nn	
307	Hours, etc.	nn	
310	Current Publication Frequency	nn	
321	Former Publication Frequency	nn	
336	Content Type`	yy	Accept \$b if present; accept other \$a if appropriate
337	Media Type	yy	Accept \$b if present; accept other \$a if appropriate
338	Carrier Type	yy	Accept \$b if present; accept other \$a if appropriate
340	Physical Medium	nn	
342	Geospatial Reference Data	yy	Responsibility of G & M staff
343	Planar Coordinate Data	yy	Responsibility of G & M staff
344	Sound Characteristics	nn	
345	Projection Characteristics of Moving Image	nn	
346	Video Characteristics	nn	
347	Digital File Characteristics	nn	
351	Organization and Arrangement of Materials	yy rr	Used in some rare book cataloging
352	Digital Graphic Representation	yy	Responsibility of G & M staff
355	Security Classification Control	nn	

Tag	Name of Field	Code	Comment
357	Originator Dissemination Control	nn	
362	Dates of Publication and/or Sequential Designation	yy	Used in multipart monographs, integrating resources, and serials
365	Trade Price	nn	
366	Trade Availability Informat		
400	Series Statement/Added Entry - Personal Name	nn	
410	Series Statement/Added Entry - Corporate Name	nn	
411	Series Statement/Added Entry - Meeting Name	nn	
440	Series Statement/Added Entry - Title	nn	
490	Series Statement	yy	
500	General Note	yy	
501	With Note	yy	
502	Dissertation Note	yy	
504	Bibliography, Etc. Note	yy	
505	Formatted Contents Note	yy	
506	Restrictions on Access Note	yn rr	Used in some rare book cataloging (subfields \$a and \$u only)
507	Scale Note for Graphic Material	nn	
508	Creation/Production Credits Note	nn	
510	Citation/References Note	yy	Used regularly in rare book cataloging
511	Participant or Performer Note	nn	
513	Type of Report and Period Covered Note	nn	
514	Data Quality Note	yy	Responsibility of G & M staff
515	Numbering Peculiarities Note	nn	
516	Type of Computer File or Data Note	nn	
518	Date/Time and Place of an Event Note	nn	
520	Summary, Etc.	yn	Used by LC for summaries, reviews, and abstracts from various sources, both internal and external; pass through; retain attribution if present, otherwise add one according to LCRI 2.7B17

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Tag	Name of Field	Code	Comment
521	Target Audience Note	yn	Used by Children's Literature Section, USPL(when information readily available); otherwise, pass through
522	Geographic Coverage Note	nn	
524	Preferred Citation of Described Materials Note	rr	
525	Supplement Note	nn	
526	Study Program Information Note	nn	
530	Additional Physical Form Available Note	yy	
533	Reproduction Note	yy	
534	Original Version Note	nn	LC uses 500
535	Location of Originals/Duplicates Note	yy rr	Used in some rare book cataloging
536	Funding Information Note	nn	
538	System Details Note	yy	
540	Terms Governing Use and Reproduction Note	yy rr	Used in some rare book cataloging
541	Immediate Source of Acquisition Note	nn	
544	Location of Other Archival Materials Note	yy rr	Used in some rare book cataloging
545	Biographical or Historical Data	yy rr	Used in some rare book cataloging
546	Language Note	yy	
547	Former Title Complexity Note	nn	
550	Issuing Body Note	nn	
552	Entity and Attribute Information Note	yy	Responsibility of G & M staff
555	Cumulative Index/Finding Aids Note	yy rr	LC uses in certain cases of remotely accessed electronic resources and in some rare book cataloging
556	Information about Documentation Note	nn	
561	Ownership and Custodial History	yy rr	Used in rare book cataloging
562	Copy and Version Identification Note	rr	
563	Binding Information	rr	
565	Case File Characteristics Note	rr	
567	Methodology Note	rr	
580	Linking Entry Complexity Note	nn	
581	Publications About Described Materials Note	rr	

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Tag	Name of Field	Code	Comment
583	Action Note	yy rr	Responsibility of staff doing replacement microforms
584	Accumulation and Frequency of Use Note	rr	
585	Exhibitions Note	nn	
586	Awards Note	yn	Used by Children's Literature Section, USPL when information readily available; otherwise, pass through
588	Source of Description Note	yy	Use for multipart monographs when the description does not reflect volume 1
590	Local Note	yy rr	Used for split volumes (DCM C6)
591	Local With Note	rr	No longer used at LC
600	Subject Added Entry - Personal Name	yy	
610	Subject Added Entry - Corporate Name	yy	
611	Subject Added Entry - Meeting Name	yy	
630	Subject Added Entry - Uniform Title	yy	
648	Subject Added Entry - Chronological Term	nn	
650	Subject Added Entry - Topical Term	yy	
651	Subject Added Entry - Geographic Name	yy	
653	Index Term - Uncontrolled	yy	
654	Subject Added Entry - Faceted Topical Term	nn	
655	Index Term - Genre/Form	yn	Used in rare book cataloging; some fiction cataloging, and some special format cataloging; otherwise, pass through
656	Index Term - Occupation	nn	
657	Index Term - Function	nn	
658	Index Term - Curriculum Objective	nn	
700	Added Entry - Personal Name	yy	
710	Added Entry - Corporate Name	yy	
711	Added Entry - Meeting Name	yy	
720	Added Entry - Uncontrolled Name	nn	
730	Added Entry - Uniform Title	yy	
740	Added Entry - Uncontrolled Related/Analytical Title	nn	

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Tag	Name of Field	Code	Comment
752	Added Entry - Hierarchical Place Name	yn	Used in rare book cataloging; otherwise, pass through
753	System Details Access to Computer Files	nn	
754	Added Entry - Taxonomic Identification	nn	
760	Main Series Entry	nn	
762	Subseries Entry	nn	
765	Original Language Entry	nn	
767	Translation Entry	nn	
770	Supplement/Special Issue Entry	nn	
772	Supplement Parent Entry	nn	
773	Host Item Entry	yy rr	LC uses actively only in very rare cases; may use for BIP procedures for older material
774	Constituent Unit Entry	yy rr	Used in some rare book cataloging
775	Other Edition Entry	nn	
776	Additional Physical Form Entry	yy rr	LC uses for reproduction microforms
777	Issued With Entry	nn	
780	Preceding Entry	nn	
785	Succeeding Entry	nn	
786	Date Source Entry	nn	
787	Nonspecific Relationship Entry	nn	
800	Series Added Entry - Personal Name	nn	
810	Series Added Entry - Corporate Name	nn	
811	Series Added Entry - Meeting Name	nn	
830	Series Added Entry - Title	nn	
850	Holding Institution	dd	
852	Location	dd	
856	Electronic Location and Access	yy	
880	Alternate Graphic Representation	yy	Applies to records containing nonroman scripts
886	Foreign MARC Information Field	dd	
887	Non-MARC Information Field	dd	
906	Local Processing Data	yy rr	

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Tag	Name of Field	Code	Comment
923	Local Shipment/Invoice Information	yy rr	
925	Local Selection Decision	yy rr	
952	Local Cataloger's Permanent Note	yy rr	
955	Local Functional Tracking Information	yy rr	
963	Local Related CIP or PCN Data	yy rr	
985	Local Record History	yy rr	

