

Update Information  
2013 Update Number 4

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
DCM	Table of Contents	Revised to incorporate two new DCMs. Replace.
B5.14	Cataloging Basics (Descriptive Cataloging Aspect). Appendix 9: Publication, Etc. Date Codes for Monographs	Developed to incorporate guidelines related to applying fixed field data in MARC 21 008/06 (Type of date/Publication status), 008/07-10 (Date 1), 008/11-14 (Date 2) in complex situations stimulated by RDA. New.
D8.11.1	Cataloging in Publication Procedures. Appendix 5: CIP Verification Checklist	Developed to incorporate guidelines related to RDA in addition to those related to AACR2. For use during the transition from AACR2 to RDA. At the time of CIP verification, LC policy is to follow the cataloging standard of the original CIP cataloging (AACR2 or RDA). New.
Z1	Name and Series Authority Records	053 – LC Classification Number. Updated to clarify procedures for verification of LC classification numbers for literary authors. Replace.
Z1	Name and Series Authority Records	370 - Associated Place. Updated to provide guidance on the use of place names with regard to keeping qualifiers and jurisdiction types as part of the name. Replace.
Z1	Name and Series Authority Records	371 - Address. Updated to add a statement to remind catalogers that a web address is not appropriate for use in subfield \$m. Replace.
Z1	Name and Series Authority Records	374 - Occupation. Updated to remind catalogers that when adding a term of occupation to the 100 it should be in the singular. Replace.
Z1	Name and Series Authority Records	382 – Medium of Performance. Updated to reflect the best practices recommended by the music library community. Replace.

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Z1	Name and Series Authority Records	510 - See Also From Tracing Corporate Name. Updated to correct information and restate that LC may continue to use subfields \$w a and \$b pending decisions on use of relationship designators by the PCC Policy Committee. Replace.
Z1	Name and Series Authority Records	667 - Nonpublic General Note. Updated to include information that PCC catalogers may change the fixed field coding on NARs for earlier/later linear jurisdictional name changes and to add a statement that LC catalogers may request that PSD make these changes for them. Replace.
Z1	Name and Series Authority Records	670 - Source Data Found. Updated to emphasize that a 670 is used to cite a source when any type of information is found and that the 675 field is only used when no information is found. Replace.
Z1	Name and Series Authority Records	675 - Source Data Not Found. Updated to rearrange information and highlight the new definition of the field - that a 675 is now only used when absolutely no information is found in the consulted source. Replace.
Z1	Name and Series Authority Records	781 - Subdivision Heading Linking Entry - Geographic Subdivision. Updated to add the statement that LC catalogers may request that PSD add the 781 field. Replace.
Z1	Name and Series Authority Records	Appendix 1 - Ambiguous Entities. Updated to add information on Indian Tribes and to add wetland management districts as an example of Type 1 headings. Replace.

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B5.14.1 GENERAL

The instructions that follow are best practices for coding type of date in the 008/06 and dates in the 008/07-14 for monographs. When more than one type of date applies, use the precedence of codes list found in the [MARC 21 Format for Bibliographic Data](#). Input a one-character alphabetic code representing the type of date in the 008/06. The type of date codes to be used are as follows:

e	Detailed date
m	Multiple dates
n	Dates unknown
q	Questionable date
r	Reprint/reissue date (Date 1) and original date (Date 2)
s	Single known date/probable date
t	Publication date and copyright date
	No attempt to code

Input a four-digit date in the Date 1 (008/07-10) and the Date 2 (008/11-14) fixed fields when appropriate. When the date is not known, the digits are replaced by “uuuu.” When the monograph is still being published, as in a multipart monograph, value “9999” is used to indicate that the year of completion is not yet available. The use of fill characters in the 008/07-14 is discouraged.

B5.14.2 NOTES ON ASSIGNING DATE CODES

Use the following notes as a guide to assigning the type of date code, recognizing that the process cannot always be a precise one and that it is necessary in some cases simply to use one's best judgment. When the 008/06 code is “s”, only the Date 1 (008/07-10) portion of the fixed field is input.

**Appendix 9: Publication, Etc. Date Codes for Monographs** November 2013

When the 008/06 code is “e”, input the year in Date 1 and input the month or month and day in Date 2. When the 008/06 code is “m,” “n,” “q,” “r,” or “t” both Date 1 (008/07-10) and Date 2 (008/11-14) are used. Note that a bibliographic record may contain multiple 264 fields with dates and only the Date 1 portion of the 008 is used, and a bibliographic record may contain only one 264 field with one date and both Date 1 and Date 2 fixed fields are used.

## B5.14.2.1 SINGLE YEAR DATE CODES

**B5.14.2.1.1 Detailed Date (Code e)**

Use code “e” for single-part monographs or multipart monographs complete on a single date. Use if the publication date recorded in the 264 field contains a year and month or year, month, and day. The 008/07-10 contains the year. The 008/11-14 contains the month and day formatted *mddd*. If the day is not given, blanks are used in the 008/13-14. If the day is not known, “uu” is used in the 008/13-14.

EXAMPLE 1: A publication date consisting of a year and month

```
264 #1 $a ... $b ... $c July 2012.
008/06: e
008/07-10: 2012
008/11-14: 07##
```

EXAMPLE 2: A publication date consisting of a year, month, and day

```
264 #1 $a ... $b ... $c April 5, 2011.
008/06: e
008/07-10: 2011
008/11-14: 0405
```

EXAMPLE 3: A supplied publication date in which the earliest and latest possible specific dates are known and occur within the same year and month

```
264 #1 $a ... $b ... $c [between March 1, 1960 and March 5, 1960]
008/06: e
008/07-10: 1960
008/11-14: 03uu
```

**(NOTE:** Only the month is given in 008/11-12, and the day is coded “uu” for unknown because the exact day is not known.)

EXAMPLE 4: A publication date consisting of a year and month and a copyright date

```
264 #1 $a ... $b ... $c July 2012.
264 #4 $c ©2012
008/06: e
008/07-10: 2012
008/11-14: 07##
```

**Appendix 9: Publication, Etc. Date Codes for Monographs** November 2013

(NOTE: Code “e” is used over “t” because of the order of precedence for a single-part monograph.)

**B5.14.2.1.2**                    **Single Known Date/Probable Date (Code s)**

Use code "s" for single-part monographs in which either a known or probable year is provided in the 264 field. Use code “s” for multipart monographs complete in a single year with the publication date given as year or with the publication date given as a year and multiple months.

EXAMPLE 1: A supplied publication date consisting of a year

264 #1 \$a ... \$b ... \$c [2000]  
008/06: s  
008/07-10: 2012  
008/11-14: #####

EXAMPLE 2: A supplied publication date consisting of a probable year

264 #1 \$a ... \$b ... \$c [1975?]  
008/06: s  
008/07-10: 1975  
008/11-14: #####

EXAMPLE 3: Publication date consisting of year, expressed in Roman numerals

264 #1 \$a ... \$b ... \$c MMV.  
008/06: s  
008/07-10: 2005  
008/11-14: #####

EXAMPLE 4: A complete multipart monograph published between April and July of 1980.

264 #1 \$a ... \$b ... \$c April 1980-July 1980.  
008/06: s  
008/07-10: 1980  
008/11-14: #####

(NOTE: Code “s” is used instead of code “e” because the publication date contains multiple months.)