B13.7.1 LC PRACTICE

This appendix assumes that all standard LC practices are applied to multipart monographs in the copy cataloging environment. This means that the policies stated in DCM M5 (*Library of Congress Series Policy*) are applied, particularly the one in DCM M5.8.1.1, which states that the default policy of analyze/classify separately does not apply when the volumes of a multipart monograph lack analyzable titles. In those cases the exception says to create only a collected set record and to classify the volumes together. This precludes importing and using separate records for volumes of a multipart monograph in which the volume number is used in the 245 field to create a "volume title" because it is inappropriate to import another library's analytic record and re-issue it as a collected set record. Some examples of such "volume titles":

245 \$a [Multipart monograph title], volume 1

245 \$a [Multipart monograph title]. \$n Vol. 1

245 \$a [Multipart monograph title]. \$n Book 1

245 \$a [Multipart monograph title]. \$n Volume one

LC also has a policy that some multipart monograph volumes with titles are non-analyzable if the volume titles have no meaning separate from the title of the multipart monograph. Do not import and use such records. Some examples of such dependent titles:

245 \$a [Multipart monograph title]. \$n Volume 1, to 1500

245 \$a [Multipart monograph title]. \$n Vol. 1, \$p Napoleonic Wars to World War I

If in doubt, treat such titles as non-analyzable.

B13.7.2 HOLDINGS

In cases of multipart monographs the holdings in an imported record may vary from LC holdings. Use the following guidelines for treating multipart monographs, including for the collected set two-volume sets.

B13.7.2.1

Individual Volumes Do Not Have An Analyzable Title

If the multipart monograph is one in which each volume lacks an analyzable title:

- 1) adjust 008 values for Type of date (008/06), Date 1 (008/07-10), and Date 2 (008/11-14) to reflect LC holdings in all aspects according to regular practice;
- 2) adjust the 260 or 264 field to reflect LC holdings in all aspects; if the date volume 1 was published is given in the imported record's 260 or 264 field subfield \$c but LC does not hold volume 1, retain the information about the publication date of volume 1 by recording it in field 362, e.g.:

362 1# \$a Began publication in [date].

- 3) for AACR2 cataloging, continue to record LC holdings in the physical description area (field 300, subfield \$a enclosed within angle brackets until complete) according to regular practice; for RDA cataloging, record a generic statement of units in field 300 and LC's actual holdings in holdings and item records; when a set is complete (or the total number of units issued is known), record a complete extent statement in field 300 with the number and type of units making up the resource;

- 4) if the multipart monograph itself is in a numbered series (4XX field in the multipart collected set record), do not delete series numbering given in 4XX subfield \$v even if LC lacks some of the volumes;
- 5) if there is a contents note (505 field in the record), insure that volumes held by LC are represented in the contents note; if there are **additional** volumes represented there, retain them, i.e., do **not** delete them; ensure that the volumes held by LC are represented by holdings and item records;
- 6) if the updated/finished description is not based on volume 1, ensure that a 588 field (Source of Description Note) is present stating the earliest volume in LC's holdings:

Example:

```
588 ## $a Description based on: v. 3.
```

B13.7.2.2 Individual Volumes Have An Analyzable Title

If the multipart monograph is one in which each volume has an analyzable title **and** the multipart monograph is in one of the exceptional categories in DCM M5.8.3 for which LC continues to analyze in full and classify as a collection, and if a copy cataloging record is used for the collected set, follow the guidelines in B13.7.2.1 above.

B13.7.3 CALL NUMBER

For multipart monographs being cataloged according to DCM B13.7.2.1 and B13.7.2.2 above, follow the guidelines in DCM B13.3.4.11.

B13.8.1 WHERE TO SEARCH

Both name and subject authorities reside in the LCDB. However, subject authorities are more easily searched in Classification Web, where authority for free-floating subdivisions is also easily found. Classification Web avoids some of the misleading ILS validation pitfalls, and it is not cluttered with bibliographic records and authority records for names and series.

ILS validation is frequently misleading:

- 1) a "Heading Validated" response may occasionally result from a match with a NAR or SAR, not a subject authority;
- 2) a "Heading Validated - Cosmetic differences" response may result from a match with a NAR or SAR, not a subject authority;
- 3) a "Partial Heading Validation" response may seriously mislead the searcher: diacritics, spacing, capitalization, subfielding, etc. may be incorrect, and letters and words at the end of the authorized \$a part of a subject heading may be missing; the diacritics, spacing, capitalization, subfielding, etc. in the "Near heading" column simply repeat whatever is in the bibliographic record;
- 4) tags may be wrong; incorrect tags are accepted in the validation process.

B13.8.2 BASIC SEARCHING STRATEGIES

Basic searching strategies use Classification Web, the ILS, and the *Subject Headings Manual* (SHM). The following guidelines present three possible approaches to the validation of subject headings:

- 1) searching subject headings in Classification Web;
- 2) searching subject subdivisions in Classification Web;
- 3) searching subject headings in the ILS.

Note, however, these three approaches are not mutually exclusive.

B13.8.2.1 Contents Of Classification Web

Classification Web contains authorities for:

- 1) topical subject headings (650 field);
- 2) non-jurisdictional geographic names (651 field or \$z subfield)
- 3) headings for non-corporate buildings, structures, etc. (651);
- 4) names of families, e.g., Adams family (600 field with a second indicator value of "3");
- 5) topical subject headings with subject subdivisions;
- 6) name headings with non-free-floating subject subdivisions;
- 7) general and chronological subdivisions from the various instructions in SHM on free-floating subdivisions (e.g., H 1095, etc.), including the category of headings under which each subdivision may be used and a citation to the particular free-floating list in SHM on which the particular subdivision appears.

Use of Classification Web as recommended in these guidelines assumes that the searcher has taken the COIN (formerly IDTD) course “Classification Web: Introduction to Searching LCC.”

B13.8.2.2 Contents Of LCDB

The LCDB contains all of the above (B13.8.2.1) and also authorities for:

- 1) personal names (600 field);
- 2) corporate names (610 field);
- 3) meeting names (611 field);
- 4) uniform titles (630 field);
- 5) names of political jurisdictions (651 field).

B13.8.2.3 Searching Subject Headings In Classification Web

Use the subject headings selection from Classification Web to search the following kinds of subject headings

- 1) topical headings (650 field);
- 2) non-jurisdictional geographic names (651 field or \$z subfield);
- 3) names of families (600 field with a second indicator value of “3”);
- 4) any headings (600-651 fields) with subject subdivisions (\$v, \$x, \$y, or \$z subfields).

Open Classification Web, using: classificationweb.net/Auto/ Select “LC Subject Headings” from the menu. Follow the search strategy recommended below for the conditions described. Use truncation in the search because it is easier to scroll forward than backward. When performing a search using the “Structured subject heading” category, submit the search by clicking on the “Browse” button.

B13.8.2.3.1 Main subject heading only, no subject subdivision

Examples:

Subject heading:	650 #0 \$a Barrier-free design
Structured subject heading:	barrier free
Results:	“Barrier-free design” is established
Subject heading:	600 30 \$a Adams family
Structured subject heading:	adams fam
Results:	“Adams family” is established
Click on R to open auth. rec.:	Verify tagging of the heading
Subject heading:	650 #0 \$a Nature
Structured subject heading:	nature
Results:	“Nature” is established.

Some subject headings contain the free-floating terms or phrases "...

Metropolitan Area," "... Region, or "... Suburban Area", which do not have their own authority records. To validate them, it is necessary to check 1) whether the basic heading is established and 2) whether the free-floating phrase or term has been combined correctly with the basic heading. For information on the use and construction of these free-floating subject headings, consult SHM H 362, H 760, and H 790. When searching these headings, omit the free-floating term. If the search reveals that the basic heading is established, then check the relevant SHM instruction to ensure that the heading is correctly constructed.

Examples:

Subject heading: 651 #0 \$a Baikal, Lake, Region (Russia)
Structured subject heading: baikal la
Results: "Baikal, Lake (Russia)" is established
Check SHM: H 760 Heading is correctly formulated

Subject heading: 651 #0 \$a Toledo Mountains Region (Spain)
Structured subject heading: toledo mo
Results: "Toledo Mountains (Spain)" is established
Check SHM: H 760 Heading is correctly formulated

Subject heading: 651 #0 \$a Boston Metropolitan Area (Mass.)
Search in the ILS: boston mass
Results: "Boston (Mass.);" is established
Check SHM: H 790 Heading is correctly formulated

B13.8.2.3.2

Subject heading with general/form/topical subdivision(s) but not geographic subdivision

Do the following:

- 1) construct the search in Classification Web using the "Structured subject heading" category so as to retrieve the authority record for the main subject heading without subdivisions;
- 2) if the \$a part is found, scroll down to determine whether the subdivision is established with that heading;
- 3) if the main subject heading is established but any of the subdivisions are not established with that heading, search for the subdivisions using the "Structured free-floating subdivision" category; determine whether the instructions include the heading cited;
- 4) if the \$a part is not found, or if the main subject heading is a name heading (other than a family name) and not found in Classification Web, do a second search in the ILS for only the name heading as described below in B13.8.2.3.3.

Examples:

Subject heading: 650 #0 \$a Persian Gulf War, 1991 \$x Causes

Structured subject heading:	persian gu
Results:	Scrolling down reveals that Persian Gulf War, 1991 is valid, but –Causes is not established under it
Search 2: Structured free	
-floating subdivision:	Causes
Results:	usable under wars
Conclusion:	heading is ok
Subject heading:	650 #0 \$a Hot air balloons \$x Construction \$v Juvenile literature
Structured subject heading:	hot air b
Results:	Hot air balloons is valid
Search 2: structured free	
-floating subdivision:	Construction; valid but not under Hot air balloons
Conclusion:	Refer (or notice the reference to Design and construction)
Subject heading:	651 #0 \$a Jamaica \$x History \$y To 1962
Structured subject heading:	jamaica
Results:	Jamaica seems to be valid: there is no authority record, but there are established subdivisions, including –History–To 1962; search in the ILS to verify Jamaica is established
Conclusion:	Heading is ok
Subject heading:	610 20 \$a United States Military Academy. \$b Class of 1991 \$x History
Structured subject heading:	united states mil
Results:	No hits on the \$a part; search in the ILS
Results:	\$a part is established; class of 1991 is not
Conclusion:	Refer.

B13.8.2.3.3

Subject heading with geographic subdivision

Do the following:

- 1) construct the search so as to retrieve the authority record for the main subject heading without subdivisions;
- 2) determine whether the authority record indicates that the heading may be subdivided geographically;
- 3) then do a second search for the geographic name; if non-jurisdictional, continue searching in Classification Web; if jurisdictional, search the geographic name in the ILS;
- 4) follow the rules in H 830 regarding indirect subdivision; established names of countries and regions larger than a country may be used following \$z; for places, jurisdictional or non-jurisdictional, that are within a country or cross the boundaries, consult H 830 for the rules.

Examples of information found in H 830:

650 #0 \$a Art \$z France \$z Paris

not

650 #0 \$a Art \$z Paris (France)

650 #0 \$a Geology \$z Rocky Mountains

not

650 #0 \$a Geology \$z United States \$z Rocky Mountains

Examples of searches:

Subject heading: 650 #0 \$a Fishing \$z Potomac River
Structured subject heading search 1: fishing
Results: "Fishing" is established and divided by place
Structured subject heading search 2: potomac r
Results: "Potomac River" is established
Conclusion: Heading is ok

Subject heading: 650 #0 \$a Hiking \$z Appalachian
Trail
Structured subject heading search 1: hiking
Results: "Hiking" is established and divided by place
Structured subject heading search 2: appalachian t
Results: "Appalachian Trail" is established
Conclusion: Heading is ok

Subject heading: 650 #0 \$a Oil spills \$z Persian Gulf
Structured subject heading search 1: oil spill
Results: "Oil spills" is established and divided by place
Structured subject heading search 2: persian g
Results: "Persian Gulf" is established
Conclusion: Heading is ok

Subject heading: 650 #0 \$a Local elections
\$z Klagenfurt, Austria
Structured subject heading search: local el
Results: "Local elections" is established
ILS search: "Klagenfurt (Austria)" is established
Conclusion: Restructure heading to:

650 #0 \$a Local elections \$z Austria \$z Klagenfurt per H 830

B13.8.2.3.4

Topical heading with geographic and form/topical subdivision(s)
Combine the rules for B13.8.2.3.2 and B13.8.2.3.3.

Examples:

Subject heading:	650 #0 \$a French language \$z Canada \$x Figures of speech
Structured subject heading:	french lang
Results:	“French language” is valid, and is divided by place; “–Figures of speech” is established under “French language” and is not divided
Results:	Heading is ok
Subject heading:	650 #0 \$a Executives \$z United States \$x Conduct of life
Structured subject heading:	executives
Results:	“Executives” is valid, and is divided by place “Conduct of life” is established under “Executives” and is not divided
Results:	Heading is ok
Subject heading:	650 #0 \$a Children \$x Intelligence testing \$z United States
Structured subject heading:	children
Results:	Children is valid and divided by place; scrolling down does not get to the subdivision; redo search as children–int
Search 2:	children–int
Results:	Children–Intelligence testing is established and divided by place Heading is ok

B13.8.2.4

Searching Subject Headings In The ILS

Use the ILS to search the following kinds of subject headings:

- 1) name headings without subdivisions;
- 2) name headings with subdivisions, if the main name heading was not found in Classification Web;
- 3) names of political jurisdictions;
- 4) uniform titles.

Always use a "browse" search in the ILS Subject Bib/Auth index.

Examples:

Subject heading:	600 10 \$a Wright, Frank Lloyd, \$d 1867 -1959
ILS Subject bib/auth:	wright fr scroll down to find heading
Results:	Heading is ok
Subject heading:	600 10 \$a Lindsley, A. L. \$q (Aaron

Ladner), \$d 1817-1891

ILS Subject bib/auth: lindsay a
Results: Heading is ok

Subject heading: 600 00 \$a John Paul \$b II, \$c Pope,
\$d 1920- \$x Journeys \$z Poland

ILS Subject bib/auth: john paul ii
Results: Name heading is established
Class Web search for subdivs: journeys
Results: use Travel (may subd geog)
Conclusion: Change heading to:
600 00 \$a John Paul \$b II, \$c Pope,
\$d 1920- \$x Travel \$z Poland

Subject heading: 600 10 \$a Poe, Edgar Allen, \$d 1809-1849
\$x Characters \$x Women.