EXAMPLE 5: A publication date and a manufacture date

264 #1 \$a ... \$b ... \$c 2001.  
264 #3 \$a ... \$b ... \$c 2001.  
008/06: s  
008/07-10: 2001  
008/11-14: #####

B5.14.2.2 MULTIPLE YEAR DATE CODES

**B5.14.2.2.1** *Multiple Dates (Code m)*

Use code "m" for multipart monographs complete in more than one year. Use also for a single-part monograph executed over multiple years. When values "uuuu" and "9999" are used, they may be replaced by permanent dates as they become available.

EXAMPLE 1: A complete multipart monograph published between 2011 and 2013

264 #1 \$a ... \$b ... \$c 2011-2013.  
008/06: m  
008/07-10: 2011  
008/11-14: 2013

EXAMPLE 2: An incomplete multipart monograph for which the beginning date is known

264 #1 \$a ... \$b ... \$c 1990-  
008/06: m  
008/07-10: 1990  
008/11-14: 9999

EXAMPLE 3: A multipart monograph for which the beginning date is not known

264 #1 \$a ... \$b ... \$c <1995>-2005.  
008/06: m  
008/07-10: uuuu  
008/11-14: 2005

EXAMPLE 4: A single-part monograph with a multiyear publication date

264 #1 \$a ... \$b ... \$c 2004-2008.  
008/06: m  
008/07-10: 2004  
008/11-14: 2008

**B5.14.2.2.2** *Dates Unknown (Code n)*

Use code "n" when no publication date is provided in the 264 field. Note that the LC-PCC PS for 2.8.6.6 instructs catalogers to supply a publication date if possible.

EXAMPLE: No publication date identified or supplied

264 #1 \$a ... \$b ... \$c [date of publication not identified]  
008/06: n  
008/07-10: uuuu  
008/11-14: uuuu

**B5.14.2.2.3** *Questionable Date (Code q)*

Use code "q" when 1) a range of possible years is supplied in the 264 field, 2) an

earliest possible date is supplied in the 264 field, or 3) a latest possible date is supplied in the 264 field.

EXAMPLE 1: A supplied publication date in which the earliest and latest possible years are known

264 #1 \$a ... \$b ... \$c [between 1900 and 1999]  
008/06: q  
008/07-10: 1900  
008/11-14: 1999

EXAMPLE 2: A supplied publication date in which the latest possible year is known

264 #1 \$a ... \$b ... \$c [not after 1700]  
008/06: q  
008/07-10: uuuu  
008/11-14: 1700

EXAMPLE 3: A supplied publication date in which the earliest possible specific date is known

264 #1 \$a ... \$b ... \$c [not before December 4, 1563]  
008/06: q  
008/07-10: 1563  
008/11-14: uuuu

(NOTE: Code “q” is used instead of code “e” because the exact publication date is unknown.)

EXAMPLE 4: A supplied publication date in which the earliest and latest possible specific dates are known and occur in different years

264 #1 \$a ... \$b ... \$c [between August 12, 1899 and March 2, 1900]  
008/06: q  
008/07-10: 1899  
008/11-14: 1900

#### **B5.14.2.2.4**

#### ***Reprint/Reissue Date (Date 1) and Original Date (Date 2) (Code r)***

Decisions on the use of code “r” are pending the results of a PCC Task Group for best practices for reproductions. Treat these guidelines as provisional.

Use code "r" when a resource has been reprinted and it is judged to be important to provide information about the previous manifestation. Identify such a resource from the broader aspect of "republication," to include a reprint, a facsimile, a reissue (e.g., the first American edition of a resource originally published abroad), etc. In such a case use code "r"; use Date 1 for the date of the publication at hand and Date 2 for the date of a previous publication. If that date is unknown, use "uuuu".

For reproductions of multipart monographs, give precedence to “r” over “m.” If the reproduction is a multipart monograph reprinted/reissued over multiple years, use in Date 1 the

**Appendix 9: Publication, Etc. Date Codes for Monographs** November 2013

earliest date of reproduction; do so even if the date is a temporary one enclosed in angle brackets. If multiple dates are given for the previous publication, use in Date 2 the earliest date of previous publication; do so even if the date is a temporary one enclosed in angle brackets.

**If there is doubt that a resource is a republication, do not treat it as one.**

Under previous guidelines when the original was described in the main portion of the bibliographic record and the reproduction was described in field 533, the resource was not treated as a reproduction. However, under current guidelines, treat a resource that is a reproduction described in the main portion of the bibliographic record as a reproduction.

EXAMPLE 1: A 2013 reproduction of a monograph originally published in 1906

264 #1 \$a ... \$b ... \$c 2013.  
500 ## \$a Reprint. Originally published: Paris : Denonvilliers, 1906.  
008/06: r  
008/07-10: 2013  
008/11-14: 1906

EXAMPLE 2: A 2004 reproduction of a monograph previously published in 1975

264 #1 \$a ... \$b ... \$c 2004.  
775 08 \$i Reproduction of (manifestation): \$t Gold, gals, guns, guts \$d  
[Deadwood, S.D.] : Deadwood-Lead '76 Centennial Inc., c1975 \$h 254 p.  
: ill. ; 26 cm. \$w (DLC) 76005217  
008/06: r  
008/07-10: 2004  
008/11-14: 1975

EXAMPLE 3: A 1995 reproduction of essays first published 1903-1912.

264 #1 \$a ... \$b ... \$c 1995.  
500 ## \$a Essays first published 1903-1912 in the Gazette.  
008/06: r  
008/07-10: 1995  
008/11-14: 1903

EXAMPLE 4: A large print manifestation that is a republication, not a new expression

250 ## \$a Large print edition.  
264 #1 \$a ... \$b ... \$c 2012.  
775 08 \$i Reproduction of (manifestation): \$a Warren, Susan May, 1966- \$t My  
foolish heart \$d Carol Stream, Ill. : Tyndale House Publishers, c2011  
008/06: r  
008/07-10: 2012  
008/11-14: 2011

**Appendix 9: Publication, Etc. Date Codes for Monographs** November 2013**B5.14.2.2.5** *Publication Date and Copyright Date (Code t)*

Use code “t” when a publication date consisting of a year alone and a copyright date are provided in separate 264 fields. When code “t” is used, both Date 1 and Date 2 values must be provided, even if they are the same year. Do not use code “t” for a single-part monograph with a publication date consisting of a year and month or a year, month and date AND a copyright date. Instead, prefer code “e” (see B5.14.2.1.1).

EXAMPLE 1: A publication date and a copyright date consisting of different years

```
264 #1 $a ... $b ... $c 2013.  
264 #4 $c ©2015  
008/06: t  
008/07-10: 2013  
008/11-14: 2015
```

EXAMPLE 2: A publication date and a copyright date consisting of the same year

```
264 #1 $a ... $b ... $c 2001.  
264 #4 $c ©2001  
008/06: t  
008/07-10: 2001  
008/11-14: 2001
```

EXAMPLE 3: A supplied publication date and a copyright date consisting of the same year

```
264 #1 $a ... $b ... $c [2003]  
264 #4 $c ©2003  
008/06: t  
008/07-10: 2003  
008/11-14: 2003
```

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D8.11.1 GENERAL

**D8.11.1.1 Introduction**

The purpose of Cataloging-in-Publication (CIP) verification is to add information to the bibliographic record (BR) that was not available at the pre-publication stage and to ensure that CIP cataloging accurately reflects the published book. Because there is no guarantee that the published book incorporates the pre-publication data submitted by the publisher, CIP verification requires a detailed character-by-character check of the data elements in the bibliographic record against the data elements present in the actual, published book.