ILS Subject bib/auth: poe ed
Results: Name heading is established
Class Web search for subdivs: characters
Results: Characters is valid and may be followed by subdivisions
for groups or categories
Conclusion: "-Characters-Women" is valid under Poe

Subject heading: 651 #0 \$a Dorchester Co., Md. \$x Census,
1790

ILS Subject bib/auth: dorchester c
Results: Dorchester County (Md.) is valid
Class Web search for subdivs: Census
Results: "Census, [date]" is valid as either form or subject
Conclusion: 1) Amend the place name in the subject heading
2) See instructions in SHM H1366 to determine if \$x or
\$v

If a geographic name is used as a subdivision, verify that the heading may be geographically subdivided. In the ILS display this is indicated by the authority record value "i" immediately following the date in the 008.

Subject heading: 650 #0 \$a Water quality management
\$z Idaho \$z Lewiston

Class Web: Water q
Results: \$a part is valid
ILS Subject bib/auth: lewiston i
Results: Established as Lewiston (Idaho)
Conclusion: Record is ok per H 830

The following examples show that it may be necessary to search both Class Web and ILS, depending upon the situation and the results of the search. A search will be more efficient if one can predict which headings will not be in Class Web. (See DCM Z11 for help in determining what types of headings are “name headings” that are unlikely to be found in Class Web.)

Subject heading: 610 20 \$a United States Military Academy.
\$b Class of 1943 \$x History
ILS Subject bib/auth: united states mil
Results: Corporate body is established
Class Web search for subdvs: History
Results: Heading is ok

Subject heading: 611 20 \$a Notre Dame Symposium on the Dead
Sea Scrolls \$d (1993 : \$c
University of Notre Dame)
ILS Subject bib/auth: Notre Dame symp
Results: Established

Subject heading: 630 00 \$aCartagena Agreement \$d (1969)
ILS Subject bib/auth: cartagena a
Results: Established

Subject heading: 630 00 \$a Bible. \$p N.T. \$p Revelation
\$x Criticism, interpretation, etc.
ILS Subject bib/auth: bible n t rev
Results: Uniform title heading is established
Class Web search for subdvs: crit
Results: Subdivision is valid under sacred works

Subject heading: 610 20 \$a Congress Hall (Philadelphia,
Pa.)
Class Web: congress h
Results: Established

Subject heading: 651#0 \$a Pressmen's Home (Tenn.)
\$x History
Class Web: nothing
ILS Subject bib/auth: Established; check tagging
Results: Heading is ok as is

Subject heading: 610 20 \$a Tiger Stadium (Detroit, Mich.)
Class Web: nothing
ILS Subject bib/auth: tiger st

Results: Established

Subject heading: 651 #0 \$a Connor Basin Ranch (Utah)
Class Web: connor b
Results: Established

Subject heading: 650 #0 \$a Franciscans \$x Rules
ILS Subject bib/auth: franciscans
Results: Established, but tag is 610 20
Class Web search for subdvs: rules
Results: ok under individual monastic orders
Conclusion: Change heading to:
610 20 \$a Franciscans \$x Rules

Subject heading: 600 00 \$aDante Alighiere, \$d 1265-1321
\$v Concordances
ILS Subject bib/auth: dante a
Results: Personal name is established
Class Web search for subdvs: conco
Results: Heading is ok

Subject heading: 651#0 \$a Canada \$x Economic conditions
Class Web: Canada-ec
Results: Established

Subject heading: 650 #0 \$a Eye \$x Laser surgery
\$x Instruments
Class Web: eye
Results: Eye is established, subdivisions are not established under
it
Class Web search for subdvs: laser
Results: "Laser surgery--Instruments" is valid under organs of the
body

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B13.13.1 **PURPOSE OF APPENDIX 10**

This appendix is to be used by RDA-trained catalogers and technicians to:

- 1) identify when it is appropriate to convert an imported AACR2 record to RDA;
- 2) recognize common differences between AACR2 and RDA that should be checked when importing records that can be converted to RDA;
- 3) recognize LC practices, including "LC core" elements, that should be addressed when importing records that are already RDA or will be converted to RDA;
- 4) recognize situations where a cataloging technician may need to consult with an RDA cataloger regarding authority records or authorized access points.

B13.13.2 **AACR2 OR RDA**

This section provides guidelines with respect to when to keep or change the descriptive conventions on imported records.

B13.13.2.1 **AACR2 Records that Should Be Kept As AACR2**

For the interim period prior to the full implementation of RDA, some imported AACR2 records should be retained as AACR2 in order to be in compliance with community agreements, including OCLC policies. Records imported from OCLC that are full or fuller level should be retained as AACR2 and not converted to RDA. A full or fuller level record may be identified by the encoding level (Leader/17), sometimes in combination with the language of cataloging (040 \$b).

Full or fuller encoding levels: #, 1, 2, 4, 8, I or L where the language of cataloging is English.

B13.13.2.1.1 *Z-Processor tip*

When importing a record from OCLC, Z-Processor will recognize the encoding level and language of cataloging of the record and will generally identify the correct cataloging stream:

- **Copycat**—indicates that the record is a fuller-level record, and the language of cataloging is English. Such a record must remain as AACR2. Follow section/division practice for referring the imported record to an AACR2 cataloger or technician, or process as AACR2 yourself in exceptional circumstances.
- **PCC Adapt**—indicates that the record is a fuller-level record and the language of cataloging is English. Such a record must remain as AACR2. Follow section/division practice for referring the imported record to an AACR2 cataloger or technician, or process as AACR2 yourself in exceptional circumstances.
- **CIP verification**—when using the special CIP Z-Processor to import a verified version of a CIP record, an existing AACR2 record must be processed as AACR2.

B13.13.2.2 **AACR2 Records That Should Be Converted To RDA**

There are two categories of imported AACR2 records that should be converted to RDA when processed by RDA-trained catalogers/technicians:

- 1) less than full AACR2 records; encoding levels K, M, 3, 5, and 7;
- 2) language of cataloging: if other than English, convert to RDA regardless of encoding level.

*B13.13.2.2.1**Z-Processor tip*

When importing a record from OCLC, Z-Processor will recognize the encoding level and language of cataloging of the record and will generally identify the correct cataloging stream:

- **OrigRes**—indicates that the record is a lower-level record, and/or the language of cataloging is other than English. An RDA cataloger/technician should process the record as full level RDA.
- **OrigCop**—indicates that an existing LC AACR2 record for another edition can be used to create a new full level RDA record.

*B13.13.2.2.2.**Checklist 1: Converting an AACR2 record to RDA*

The following table summarizes the data elements to be checked or changed when an imported AACR2 record is converted to RDA. The list includes typical "LC Core+" elements that the cataloger or technician should add if not present.

Also apply the guidelines in DCM B13 for fields not included in this table (e.g., 041, 043, 050, 504, subject headings), including the "pass through" concept for elements not generally supplied by LC. Remember that LC copy cataloging focuses on accepting the cataloging of other libraries as much as possible, limiting changes to egregious errors.

If an RDA-trained technician is changing the AACR2 record to an RDA record,

- fields marked with a double asterisk should be discussed with an RDA-trained cataloger;
- the record should be referred to an RDA-trained cataloger if authorized forms are not available in the LC/NACO Authority file for the following fields in the bibliographic record: 1XX, 240, 600-630, and 7XX fields other than the 775 and those for analytical authorized access points (7XX indicator 2 = 2).

Note that the information given in bold italic type will be present in the record if the "IBC to RDA" macro is involved (CTRL+SHIFT+0).

Data Element	Name	AACR2 > RDA Action
<i>Ldr/18</i>	<i>Descriptive cataloging form</i>	Assure " <i>i</i> " (<i>ISBD</i>)
<i>040 \$b</i>	<i>Language of cataloging</i>	Assure " <i>eng</i> "
<i>040 \$e</i>	<i>Description conventions</i>	Assure " <i>rda</i> " (and " <i>dcrmb</i> ") if appropriate
<i>042 \$a</i>	<i>Authentication code</i>	Assure " <i>pcc</i> " or " <i>lccopycat</i> " as applicable (retain " <i>lcode</i> " when appropriate)

Data Element	Name	AACR2 > RDA Action
1XX**	Main entry (Creator)	Add creator if missing (the most likely situation would be if more than three persons or bodies are named in a single statement of responsibility). For compilations, remove creator if the resource contains works by more than one creator.
240**	Uniform (preferred) title	The most likely situations needing attention: (1) If the resource is a translation, ensure the presence of the preferred title of the original and only one language name in subfield \$1. (2) If the resource is a compilation of works by one creator, ensure the presence of the correct form of the conventional title if appropriate (for example, note that "Selections" by itself is not an appropriate title). (3) For compilations, remove the field if it represents only the first work in the compilation.
245	Title proper, etc.	Delete "[sic]" or "[i.e., ____]." Remove \$h if present. Add missing other title information if presented with the title proper in the resource. (LC Core+) Add missing parallel title(s) from any source in the resource. (LC Core+) Ensure the presence of the first statement of responsibility from any source in the resource. In an existing statement of responsibility, replace "[et al.]" with a full transcription of the statement, or use "[and ____ others]" (supplying the appropriate number).
246	Variant title	If "[sic]" or "[i.e., ____]" was removed from the title proper, consider adding a 246 field for the corrected form.
246	Later title proper	Add for later titles of a multipart monograph. (LC Core+)
250	Edition statement	Expand any unauthorized abbreviations and record numerals as found in the resource.

Data Element	Name	AACR2 > RDA Action
260/264	Publication information	<p>For a single-part resource, change the tag to 264 and use the appropriate 2nd indicator value based on the content of the field.</p> <p>\$a Ensure that first place of first publisher is transcribed as found in the resource. Replace "[S.l.]" with a supplied place if possible or "[Place of publication not identified]".</p> <p>\$b Expand abbreviations when applicable, and add missing words in the name of the publisher.</p> <p>\$c Ensure that date of publication is given even if it is a supplied date (e.g., it may be necessary to convert a copyright date to a supplied publication date). If no publication date can be supplied, record "[date of publication not identified]" and record another type of date in a subsequent 264 field.</p> <p>Supply missing parts of publication, distribution, manufacture statements when necessary for understanding.</p> <p>Multipart monographs: prefer not to change an existing 260 field to 264. It is permissible to update pre-RDA records with changes in production, publication, distribution, and manufacture elements by adding either the 260 field or the 264 field at the cataloger's discretion.</p>
300	Physical description	<p>Expand abbreviations when applicable.</p> <p>Assure \$b identifies illustrations if resource is intended for children. For incomplete multipart monographs, give only "volumes" in \$a; ensure that volume being processed is represented by an item record.</p> <p>Ensure that subfield \$c is present. (LC Core+)</p>
336	<i>Content type</i>	<i>Give \$a text \$2 rdacontent</i> Accept \$b if present; accept other \$a if appropriate.
337	<i>Media type</i>	<i>Give \$a unmediated \$2 rdamedia</i> (LC Core+) Accept \$b if present; accept other \$a if appropriate.
338	<i>Carrier type</i>	<i>Give \$a volume \$2 rdacarrier</i> Accept \$b if present; accept other \$a if appropriate.

Data Element	Name	AACR2 > RDA Action
490	Series statement	Check for and assure/supply ISSN and numbering of series and of subseries. (LC Core+)
505	Formatted contents note	Supply contents note for compilations when appropriate. (LC Core+)
520	Summary note	Supply if resource is fiction intended for children. (LC Core+)
521	Intended audience	Supply if resource is intended for children. (LC Core+)
546	Language/script	Supply for some situations/scripts. (LC Core+)
7XX	Added entry (access point) fields	Assure/add access points for illustrator(s) of a resource intended for children. (LC Core+) Remove 7XX for creator if moved to 1XX position per RDA.
7XX**	Analytical added entry (access point); indicator 2 = 2	If the resource is a compilation, assure/add an authorized access point for the first or principal work/expression if it is substantial.
775**	Other edition entry (related manifestation)	For a reproduction, give information about the original publication when the earlier record is available; otherwise, use bibliographic history note (500). (LC Core+)

B13.13.2.3 RDA Records

An imported record should be kept as RDA and processed by an RDA-trained cataloger or technician (AACR2 catalogers and technicians in your section/division will refer RDA records to you). Most RDA records imported from OCLC will be full or fuller level records, although some less than full RDA records may be found.

B13.13.2.3.1 *Z-Processor tip*

When importing an RDA record from OCLC, Z-Processor will recognize the encoding level and language of cataloging of the record and will generally identify the correct cataloging stream:

- **OrigRes**—indicates that the record is a lower-level record and/or the language of cataloging is other than English. Process the record as full level RDA.
- **Copycat**—indicates that the record is a fuller-level record and the language of cataloging is English. Process the record as a full level RDA record, with 042 = lccopycat. Exceptionally, process according to "encoding level 7 lccopycat" procedures (DCM B13, Appendix 7).

- **PCC Adapt**—indicates that the record is a fuller-level record and the language of cataloging is English. Process the record as full level RDA.
- **OrigCop**—indicates that an existing LC RDA record for another edition can be used to create a new full level RDA record.
- **CIP verification**—when using the special CIP Z-Processor to import a verified version of a CIP record, an existing RDA record must be processed as RDA.

*B13.13.2.3.2**Checklist 2: Using an imported RDA record*

The following table summarizes the data elements to be checked or changed when an RDA record is imported. The list includes typical "LC Core+" elements that the cataloger or technician should add if not present.

Also apply the guidelines in DCM B13 for fields not included in this table (e.g., 041, 043, 050, 504, subject headings), including the "pass through" concept for elements not generally supplied by LC. Remember that LC copy cataloging focuses on accepting the cataloging of other libraries as much as possible, limiting changes to egregious errors.

If an RDA-trained technician is importing the RDA record,

- fields marked with a double asterisk should be discussed with an RDA-trained cataloger;
- the record should be referred to an RDA-trained cataloger if authorized forms are not available in the LC/NACO Authority file for the following fields in the bibliographic record: 1XX, 240, 600-630, and 7XX fields other than the 775 and those for analytical authorized access points (7XX indicator 2 = 2);
- if "Encoding level 7 lccopycat" technique is to be used, follow your section/division practice for referring access points to a cataloger, as applicable.

Data Element	Name	RDA > RDA Action
Ldr/18	Descriptive cataloging form	Assure "i" (ISBD)
040 \$b	Language of cataloging	Add "eng" if not present
040 \$e	Description conventions	Assure "rda" (and "dcrmb" if appropriate)
042 \$a	Authentication code	Assure "pcc" or "lccopycat" as applicable (retain "lcode" as appropriate)
240**	Uniform (preferred) title	The most likely situations needing attention: (1) If the resource is a translation, ensure the presence of the preferred title of the original and only one language name in subfield \$1. (2) If the resource is a compilation of works by one creator, ensure the presence of the correct form of the conventional title if appropriate.