Use this document as a procedural checklist when performing CIP verification. It covers all the areas of the bibliographic record as well as holdings and item records. The main part of the checklist is organized in the order of the MARC field tags as they appear in the bibliographic record. This document assumes prior training and knowledge of Voyager, the MARC format, descriptive cataloging rules (AACR2 and RDA), shelflisting, and end-stage processing.

**D8.11.1.2 Cataloging Guidelines**

This document was originally oriented to *Anglo-American Cataloging Rules, Second Edition* (AACR2). *Resource Description & Access* (RDA) has been followed in various aspects for several years prior to formal implementation March 31, 2013. During the transition from AACR2 to RDA, at the time of CIP verification, LC policy is to follow the cataloging standard of the original CIP cataloging (AACR2 or RDA). Thus this document incorporates guidelines related to RDA in addition to those related to AACR2.

*D8.11.1.2.1 BIBCO Standard Record (BSR)/LC BIBCO Standard Record (LC BSR)*

As part of the Program for Cooperative Cataloging, a basic standard guideline called the BIBCO Standard Record (BSR) was developed. For information on the BSR see:

<http://www.loc.gov/aba/pcc/bibco/bsr-maps.html>

LC has identified elements in addition to the BSR for LC AACR2 cataloging (LC BSR). For information on the LC BSR see:

<http://www.loc.gov/catdir/cpsolcbsrmap.pdf>

*D8.11.1.2.2 RDA core/LC core*

RDA introduces the concept of "core" elements. These elements must be recorded if data are available. Some elements are always core (if applicable and the information is available); some are "core if" (only in certain situations). LC has identified elements (LC core) in addition to RDA core for LC cataloging. For information on LC Core see:

[http://www.loc.gov/aba/rda/pdf/core\\_elements.pdf](http://www.loc.gov/aba/rda/pdf/core_elements.pdf)

RDA core and LC core data elements have been explicitly noted when judged appropriate as a reminder.

### **D8.11.1.3 Documentation**

CIP verification documentation is in:

DCM D8: Cataloging in Publication Procedures

LC AACR2 BSR: <http://www.loc.gov/catdir/cpsolcbsrmap.pdf>

LC RDA Core: [http://www.loc.gov/aba/rda/pdf/core\\_elements.pdf](http://www.loc.gov/aba/rda/pdf/core_elements.pdf)

### **D8.11.1.4 Abbreviations**

Abbreviations used in this checklist:

PCN = preassigned control number

BR = bibliographic record

HR = holdings record

IR = item record

\$ = delimiter

# = blank

### **D8.11.1.5 CIP Partners**

CIP partners are other libraries that cooperate with LC in creating CIP records. Their records can be recognized as follows:

008/39 (Cataloging Source) contains value “c” (Cooperative cataloging program)

The partnership is expressed in 040 subfield \$a by the MARC Organization Code of the partners in the form “[code for partner]/DLC”; examples: DNLM/DLC; DNAL/DLC; NIC/DLC

Field 042 contains the code “pcc”; this code indicates that the partner library is also a participant in the Program for Cooperative Cataloging (PCC)

It is important to recognize CIP partner records, because some CIP partners continue to provide **series added entries**, whereas LC does not (cf. 490 Field below).

### **D8.11.1.6 Voyager Preferences**

Under the General tab ensure the following preferences are set:

Holdings/Item default location: c-General Collections/CMD  
Call Number Hierarchies: LCclass-050a&b  
Bibliographic Import/Replace Profile: LCCNadd  
Authority Import/Replace Profile: ARLCCNadd

Under the Validation tab ensure “Display all the headings” is checked.

#### **D8.11.1.7 Searching**

Search by title and under ISBN. Searching two ways is the only way to find duplicate records (publishers sometimes submit data both for CIP and PCN, thus creating duplicate records). If two or more records are found for the same title **and** ISBN, follow section practice in resolving the duplication.

Be mindful of bibliographic records for e-books which are now being created though the CIP E-Book Initiative. These records have many of the same data elements that records for the print manifestation contain. Note the following characteristics that readily identify CIP e-book records:

- presence of control fields 006 and 007 (all)
- 906 \$c = origcop (all)
- 925 = \$a undetermined \$e ecip book \$x policy default (all)
- 245 \$h = [electronic resource] (AACR2 record)
- 300 \$a = 1 online resource (all)
- 336 \$a = text (all)
- 337 \$a = computer (mostly RDA; a few AACR2)
- 338 \$a = online resource (all)
- 588 \$a begins "Description based on print version record ..." (all)

Be aware that the book’s title may have changed since the CIP cataloging was completed without the publisher submitting a CIP change request. In this instance, the title in the 245 field of the BR will not match the title in the printed book. If a BR is found with the same ISBN of the book but a different title, verify that the LCCN (010 field) of the BR matches the LCCN printed in the book.

If the BR for your item is a **completed record** (906 \$a 7 \$b cbc, no 263 field, and a completed 300 field), look at the 925 field and the record hierarchy to determine if adding another copy is appropriate:

If another copy is needed and cataloging for the first copy is complete, add the second copy according to standard procedure.

If the record hierarchy shows the number of copies to be acquired as indicated in field 925 have already been added, discard the copy in hand according to standard

procedure.

If the BR for your item **requires CIP verification** (906 \$e cipc or 906 \$e ocip, 263 field present, 300 field incomplete) follow the procedures outlined in this checklist.

#### D8.11.2 BIBLIOGRAPHIC RECORD—INDIVIDUAL DATA ELEMENTS

The following guidelines to be used in CIP verification are given in the order of MARC fixed and variable field order.

##### D8.11.2.1 Leader

Change the encoding level from “8” to “#” (blank; LC BSR). Ensure that field 042 contains the code "pcc". For RDA records, ensure that Ldr/18 (Descriptive cataloging form) contains "i" (Includes ISBD punctuation).

##### D8.11.2.2 008 Control Field

Assess the characteristics of the book and supply appropriate values in fixed field positions: note especially values for the date(s) of publication (see below), place of publication, illustrations (as reflected in 300 subfield \$b), bibliography, and index. For resources intended for children, ensure that the appropriate value is set in the position for target audience (008/22).

###### D8.11.2.2.1 *Date of Publication*

The date(s) of publication requires careful attention because it must be consistent with that in the BR 050 \$b subfield and 260 or 264 \$c subfield, and that in the HR 852 \$i subfield. If the date of publication is changed during CIP verification because of information found in the book, it must be changed in all the above places.

**Special note 1:** if the BR contains a 110 or 111 field for a conference with a date, the date used in the 050 field and HR 852 field is that of the date of the conference **but** the date used in 008, 260/264 subfield \$c is the date of publication (cf. 260 or 264 field below).

**Special note 2:** if the BR is an RDA record that contains a date of publication in a field 264 and a copyright date in a repeated 264 subfield \$c (ensure that the subfield is \$c, **not** \$a), ensure that the 008/06 (Type of date) is "t" (Publication date and copyright date) and that 008/07-10 (Date 1) and 008/11-14 (Date 2) contain publication date and copyright date respectively.

##### D8.11.2.3 906 Field (Local Processing Data)

- In subfield \$a change “0” to “7”.
- Ensure \$b is set to “cbc”.

Macro: Ctrl+Shift+F7 updates 906 for completed record (\$a 7 and \$b cbc).