Data Element	Name	RDA > RDA Action
245	Title proper, etc.	Add missing other title information if presented with title proper in the resource. (LC Core+) Add missing parallel title(s) from any source in the resource. (LC Core+) Ensure the presence of the first statement of responsibility from any source in the resource.
246	Variant title	Consider adding a 246 field for the corrected form of title when errors were transcribed in the title proper.
246	Later title proper	Add for later titles of a multipart monograph. (LC Core+)
264/260	Publication information	<p>\$a Ensure that first place of first publisher is transcribed as found in the resource, supply a place of publication, or use "[Place of publication not identified]".</p> <p>\$c Ensure that date of publication is given even if it is a supplied date (e.g., it may be necessary to convert a copyright date to a supplied publication date). If no publication date can be supplied, record "[date of publication not identified]" and record another type of date in a subsequent 264 field. Supply missing parts of publication, distribution, manufacture statements when necessary for understanding.</p> <p>Multipart monographs: an existing 260 field (the RDA record was created before field 264 was defined) may be changed to a 264 when adding additional 264 fields at the cataloger's discretion, presuming the cataloger has enough information to select the appropriate 2nd indicator value.</p>
300	Physical description	Assure \$b identifies illustrations if resource is intended for children. For incomplete multipart monographs, give only "volumes" in \$a; ensure that volume being processed is represented by an item record. Ensure that subfield \$c is present. (LC Core+)
336	Content type	Assure \$a text \$2 rdacontent Accept \$b if present; accept other \$a if appropriate.
337	Media type	Assure \$a unmediated \$2 rdamedia (LC Core+) Accept \$b if present; accept other \$a if appropriate.
338	Carrier type	Assure \$a volume \$2 rdacarrier Accept \$b if present; accept other \$a if appropriate.

Data Element	Name	RDA > RDA Action
490	Series statement	Check for and assure/supply ISSN and numbering of series and of subseries. (LC Core+)
505	Formatted contents note	Supply contents note for compilations when appropriate. (LC Core+)
520	Summary note	Supply if resource is fiction intended for children. (LC Core+)
521	Intended audience	Supply if resource is intended for children. (LC Core+)
546	Language/script	Supply for some situations/scripts. (LC Core+)
7XX	Added entry (access point) fields	Assure/add access points for illustrator(s) of a resource intended for children. (LC Core+)
7XX**	Analytical added entry (access point)	If the resource is a compilation, assure/add an authorized access point for the first or principal work/expression if it is substantial. (LC Core+)
775**	Other edition entry (related manifestation)	For a reproduction, give information about the original publication when the earlier record is available; otherwise, use bibliographic history note (500). (LC Core+)

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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 *hdddmmss* (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 *hdddmm.mmmm* (hemisphere-degrees-minutes.decimal minutes)

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

Decimal seconds: record in the form *hdddmmss.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.

046 Special Coded DatesGeneral

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

When supplying dates in field 046, use ISO 8601 and supply dates using the pattern yyyy, yyyy-mm, or yyyyymmdd. For probable, uncertain, and approximated dates use the Extended Date Time Format (EDTF) schema, specifying that source in subfield \$2 (edtf). See date table in LCPS 9.3.1.3.

Examples:

```
046 ## $f 18900101 $g 19850308
100 1# $a Ramdohr, Paul,$d 1890-1985
670 ## $a Wichtige neue Beobachtungen an Magnetit, Hämatit,
      Ilmennit und Rutil, 1939: $b t.p. (Paul Ramdohr)
      preface (b. Jan. 1, 1890; d. Mar. 8, 1985)

046 ## $s -0199~ $2edtf
100 0# $a Hellanicus $c (Grammarian),$d active
      approximately 200 B.C.
670 ## $a Brill's new Pauly online, Aug. 2, 2011 $b
      (Hellanicus; Alexandrian grammarian; ca. 200 BC)

046 ## $f 1946-06
100 0# $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)
```

Subfield \$2 - Source of date scheme

When using the EDTF schema, add subfield \$2 edtf

Note that the 046 field must be repeated when subfield \$2 does not apply to all dates.

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the 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.
2. For 046, 37X, 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.

Subfield \$v – Source of the Information

Follow the same basic citation principles when recording data in subfield \$v (Source of information) of fields 046, 37X 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 046, 37X, 381 is in the same form as found in the source, there is no need to cite usage information. If the information recorded in 046, 37X, 381 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 preferred access point form of 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.

For example:

```
100 1# $a Lazzarini, Sérgio G.
372 ## $a Industrial relations $2 lcs$ $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. (Sergio G.
Lazzarini)
```

336 Content TypeGeneral

Do not supply. Pending outcome of report/recommendations from the PCC Access Point for Expressions Task Group.

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368 Other Corporate Body AttributesGeneral

Prefer controlled vocabulary for terms, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a, \$b and \$c.

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370 Associated PlaceGeneral

Use the established form of the geographic place name as found in the LC/NAF, with the same adjustments as when using the place name as a parenthetical qualifier to names:

- a) Omit the type of jurisdiction (see LCPS 11.3.1.30).
- b) Do not enclose a larger jurisdiction in parentheses; but instead separate it from the place name by comma-space.

Example:

Geographic name in LC/NAF:
 151 ## \$a Shiner (Tex.)
 Form of name in 370:
 370 ## \$a Shiner, Tex.

If the place name is not found in the LC/NAF, formulate it according to the current cataloging guidelines being used. It is not necessary to create a NAR for the name used in the 370.

Subfield \$2 – Source of term

If the place is not a jurisdiction, indicate the source of the place **name** in subfield \$2.

When using subfield \$2, repeat the 370 if subfield \$2 does not apply to all place names.

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.

SARs

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

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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 addresses for living people.
- Catalogers are not required to maintain address information when updating a record that contains an address.

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 \$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.

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372 Field of Activity*General*

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

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 \$a Education

Occupation used in 374: 374##\$a Poet \$a Educator

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.

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373 Associated GroupGeneral

For personal names, prefer a controlled vocabulary, such as the LC/NACO Authority File. For corporate/conference names, follow the instructions in RDA 11.5.

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 \$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.

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374 OccupationGeneral

Prefer controlled vocabulary, such as LCSH 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.

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 \$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.

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375 GenderGeneral

Prefer use of RDA gender terms over the ISO 5218 codes.

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.

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376 Family Information

General

Family names cannot be contributed to the LC/NAF using AACR2 (008/10 set to "c"); therefore, field 376 may only be used with NARs coded for RDA (008/10 set to "z" and 040 contains subfield \$e rda).

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 \$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.

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377 Associated Language

General

Prefer language codes over language terms, using codes from the MARC Code List for Languages available at: <http://www.loc.gov/marc/languages/langhome.html> as the source for language codes. Use subfield \$l (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.

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*: <http://www.loc.gov/standards/sourcelist/language.html>

For example:

377 ## \$a myn

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)

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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.

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.

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380 Form of WorkGeneral

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

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381 Other Distinguishing Characteristics of Work or Expression

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.

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382 Medium of Performance*General*

Best practice: Formulate according to RDA. If a required term is not listed in RDA, use a term from a controlled vocabulary, such as LCSH.

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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.

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384 KeyGeneral

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

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4XX See From Tracings

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

NARs: Consult AACR2 Chapters 22-26 and its rule interpretations for guidelines on which 4XX references to make. Consult RDA chapters 9-16 for guidelines for possible variants for persons, families, and corporate bodies.

SARs: Consult LCRI 26.5A or LCPS 6.27.4 for guidelines on making 4XX references.

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).

Not all 4XX references require justification; see the section "Justifying references" in the 670 yellow pages for those categories.

See the section "NACO normalization" in the Introduction pages.

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
- Establish additional headings needed to support elements used in 4XX references (e.g. parent body associated with subordinate body being established)
- Trace a former heading as a cross-reference in all cases, unless the former heading was egregiously incorrect
- Use the established form of components in 4XX references, except for non-Latin script references
- If a form found on the manifestation being cataloged includes a variant form of a component of a 4XX reference, that form may be used in its entirety as an additional 4XX reference, provided that it is not divided into its component parts through the use of subfields.

Example 1

```
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
```

Example 2

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

Example 3

110 2# \$a Zhongguo yi ked a 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 heading (e.g., \$w/4=e).

Linking references for NARs and SARs

If the AACR2 choice or form of entry differs from the pre-AACR2 choice or form, *optionally*, make a linking reference from that form. Note: the addition of a qualifier is considered a change in form. For SARs, give the linking reference regardless of whether the series was previously traced or untraced, analyzed or not analyzed. However, do not give such a linking reference if:

- (1) 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. Instead, give the form in a 667 field: "Old catalog heading: _____;"
- (2) there is no one-to-one correspondence between the pre-AACR2 heading and the AACR 2 heading, i.e., two or more pre-AACR2 headings will be treated as one heading under AACR2, or one pre-AACR2 heading will be split under AACR2. Instead, in a 667 field give the appropriate information. For the former, use "Includes the old catalog headings: _____; and, _____." For the latter, use "Previous to AACR2 covered by the heading: _____;"
- (3) for SARs, the series was previously untraced and it is not clear what form should be considered the old catalog heading.

If the heading on an existing NAR or SAR is changed, give a reference from the replaced AACR2 heading only if that form of reference would otherwise be given.

SARs

Give references on all SARs (even those for series-like phrases). When the classification decision is "as a collection," some references may duplicate added entries on the bibliographic record for the collected set.

If the volumes of a multipart item 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 item.

670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying references
- Transcription of other data
- Special types of citations

LC–PCC: practice: Follow the best practice guidelines for using subfield \$u (*Uniform Resource Identifier*) and subfield \$v (*Source of the Information*) provided in the 046 field.

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 purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the heading, that justify the choice of the name used as the 1XX heading and references to it, and that clarify relationships between it and other headings in the file.

Functions of the 670 field:

- ❖ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters, **Web sites**), in support of the choice and form of the heading and references
- ❖ To store information that may be used to break a conflict later
- ❖ To identify a person with a particular work or as an author in a particular discipline or time period
- ❖ To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings)
- ❖ To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other headings
- ❖ To record research required by the current rules
- ❖ To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate headings and misattributions
- ❖ To support machine manipulation based on algorithms using information in the 670

Note that the examples given throughout the following text have different conventions in regard to punctuation and style. 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.

Generally, the first 670 field cites the work for which the heading is being established, i.e., the work being cataloged; give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields, input by LC or by a NACO participant, when adding new 670 fields.

Note that it is not always necessary to include a 670 field for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record. For example, an NAR does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body.

By exception, a 670 field (rather than a 675 field) may be provided with the phrase (name not given) or (title not given) in the subfield \$b if/when the name or title in the 1XX is not available in the work being cataloged. This information will help reduce ambiguity and provide other catalogers with clues to the identity of the author by citing the work that generated the need for the heading (e.g., title of work, publication date) as described below. For all citations other than that for the work being cataloged that lack information about the 1XX, use field 675.

A 670 field should include the following:

(1) The title of the work being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with an indication of the main entry of the work, which may also be abbreviated, or in a NAR be replaced by a pronoun; if the main entry is the same as the title proper plus a qualifier, give the uniform title main entry instead of the title proper.

In authority records created using an automated authority generation program, the 670 information may include the main entry name as it appears in the bibliographic record for which the authority record is being made. In order to maintain the cost effectiveness of this process, it is recommended that catalogers accept the additional information as generated.

(2) The date of publication. Also see the guidelines below for specific categories:

- Multipart items. 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.

not 670 \$a The Verdict, Feb. 1975: \$b t.p. ([data])
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. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating Web sites, update number or release number for updating loose-leafs).

670 \$a Internet Broadway database, viewed on Jan. 21, 2003: \$b about IBDB (League of American Theatres and Producers)

- MARC characters. With the exception of the eszett, the Euro, and the spacing circumflex (cf. LCRI 1.0E) any characters found in the MARC code table at: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File. Note that LC catalogers will generally continue to substitute the letters ‘p’ and ‘c’ rather than use the phono copyright or copyright symbols when transcribing publication, distribution, etc., dates in 670 \$a.

- (3) The specific location(s) of the information found (e.g., t.p., jkt., label, map recto) when the work cited is other than a standard reference source, (e.g., an encyclopedia or a bibliographic file). For numbered multipart items, include the volume number of the item with the specific location. If the heading is being established from a CIP or ECIP at the galley stage, precede the first location with the “CIP” or “ECIP” as appropriate (e.g., CIP t.p., ECIP pref.).

Specific location was not given on “n42-” (retrospective) SARs.

For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). For SARs, always give each location separately.

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)

- (4) Information found. Following the location, cite the information found there, enclosed in parentheses. Automated authority record generation programs may supply additional information from the bibliographic record from which the authority record is being made, e.g., complete statements of responsibility. In order to maintain the cost effectiveness of these programs, use judgment in deciding what information can remain in the subfield \$b and what is really extraneous to the record being created and should be deleted.

As appropriate, give multiple occurrences of information from the same source following the location of the information. (Note: In SARs the parenthetical statement of the form of title proper was omitted until June 1989.)

If an SAR is for a republication only, begin the 670 with the term for the type of republication and a slash. Do not include a 670 for a republication if the SAR covers both the original and one or more republications. Do not add additional 670 fields for other types of republications cataloged later. (See 64X yellow pages for more information about republications.)

670 \$a Large print edition/Fool's coach, c1989 \$b CIP
t.p. (An Evans novel of the West)

- (5) When creating an undifferentiated NAR or converting a differentiated NAR to an undifferentiated one (i.e., 008/32=b), create a pair of 670 fields to group information about each individual covered by the NAR. The pair should consist of an "identifying" 670 field containing a descriptive term (e.g., the role the person played in the context of a particular work) and a "citation" 670 with the title of the particular work. All data in the identifying 670 should be in \$a and enclosed within square brackets. This 670 should be followed by one or more "citation" 670s, constructed according to normal practices, that relate to the "identifying" 670.

This pairing of identifying and citing 670 fields helps to provide a visual cue that the record represents an undifferentiated heading, and also assists in distinguishing individuals covered by the record should it become possible in the future to remove an individual to form a differentiated heading (e.g., if additional information becomes available).

1001#\$a Smith, Arnold
670##\$a [Author of A book of dreams]
670##\$a A book of dreams, 1996: \$b t.p. (Arnold Smith)
670##\$a [Author of Coaching high school basketball]
670##\$a Coaching high school basketball, 2005: \$b t.p.
(Arnold Smith)
670##\$a [Director of High school confidential]
670##\$a High school confidential, 1965: \$b credits (directed
by Arnold Smith)

Transcription of names and titles

Transcribe names or series titles used in the heading or references in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction Page 2 on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

When preparing an authority record for the text of a law (AACR2 rule 25.15A2) or a subject compilation of laws (AACR2 25.15A1), if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

670 \$a Workers' compensation law of the state of North Carolina,

c1980: \$b t.p. (Workers' compensation law of the state of North Carolina) citation title, p. 49 (The North Carolina Workers' Compensation Act)

For corporate headings, include in the data cited all the hierarchy required to justify needed references, but do not include elements irrelevant to the particular heading being established, e.g., subordinate body's name. Automated authority generation programs may supply additional information beyond the specific corporate body's name; use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should be deleted.