**D8.11.2.4**

**925 Field** (Local Selection Decision)

- Subfield \$a indicates whether to acquire or not; subfield \$b indicates the number of shelf copies to be acquired. After performing CIP verification, assess the copy in hand in relation to the number to be acquired. The first copy is Copy 1.
- If a copy subsequent to Copy 1 is within the number of copies to be acquired, follow the procedures for adding copies.
- If a copy is subsequent to Copy 1 and the requisite number of copies has been acquired, follow the procedure for discarding the copy in hand.
- If subfield \$a indicates “do not acquire” or if there is a “do not add to collections” slip in the book, follow the procedures described in the section “Do Not Acquire”(D8.11.3.3).
- If the book in hand contains an “acquire 1 copy” slip, follow the procedures on the slip to adjust the 925 field so that subfield \$b reads “1 shelf copy” (or "1 shelf copies").

**D8.11.2.5**

**955 Field** (Local Tracking Information)

- Add in subfield \$f “[staff code and date] CIP ver. to CALM” (or “BCCD” as appropriate) to indicate that the task done was CIP verification; if 2 copies are processed together, indicate “[staff code and date] CIP ver. 2 copies to CALM”; if the copies are paperback, indicate the disposition of each, usually 1 copy to BCCD to be bound and 1 copy to CALM. Detailed information about routing books that have completed cataloging may be found at: [http://www.loc.gov/staff/aba/psd/route\\_items.pdf](http://www.loc.gov/staff/aba/psd/route_items.pdf) (Since law and music resources are processed by the staff designated to handle those resources, they are tracked and forwarded as appropriate.)
- If you are not the verifier identified in subfield \$f, add in subfield \$e “[staff code and date]” to indicate that the task done was end-stage processing for the copy in hand.

**D8.11.2.6**

**010 Field** (Library of Congress Control Number (LCCN))

- Verify that the LCCN used in the BR is printed in the book; if not printed, write in book (if a multipart monograph, earliest volume of volumes being processed together). If the LCCN printed in the book is not the LCCN in the BR, reconcile according to section practice.

**D8.11.2.7**

**020 Field** (International Standard Book Number (ISBN))

- Verify that the ISBN in the BR is the same as the one in the book. If there are multiple ISBNs, ensure that the one for the manifestation in hand is the one given first.

- For multiple ISBNs, each manifestation (e.g., hardbound; paperback; set ISBN) gets its own ISBN in a separate 020 field. If an ISBN clearly represents a different manifestation from the resource being cataloged and would require a separate record (e.g., e-book; large print), ensure that that ISBN is recorded in 020 subfield \$z (Canceled/invalid). See LC-PCC PS 2.15.1.7 for details.
- Add qualifiers as appropriate, e.g. “(pbk. : v. 1)”.
- Although the formal switch from ISBN-10 to ISBN-13 occurred on January 1, 2007, many publishers are continuing to provide an ISBN-13 and an ISBN-10; when provided, continue to include such ISBN pairs in the BR (ISBN-13 preceding ISBN-10).

**D8.11.2.8**

**040 Field** (Cataloging Source)

- Add “\$d DLC” (Ctrl+Shift+F9) if not already present. For RDA records, ensure the presence of subfield \$b containing "eng" and subfield \$e containing "rda".

**D8.11.2.9**

**041 Field** (Language Code)

- Assess the language content of the resource, and make necessary changes/additions.

**D8.11.2.10**

**042 Field** (Authentication Code)

- Prior to June 1, 2006 code “pcc” was used in LC CIP records to indicate core level cataloging (along with encoding level value “4”); it was not used in LC CIP records between June 2, 2006 and October 17, 2010, although it continued to be used in CIP partner records.
- Beginning October 18, 2010, use of code "pcc" was resumed in LC CIP records (along with encoding level value # (blank)) to indicate an LC BSR record. Code “pcc” continues to be used in CIP partner records (cf. Introduction).

**D8.11.2.11**

**043 Field** (Geographic Area Code)

- Do nothing.

**D8.11.2.12**

**050 Field** (Library of Congress Call Number)

- If the book has a “do not add to the collections” slip in it, change the 1st indicator from “0” to “1”.
- When the date of publication is used in 050, in general, ensure that it matches the date of publication in 264 \$c (260 \$c in AACR2 records). However, be aware that there are certain instances in which the date in 050 is not that of the date of publication, e.g.

- congress or conference publications, classification subarranged by specific date, facsimiles, special artists, etc.
- When the call number contains a date of publication and there is a change in the date in the 264 \$c subfield (260 \$c in AACR2 record), **change** the date in the 050 to match the actual date. If HRs and IRs are already present, ensure the change is also reflected in the HR.

In the special cases listed below, when there may be no one-to-one correlation between the imprint date and the date used in the 050, handle the change according to section practice. Citations to the *Classification and Shelving Manual* (CSM) are provided for reference purposes, but in case of doubt, handle according to section practice.

- Congress or conference publications (G 140; G 230);  
Commentaries on a specific conference (G 230);  
Multiple editions of a work, with the same imprint date (G 140);  
Classification subarranged by specific date (G 140);  
Commentaries on a specific corporate body's work (G 340);  
Multiple publications of a corporate body in the same year; (G 140, G 220);  
Supplementary works cataloged separately (G 155).
- Check the 050 against the call number printed in the CIP data on the verso of the title page; if they are not identical, line through the number on the verso of the t.p. in pencil.

#### D8.11.2.13

#### **051 Field** (Library of Congress Copy, Issue, Offprint Statement)

This field is used to record the existence of another copy under a different call number from that in field 050. In CIP verification, this field will most often likely be encountered in records for LC publications. A special section has been established in the Z classification schedule to make it possible for the Library to class copies of its own publications together and maintain them in a separate archival collection in the Rare Book and Special Collections Division. In the case of LC publications, the classification appropriate to the subject of the resource is provided in field 050. The classification assigned from the special section of Z for LC publications is provided in field 051. Note that because this is a call number different from that in the 050, this copy of the resource is treated as a resource in and of itself, i.e., for inventory purposes (HR/IR), it is not treated as a "copy" of the resource represented by the call number in field 050. For more information on the treatment of LC publications, see CSM F 620.

- If field 051 is absent in a record for an LC publication, consult according to section practice.
- When the field is present in a record for an LC publication, ensure that the date in 051 is the same as that in 050.

- D8.11.2.14**      **082 Field** (Dewey Decimal Classification Number)
- Do nothing.

- D8.11.2.15**      **084 Field** (Other Classification Number)

This field may contain Book Industry Subject and Content (BISAC) codes and/or American Mathematical Society (AMS) codes. The BISAC codes are taken from Online Information Exchange (ONIX) data, which is an XML schema for representing book industry product information. The AMS codes are supplied by the American Mathematical Society in its applications for CIP data for its publications. The source of each code (or codes, since more than one code may be given) is identified in subfield \$2.

Examples:

BISAC code: 084 ## \$a SCIO41000 \$2 bisacsh

AMS code: 084 ## \$a 14H52 \$a 11G05 \$a 11F03 \$a 11G40 \$2 msc

- Do nothing.

- D8.11.2.16**      **1XX Field** (Main Entry Fields)

*Note about terminology:*

Under RDA guidelines, the concepts of "Main Entry" and "Added Entry" have been replaced by the concept of relationships represented by "Authorized Access Points." The entities recorded in access points are known as "Creators" and "Contributors", and other relationships (these entities can be persons, families, or corporate bodies).

As under AACR2, MARC coding is used to distinguish between those entities recorded in 1XX fields and those recorded in 7XX fields, and there is no absolute correspondence between the MARC fields and the terms "creator" and "contributor". Generally:

- the principal or first-named creator is recorded in the 1XX field, except for compilations by different creators;
- other creators may be recorded in a 7XX field, or not recorded in an access point; contributors may be recorded in a 7XX field, or not recorded in an access point;
- contributors MAY NOT be recorded in the 1XX field;
- an access point can be provided for any entity, even an entity not recorded in a statement of responsibility or elsewhere in the description.; there is no principle of "justification."