For all of the above categories, if the only expression of the name or title on the chief source of information is in the bibliographic title given in subfield \$a of the 670 citation, repetition of the name in subfield \$b may be omitted, provided no important information is lost.

If information about an earlier/later name or title is found in the same source as the name or title in the heading, give all the information in the 670 field; do not separate the information about the earlier/later name or title and give it in a 675 field.

670 \$a Strafvollzug, 1985 \$b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium Nordrhein-Westfalen)

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase [**in rom.**]. If a cataloger chooses to provide nonroman script references, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

Internet resources

These instructions apply to electronic resources being cataloged and to resources used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), if appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in the 670 citation to link to the cited resource if it contains significant information related to the established heading 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 heading or references (this information will continue to be available if the site changes or disappears). Do not provide URIs for general reference sources and/or web-based reference sources that are included in the LCRIs (e.g., Contemporary Authors online, GNIS, GEOnet). If a URI is included, it must be given in subfield \$u.

- 670 \$a British Oceanographic Data Centre, 23 Nov. 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/>
- 670 \$a N.Y. times (online), Apr. 13, 2003 †b (Seymour Lubetzky; librarian; b. Shmaryahu Lubetzky in Zelva, now Belarus; d. last Saturday [Apr. 5, 2003] in Los Angeles, aged 104)
- 670 \$a Stephen King.com, the official Web site, viewed Feb. 28, 2006 \$b biography, etc. (Stephen Edwin King; b. Portland, Maine, 1947) site also includes listings of author's works \$u <http://www.stephenking.com>
- 670 \$a BNF in VIAF, Nov. 12, 2009 \$b (hdg.: Gaille, Charles de, 1890-1970)
- 670 \$a Nat. Lib. Israel (Cyrillic), in VIAF, viewed Nov. 12, 2009 \$b (hdg.: СЕРВАНТЕССААВЕДРА, МИГЕЛЬДЕ, 1547-1616)

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.

Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the abbreviated forms for months given in AACR2 Appendix B.15. (The U.S. practice for recording dates using numerals differs from the practice in some other countries). Do not change the style of dates in existing records.

Justifying references

Justify names or titles given as references by information cited from sources. However, justification is not required in the following cases:

- (1) References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.
- (2) References made on the basis of the cataloger's awareness of different romanizations or orthographies.
- (3) Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.
- (4) References made on the basis of information from the Library and Archives, Canada (cf. DCM Z1 1XX).

- (5) References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (6) References made on the basis of information from the British Library as part of the English Short Title Catalogue project.
- (7) Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

Special types of citations

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

LC/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/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 **hdg.:** (or **MLC hdg.:** if appropriate), give the heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading from the other forms, and preface the other forms with an appropriate label, e.g., **usage:**¹ or **variant:**² Do not normally cite specific bibliographic records or the exact location of the variations found.

670 \$a LC database, Jan. 31, 1992 \$b (hdg.: Rivière, Pierre, 1815-1840)

670 \$a LC database, Aug. 24, 1982: \$b (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)

670 \$a LC database, Mar. 11, 1996 \$b (hdg.: Swedish American Corporation; variant: Swedish American Corp.)

SARs. Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement found in that record.

670 \$a LC database, Nov. 28, 1983, Les Déchets ménagers, c1980 \$b (Les cahiers de l'AGHTM)

Minimal level cataloging records and less than fully authenticated serial records. Authority work normally has not been done for headings used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the formulation of the heading. If the established heading is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC headings. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

¹ “Usage” on bibliographic records refers to literal transcriptions of the forms of name usually found in records' statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication, distribution, etc., area and from series statements. Headings may never be provided as usage.

² “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication, distribution, etc. area or in an unquoted note; normally, there is not a need to cite such a variant in a 670 field. This understanding of “variant” within the context of a database does not refer to the varying forms of name found on an item not selected as the form used for the heading.

LC manual authority card. *LC practice:* When formulating the 670 citation for a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

Citing other files or catalogs. If a heading is found in other manual catalogs or online databases, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

```
670 $a LC in OCLC, date: $b ([data])
670 $a M/B/RS Collections Authority file $b ([data])
670 $a New Delhi MARC file $b ([data])
670 $a MWA/NAIP files $b (hdg.: ____; usage: ____; variants:
_____)
670 $a NUC pre-56: $b ([data])
670 $a NRMM $b ([data])
```

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

```
670 $a nuc85-70017: Lower and middle Pennsylvania
stratigraphy ... 1982 $b (hdg. on AAP rept.:
Sutherland, Patrick Kennedy, 1925- ; usage: Patrick
K. Sutherland)
```

Reference works. Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

```
670 $a DNB $b ([data])
670 $a Harvard dict. of music $b ([data])
670 $a Comp. diss. index: $b ([data])
670 $a WW sci. Europe, 1991 $b ([data])
670 $a Banker's alm./yrbk., 1991: $b ([data])
```

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

BGN. For geographic names established on the basis of information from the United States Board on Geographic Names,³ convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is chosen for the heading. Retain the phrases “[conventional],” “[language],” etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Use the degree sign (**not**

³ Published gazetteers or World Wide Web sites (GNIS (domestic information: URL: <http://geonames.usgs.gov>; GEOnet (foreign information: URL: <http://164.214.2.59/gns/html/>))

superscript zero) to show degrees, use the miagkii znak (modifier letter prime) for minutes and the tverdyi znak (modifier letter double prime) for seconds. Note: In the published gazetteers the short form is shown with the use of boldface type.

- 670 \$a GEOnet, June 13, 1989 \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
- or* 670 \$a BGN \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
- 670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45⁴⁸'N 8⁴⁸'E)
- or* 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45⁴⁸'N 8⁴⁸'E)
- 670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional]; Genève [native], PPL, 46¹²'N 6¹⁰'E; variants: Ginevra, Genf)
- or* 670 \$a BGN \$b (Genève [French], Geneva [conventional]; POPL, 46¹²'N 6¹⁰'E)
- 670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form = Cambridge]; ADM1, 52¹²'N 0⁰⁷'E)

Non-bibliographic sources. Give the non-bibliographic source, the date, and the information. The source can be given specifically ("Letter from author," "Phone call to publisher," etc.) or in general terms ("Information from author," "Information from publisher," etc.). When noting a specific source, it isn't necessary to show how information was received, e.g. that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

- 670 \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry Jones is real name of Lionel Jones)
- 670 \$a Letter from author, May 29, 1994 \$b (correct birthdate for _____ is Oct. 14, 1950)
- 670 \$a Information from publisher, Feb. 6, 1991 \$b (James Allan's middle name is Stephen, not Steven)
- 670 \$a Information from OCLC, Mar. 8, 1996 \$b (_____)

678 Biographical or Historical NoteGeneral

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.

Example:

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678 0# $a Joseph Smith, Jr. (1805-1844) was a Mormon prophet  
and founder of the Church of Jesus Christ of Latter-  
day Saints.
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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.