- Because there is no guarantee that the book that is actually published reflects the data that may have been submitted at the CIP

stage, first and foremost, **assess the data on the title page against the data in the BR**, and make any needed adjustments to reflect the book. For example, at the pre-publication stage a work may be presented as written by a person but the published book indicates it was edited by that person. If it is necessary to change the authorized access points (e.g., deleting a 100 field and making the record a title entry), the Cutter number in 050 may need to be changed; consult according to section practice.

- In the case of a creator, ensure the person, etc. named in the book is the same person, etc. given in the 1XX authorized access point; assure that the name is represented by a name authority record; if there is no authority record or if there is one with a 667 field stating "THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED", consult according to section practice.

Note that in RDA records, a 1XX field (usually a 100 field) may contain multiple relationship designators, each in a separate subfield \$e.

#### D8.11.2.17

##### **240 Field** (Uniform Title)

- For RDA records, note that "Polyglot" is not used in subfield \$l and that multiple languages (e.g., French & English) are not used. Instead, the guideline calls for providing specific information about the language of each expression in a separate 7XX 12 field.
- If the resource is a translation, ensure the presence of the preferred title of the original and that only one language name appears in subfield \$l. If the resource is a compilation of works by one creator, ensure the presence of the correct form of the conventional collective title if appropriate (for example, note that "Selections" by itself is not an appropriate title).

#### D8.11.2.18

##### **245 Field** (Title Statement)

- Compare the title page of the book in hand carefully with the title area of the BR; make changes and add other title information, etc. as needed and according to the transcription conventions of the cataloging guidelines reflected in the record.
- For RDA records, apply "Transcribe what you see" to the data constituting the 245 field. This means generally recording titles such as "Dr." as well as affiliations (such as universities) when not too burdensome. Capitalize according to the guidelines in RDA Appendix A or LC-PCC PS 1.7.1, first alternative. If the subject or language is unfamiliar, transcribe the forms found in the resource. Do not correct errors or typos for monographs. Do not record [sic]

or [i.e.]. The source for parallel title has been expanded to include any source within the resource. Generally do not abridge statements of responsibility. Generally record all persons or bodies in the first statement of responsibility; if it is necessary to omit names because it would be burdensome to record all of them, indicate the omission using RDA's technique ([and [Arabic numeral, e.g., 6] others]), instead of AACR2's technique ([et al.]).

- Make any changes to 245 \$a, \$b, \$c, \$n, and \$p needed to make the BR reflect (“represent”) the title page of the published book. If you think these changes may result in changes to the overall cataloging reflected in the bibliographic record, consult according to section practice. For example, at the pre-publication stage, the resource was presented as being written by an author. Now the published book is presented as being written by several people. Often the "author" at the pre-publication stage is now the editor.

**D8.11.2.19**

**250 Field** (Edition Statement)

- Look for an edition statement standing alone (not embedded in text); do not take an edition statement from the CIP data in the book.
- Ensure that the BR is the appropriate record for the edition in hand; if there is any question in this regard, consult according to section practice.
- For RDA records, ensure the transcription of an edition statement as it appears on the source of information. Do not abbreviate, do not convert words to numbers, or numbers to words.

**D8.11.2.20**

**260 Field** (Publication, Distribution, etc. (Imprint) (AACR2))

- If a foreign place of a multinational publisher occurs first, record it according to AACR2 1.4C5; make any necessary adjustment to field 008.
- If there is a distributor, record it according to AACR2 1.4D and LCRI 1.4E.
- Check the date of publication **very carefully** because any errors discovered subsequent to CIP verification are very expensive and time consuming to correct (among other things, copies have to be requested and spine labels on them changed). Correct the date of publication if necessary, updating the date in field 008 and in the HR if present; if the date of publication is used in the 050, also change that and line out with pencil the call number as printed in the book.

**D8.11.2.21**

**263 Field** (Projected Publication Date)

- Delete.

**D8.11.2.22**      **264 Field** (Production, Publication, Distribution, Manufacture, and Copyright Notice) (RDA)

For RDA records, publication, distribution, and manufacture statements are recorded in field 264. The second indicator is used to denote the function of the recorded entity. If an RDA record contains field 260 (used before field 264 was defined), change it to field 264 and assign a second indicator value as appropriate.

LC practice for core element for place: If the first place of publication is not in the U.S., and all places of publication are not being recorded for CIP records, also record the first U.S. place of publication. Apply this requirement at both the CIP galley and CIP verification stages. Only the first-named publisher is core. Date of publication is a core element. Distribution elements are core **only** when publication data cannot be identified. Manufacture elements are core **only** when neither publication nor distribution data can be identified. However, distribution and/or manufacture elements may be added optionally by the cataloger in addition to publication element.

Transcribe places of publication in the form in which they appear on the resource. Transcribe the larger jurisdiction if it appears on the resource; if it does not appear, it may be added if judged helpful to the user. Transcribe the publisher's name as it appears on the resource; do not omit words, initials, statements of function, or levels of hierarchy; do not abbreviate terms (e.g., "Publishing"). Generally, transcribe the date as it appears on the resource; this may mean transcribing roman numerals.

LC staff are strongly encouraged to supply a place and date of publication if not found on the resource. This is preferable to the RDA instruction to record "[Place of publication not identified]" or "[date of publication not identified]".

Copyright date is a core element only if neither date of publication nor date of distribution is identified. Adding a copyright date in a separate 264 \$c subfield is an option at the discretion of a staff member. When making such an addition, adjust field 008 accordingly. Often the copyright date is a valid means of inferring a date to be supplied (in brackets) as a publication date.

- If a copyright date occurs alone in field 264 with second indicator of 4, ensure that subfield \$c has been used preceding the date and that the 008/06 "Type of date" element has been set to "t" (Publication date and copyright date) and that "Date 1" and "Date 2" have been populated.

**D8.11.2.23**      **300 Field** (Physical Description)

- Accurately record the pagination (crucial for identifying a manifestation).

- Record any illustration statement (update the 008 field as appropriate). LC core for resources intended for children.
- Record the size; in RDA records, no period after "cm" unless a series statement is present.
- If the book contains any accompanying material (DVD, CD-ROM, pamphlet, etc.), indicate this in subfield \$e, examples: "+ \$e 1 CD-ROM (4 3/4 in.);" "+ \$e 1 DVD + 1 pair 3-D glasses;" "+ \$e 1 answer book + 2 dolls." Note that accompanying material may also be described in a separate 300 field or in a note (cf. LCRI 1.5E1 or LC-PCC PS 3.1.4).
- For RDA records, do not use abbreviations for terms of extent (e.g., "pages" or "volumes", not "p." or "v."). Record "1 volume (various pagings)" for complicated or irregular paging. For incomplete multipart monographs, record only "volumes" in \$a; ensure that the volume being processed is represented by an item record. Ensure that subfield \$b records the presence of illustrations if the resource is intended for children. Do not use abbreviations (e.g., record "illustrations" or "color", not "ill." or "col.").

#### D8.11.2.24

#### 33X Fields (Content Type; Media Type; Carrier Type)

In RDA records, three fields replace the General Material Designator as follows:

##### CONTENT TYPE

336 Field - RDA 6.9 - Example for a book: 336 ## \$a text \$2 rdacontent

##### MEDIA TYPE

337 Field - RDA 3.2 - Example for a book: 337 ## \$a unmediated \$2 rdamedia

##### CARRIER TYPE

338 Field - RDA 3.3 - Example for a book: 338 ## \$a volume \$2 rdacarrier

- Ensure the terms in the three fields accurately reflect the book. For additional terms, consult the RDA guideline cited above.

#### D8.11.2.25

#### 490 Field (Series Statement)

- Ensure the series title is transcribed in the series area (490) exactly as it appears in the book. If the series title varies, take the series statement in this order from 1) the series title page, 2) the book title page, 3) anywhere in the resource. In cases requiring clarification on how to treat series information, consult according to section practice.

- In AACR2 records if “volume” is not abbreviated in the source, abbreviate it as “v.” in subfield \$v. In RDA records, transcribe the numbering designation as found.
- In AACR2 and RDA records, if “volume” is abbreviated as “vol.” in the source, transcribe it in 490 0# that way; if a 490 1#/8XX combination is appropriate, record “vol.” in \$v of 490 1# and as “v.” in \$v of 8XX.
- In AACR2 records, substitute Arabic numerals for roman numerals in the series numbering. In RDA records, record roman or Arabic numbers in the series numbering as found on the resource.
- As of June 1, 2006 LC policy is not to provide series added entries. Transcribe the series title in a 490 0# field. An exception is made for records created by LC CIP partners: if they choose to provide a series added entry (490 1#/8XX combination), LC accepts that treatment but does not search the series or confirm authority work.

**D8.11.2.26**

**500 Field(s)** (General Note)

- Verify that the notes accurately reflect the printed book. Add or delete notes as needed.
- Indicate the presence of an index (“Includes index.”); adjust 008/31 when added; see under 504 field when to combine with field 504.

**D8.11.2.27**

**504 Field** (Bibliography, etc. Note)

- Indicate the presence of bibliographical references per LCRI 2.7.B18 or RDA 7.16; if both an index and bibliographical references are present, combine the information:

AACR2: **504 ## \$a Includes bibliographical references (p. 245-246) and index.**  
RDA: **504 ## \$a Includes bibliographical references (pages 245-246) and index.**

**Note** that in RDA records, abbreviation is not used; neither are square brackets used in citing pagination.

- The 504 field may contain parentheses indicating pagination to be recorded for the bibliographical references. Update or delete this as appropriate. Example:

AACR2: **504 ## \$a Includes bibliographical references (p. ).**  
RDA: **504 ## \$a Includes bibliographical references (page [or pages] ).**

- Only give page numbers if the references are organized in a section with consecutive pagination. For example, if bibliographical citations are recorded only at the end of each chapter or in

footnotes throughout the text, do not give page numbers. If they are included either throughout the text and in a separate section or only in a separate section, give the pagination of the separate section. This section may be described in the book as “Bibliography,” “Notes,” “Works Cited,” “For Further Reading,” or otherwise.

- Adjust 008 accordingly when adding field 504, whether a single or combined statement.

#### D8.11.2.28

##### **505 Field** (Formatted Contents Note)

- The BR may include a 505 field indicating the book’s table of contents (cf. DCM D8.9). The origin of the table of contents may be from the "ecip" or may be from another source (in such a case the display constant "Machine generated contents note:" is used).
- For a contents note without the display constant, assess whether the 505 field in the bibliographic record reflects the TOC in the publication. When this is not the case, determine whether to adjust the 505 field to reflect the publication based on the amount of time such an adjustment would take. If the time needed to adjust is burdensome, delete the 505 field; otherwise, adjust it. Compare the table of contents of the book in hand to the 505 data; make changes as needed.
- For a contents note with the display constant "Machine generated contents note:", determine if the contents note actually fits the book. If not, delete it. If the contents note does fit the book, do not do a detailed comparison to see if the machine generated contents note reflects the table of contents in the book.

#### D8.11.2.29

##### **520 Field** (Summary, etc.)

- Ensure that a summary note is present if the resource is fiction intended for children.
- Publishers often provide summaries at the pre-publication stage. When this is the case, ensure that Indicator 1 is set to blank (display constant "Summary"), the summary is enclosed within quotation marks, and the attribution is given in subfield \$c.

... – \$c Provided by publisher.

#### D8.11.2.30

##### **6XX Fields** (Subject Access Fields)

These fields contain Library of Congress Subject Headings (LCSH).

- In general, do not make changes except for obvious errors (e.g.,

- typo; incorrect subfield code).
- When saving a record, note any cosmetic differences or the lack of any counterpart authority record for a heading (or main portion of a heading when subject subdivisions are used).

Records may also contain BISAC and AMS subject headings in 650 fields. They are textual equivalents of the codes described in DCM D8.11.2.15. The second indicator of such a field is set to value "7" (Source specified in subfield \$2) and either "bisacsh" or "msc" in subfield \$2. Note that these fields do not validate.

Examples:

BISAC subject heading: 650 #7 \$a SCIENCE /Mechanics /General. \$2 bisacsh

AMS subject heading: 650 #7 \$a Algebraic geometry – Curves – Elliptic curves \$2 msc

- Do nothing.

#### **D8.11.2.31**      **7XX Fields** (Added Entry Fields)

See under DCM D8.11.2.16 (1XX Field (Main Entry Fields)) for general information about 1XX, 7XX fields under RDA.

- When saving a record, note any cosmetic differences or the lack of any counterpart authority record for a heading (or main portion of a heading when subject subdivisions are used).
- If there are questions about authorities, consult according to section practice; if authority work is needed, follow section practice.
- Ensure that an access point has been provided for the illustrator of a resource intended for children and that the relationship designator "illustrator" has been included in subfield \$e; this is an LC core element.  
Note that in RDA records, a 7XX field (usually a 700 field) may contain multiple relationship designators, each in a separate subfield \$e.

#### **D8.11.2.32**      **856 Field** (Electronic Location and Access)

- Do nothing.

#### **D8.11.2.33**      **952 Field** (Local Cataloger's Permanent Note)

- Note this field in passing; take action only if there is an instruction to the verifier; catalogers often leave notes to the verifier to follow up on important questions of description that could not be

answered at the time the CIP record was created.

- D8.11.2.34**      **963 Field** (Local Related CIP or PCN Data)
- Delete.

D8.11.3      END-STAGE PROCESSING

**D8.11.3.1**      **Holdings and Item Records**

- With the BR open, use the record hierarchy button at the top right hand corner of the screen to locate and open the IR that corresponds to the LC item barcode on the back cover of your book.
- From there, move up to the HR that the IR is attached to and transfer the completed call number from the BR 050; do this by clicking on the “Record” tab; from the menu, select the “Get call number from bib record (Ctrl +N)” feature to populate subfields \$h and \$i of the HR 852 field.
- Since you are adding the first completed copy, your HR \$t subfield should be “Copy 1”.
- Run Validator after saving the HR; if corrections are needed, make them and run Validator again.
- Complete end-stage processing; change the Copy area in the IR to “1”; the “Pieces” area is usually “1” except in cases of inserted or accompanying material, in which case it reflects the actual number of pieces; in cases of multipart items, each copy has its own HR as for single-part items, but each volume of each copy has an IR. In the IR under "Self Check," ensure that "Sensitize" is checked. As a last step, run ABA Check.

**NOTE:**      When processing an item in hand, if there is no item record that contains an item barcode that corresponds to the barcode on the item in hand, create a new HR/IR complement and scan the item barcode into the newly created item record. Complete the HR/IR complement according to the guidelines provided above. In this situation the copy number used for the copy being added is in relation to other copies with the same call number that have been formally added, probably most frequently, Copy 1. **Do not** replace an item barcode in an existing IR with that of the copy in hand; instead, create a new HR/IR for the item in hand.

**D8.11.3.2**      **Physical Processing**

- After completing the procedure appropriate to the book in hand (CIP verification; added copy, etc.), arrange, according to section practice, for the book to be labeled (spine label). Detailed information about routing books that have completed cataloging

may be found at: [http://www.loc.gov/staff/aba/psd/route\\_items.pdf](http://www.loc.gov/staff/aba/psd/route_items.pdf)

### D8.11.3.3

#### Do Not Acquire

- Suppress the BR from the OPAC by clicking on the “System” tab in the upper left; check the “Suppress from OPAC” box.
- Ensure field 925 \$a subfield contains “do not acquire”.
- Change indicator 1 of 050 to “1” (Not in LC).
- In field 955 do not add “to BCCD”.
- Change the location in HR 852 \$b to “m-Surplus”.
- Do not mark the book in any way.
- Insert a “do not add to collections” slip if not already present.
- Follow section practice for forwarding/disposing of discards.

### D8.11.4 CIP NLM PROCESSING (Clinical Medical Resources)

Apply these guidelines to records in the LCDB for clinical medical resources that contain no 050 field or a partial 050 field (subfield \$a only). Apply the guidelines in D8.11.4.1.1 if the external record contains an 050; apply the guidelines in Section D8.11.4.1.2 if there is no external record or if there is one but it does not contain an 050 field.

### D8.11.4.1

#### Resources Selected for LC Collections (Cataloging Staff Tasks)

Use the "regular" Z-Processor to search WorldCat for an external record for the print manifestation reflecting completed cataloging, preferably a record containing an 050 #4 or 050 14. Use the copy and paste method (see D8.11.4.1.1) to populate the now-being-completed CIP record in the LCDB with data elements reflecting completed cataloging. As in standard CIP verification, compare the book to the record to assure the record accurately reflects the book. Make any needed adjustments.

#### D8.11.4.1.1

#### *Copy and paste from record imported from WorldCat*

Steps to follow using copy and paste to update the record in LCDB:

- a) Use Z-Processor to search for a record.
- b) Click on the response to display candidate record on Z-Processor screen.
- c) Change encoding level in the LCDB record from 8 to blank.
- d) Adjust 008 as needed (usually add illustration code(s)).
- e) Add \$f [code, date] to 955, possibly by macro.
- f) If not already present, add \$d DLC to 040 using existing macro.
- g) If the retrieved WorldCat record contains an 050, create an 050 00 field in the LCDB record and copy and paste the data from the \$a and \$b subfields from the Z-Processor screen; adjust Cutter number as needed. Using F9, change the delimiter from a dollar sign to a double dagger in subfield code ‡b. If 050 00 subfield \$a

- is present in the LCDB record, assign an appropriate Cutter number at end stage processing as directed in D8.11.4. 1.3.
- h) Make any other adjustments, e.g., add a second place, by copy and paste.
  - i) Delete field 263.
  - j) Add data to field 300 by copy and paste. Using F9, change the delimiter from a dollar sign to a double dagger in subfield codes other than ‡a.
  - k) Do not add any 6XX fields with second indicator "0".
  - l) Retain/delete field 952 as appropriate.
  - m) Delete field 963.
  - n) Retain field 985.
  - o) Run Validator.

**D8.11.4.1.2**      *No record in WorldCat/one present but no 050.*  
Steps to follow if there is no external record in WorldCat or if there is one but it does not contain an 050 field:

- a) Perform standard manual CIP verification. Assure that 906 field "\$a 0 \$b ibc" remains unchanged; run Validator.
- b) Forward the resource to USASH/Science, Medicine and Agriculture Section (SMA); the staff member fills out a "Materials Routing" slip (orange slip; #6-127) with the standard referral information and writes "NLM 050" at the top of the slip.
- c) An SMA librarian assigns an 050 00 based on the NLM subject headings and searching Class Web and accounts for this activity by recording [code] [date] in subfield \$d of field 955.

**D8.11.4.1.3**      *End-stage processing*  
When the steps in D8.11.4.1.1 or D8.11.4.1.2 have been completed, it is necessary to do end stage processing, which includes assuring an appropriate Cutter number, creating holdings and item records, and labeling (spine label).

**D8.11.4.2**      **Resources Not Selected for LC Collections** (Selection Officers' Tasks)  
Steps Selection Officers follow to surplus resources not to be retained.

- a) Suppress the record from the OPAC.
- b) Change field 925 to reflect the "do not acquire" decision.
- c) Change 050 indicator 1 to value "1" (Not in LC).  
Note: Early titles processed under the NLM guidelines do not contain an 050 field; skip this step if the field is absent.
- d) Do not do any additional updates.
- e) Assure there is no holdings/item record combination; delete if

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- present.
- e) Forward the resource to be surplused.

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**053 LC Classification Number**

*NACO practice:* NACO participants may use this field only in the following situation: to record LC classification numbers associated with personal name headings for authors who have written works of the imagination, other than works for children. They may input classification numbers found on **completed** bibliographic records created and input by LC; they may request verification of other classification numbers.

*LC practice:* LC music team catalogers and **PSD** are adding 053 fields to NARs in the span ML410-429, individual biography covering individuals and performance groups.

LC catalogers are strongly encouraged to add 053 fields to NARs for authors who have written works of the imagination, other than works for children. Follow **section** practice for when the field is added and who adds the field. Add an LC authorized 053 field even if the number is identical to an unverified 053 field already in the NAR.

Verification of LC classification numbers for literary authors

*LC practice:* Literary author numbers must be assigned in a completed LC bibliographic record before being added to the authority record. Completed bibliographic records may be identified by the MARC coding:

906 \$a 7 \$b cbc

*PCC practice:* Literary author numbers must be verified in one of two ways if they are being input as LC-established numbers.

1. The LC-OPAC should be searched to discover whether the number has been assigned in a completed LC bibliographic record. If so, the number is considered to be verified. Completed bibliographic records may be identified by the MARC coding:

906 \$a 7 \$b cbc

2. If the number is not assigned in a completed bibliographic record, NACO participants should use the web form for 053 submissions available at URL <http://www.loc.gov/aba/pcc/053/053prop.html>. LC's Cooperative Programs Section will then supply verification of LC classification numbers for literary authors.

If the literary author number is verified through one of these two mechanisms, the number should be input as an LC-verified number (i.e., 053 with second indicator of "0").

053 #0 \$a PS3568.0243

Optionally, if the number is not verified through one of these two mechanisms, NACO participants may add an unverified 053 to the record, but it should be coded as a local number (i.e., 053 with second indicator of "4").

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

Use and order of 053 fields

Do not add an 053 field to a NAR coded as an undifferentiated **name** (code "b" in 008/32). When

it is necessary to change a differentiated NAR that contains an 053 to an undifferentiated NAR, delete the 053.

Do not add an 053 field to an NAR for a literary author whose literary number is expressed by successive Cutter numbers such as those generated by Table P-PZ16.

If a verified 053 is already in the NAR, don't add an unverified 053.

Generally, only one verified 053 and one unverified 053 are permitted in an NAR.

Exception: If an author writes in several languages, multiple verified and multiple unverified fields may be given; arrange the fields in class letter/number order and add the name of the language in subfield \$c in each 053 field.

A single or multiple verified 053 field(s) should precede a single or multiple unverified 053 field(s).

**370 Associated Place**General

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

## Examples:

Geographic name in LC/NAF with type of jurisdiction:

151 ## \$a Washington (State)

Form of name in 370:

370 ## \$f Washington (State)

Form of name as an addition in an access point:

151 ## \$a Washington (State)

Form of name as part of preferred name of a place in a U.S. state, territory, etc.:

151 ## \$a Seattle (Wash.)

Geographic name with other designation in LC/NAF:

151 ## \$a Korea (South)

Form of name in 370:

370 ## \$c Korea (South)

Form of name as an addition in an access point:

110 2# \$a Masa Pangmulgwan (Korea)

Geographic name in LC/NAF with larger jurisdiction:

151 ## \$a Shiner (Tex.)

Form of name in 370:

370 ## \$a Shiner (Tex.)

Form of name as an addition in an access point:

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

Geographic name in LC/NAF:

151 ## \$a United States

Form of name in 370:

370 ## \$c United States

Form of name as an addition in an access point:

110 2# \$a National Institutes of Health (U.S.)

Other place name in LC/NAF:

110 2# \$a Auschwitz (Concentration camp)

Form of name in 370:

370 ## \$a Auschwitz (Concentration camp)

Other place name in LC/NAF:

110 2# \$a Heathrow Airport (London, England)

Form of name in 370:

370 ## \$a Heathrow Airport (London, England)

If the place name is **not** found in the LC/NAF or other source of authorized headings, 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. **Note that when there is no authorized source, a subfield \$2 cannot be added.**

Subfield \$2 – Source of term

If the place is not **taken from the LC/NAF**, indicate the source of the place name in subfield \$2 **as appropriate.**

Example:

Geographic name in LCSH:

151 ## \$a Whidbey Island (Wash.)

Form of name in 370:

370 ## \$a Whidbey Island (Wash.) \$2 lcs

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.

**371 Address**General

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

Subfield \$m – Electronic mail address

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

Subfield \$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 Occupation

#### General

Prefer controlled vocabulary, such as LCSH or MeSH, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a. When terms do not come from a controlled vocabulary, use a singular form. **When recording a profession or occupation term in 100 subfield \$c, 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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**382 Medium of Performance**General

Best practice: Record the medium of performance using RDA terminology when available. If a required term is not listed in RDA, use a term from a controlled vocabulary, such as LCSH.

Record the medium of performance by applying the instructions at RDA 6.15.1.3–6.15.1.13 with the following exceptions:

- 1) add the numeral in parentheses after the name of that instrument or voice even if the number is implicit in the preferred title (cf. 6.15.1.3);
- 2) do not apply the instructions at 6.15.1.5 if the work is for a standard combination of instruments (cf. 6.15.1.4) or if the soloists in a work for solo instruments and accompanying ensemble are a standard combination (cf. 6.15.1.9); and
- 3) if a song, Lied, etc. is not in a "popular" idiom, record the name of the accompanying instrument(s) or ensemble, including a keyboard stringed instrument alone, but do not follow with the word *accompaniment* (cf. 6.15.1.12) or use a standard combination of instruments for the solo group when it comprises the entire accompanying ensemble (cf. LC-PCC PS for 6.15.1.12)

If considered important for identification and access, provide an additional 382 that does not apply exceptions 1-3.

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**510 See Also From Tracing - Corporate Name**General

Until a decision is reached by the PCC Policy Committee on the use of relationship designators in authority records. LC catalogers may continue to use the subfield \$w codes “a” (earlier) and “b” (later) or optionally use the predecessor/successor designators from Appendix K to provide relationship links between corporate entities. In subfield \$i use a capital letter for the first letter of the term and follow the term with a colon.

PCC catalogers may choose to follow LC practice or may choose to use subfield \$i with subfield \$w coded “r” when providing relationship links between corporate entities and the names of other persons, families or corporate bodies, if appropriate. In subfield \$i use a capital letter for the first letter of the term and follow the term with a colon.

Catalogers should use judgment in making reciprocal 5XXs. For instance in the case of employer to employee relationship if a 510 see also tracing is added to the personal name NAR (100), it is not necessary to add a 500 see also tracing to the NAR for the corporate name (110).

SARs

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

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**667 Nonpublic General Note**

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

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

General

Give information of permanent value and general interest that would be useful also to institutions outside of LC and to LC staff not working in the LC Database. A representative listing of notes is given below. With the exception of notes about old catalog headings, series-like phrase core records, and technical reports as well as the first part of the MESSAGE notes, the wording is recommended but not prescriptive. The separate 667 fields may be given in any order.

- 667 \$a Not same as: [name or title, LCCN].
- 667 \$a Cannot identify with: [name or title, LCCN].
- 667 \$a Reinvestigate before using again.
- 667 \$a Formerly on undifferentiated name record: [LCCN of undifferentiated name record].
- 667 \$a Coded provisional because [reason for coding].
- 667 \$a Change authorized access point if name \_\_\_\_\_ continues to be used
- 667 \$a For works issued before/after [date].  
(to be used for official language changes)

NARs for persons with identities not established

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

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

*Example:*

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

More information on creating NARs for persons with alternate identities is found in the "FAQ – LC/PCC RDA and AACR2 practice for creating NARs for persons who use pseudonyms" available at: <http://www.loc.gov/catdir/cps/pseud.pdf>

NARs for *Series of Collective Conferences, Etc.* (LC-PCC PS 11.13.1.8.2)

When creating an authority record for the collective conference, do not add the numbers and/or dates to the authorized access point. Include a 667 field when there are authority records for both collective and individual instances of an ongoing conference.

*Example:*

667 \$a See also related access points for individual instances of this conference which include specific information about the number, date, or place of the individual conference.

NARs and subject usage

(1) Notes indicating subject cataloging usage when an authorized access point is not appropriate for use as a subject entry:

(a) Heads of state, etc.

Add a 667 note indicating subject cataloging usage to name authority records for corporate names representing the office held for Heads of state, Heads of governments, etc. (RDA 11.2.2.18) International intergovernmental bodies (RDA 11.2.2.18.3) and Religious officials (RDA 11.2.2.26) when the name of the incumbent is included as part of the authorized access point. Also assign value “n” in 008/11 and value “b” in 008/15.

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

*Examples:*

110 1# \$a United States. \$b President (1953-1961 : Eisenhower)  
008/11 = n  
008/15 = b  
667 \$a SUBJECT USAGE: This name is not valid for use as a subject. Works about this person are entered under Eisenhower, Dwight D. (Dwight David), 1890-1969.

110 1# \$a Catholic Church. \$b Pope (1503-1513 : Julius II)  
008/11 = n  
008/15 = b  
667 \$a SUBJECT USAGE: This name is not valid for use as a subject. Works about this person are entered under Julius II, Pope, 1443-1513.

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

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

(b) *Earlier/later linear jurisdictional name changes*

It is LC subject cataloging policy to assign as a subject access point or as a geographic subdivision only the latest name of a political jurisdiction that has had one or more earlier names, as long as the territorial identity remains essentially unchanged (cf. SHM H 708). Upon creating an earlier/later authorized access point for a geographic name, catalogers must add a 667 subject usage note to the earlier name and adjust the appropriate 008 fields (008/11, 008/15, and 008/17).

*Example:*

151 \$a Ceylon  
667 \$a SUBJECT USAGE: This name is not valid for use  
as a subject. Works about this place are entered under Sri Lanka.

(2) Notes indicating that **authorized access points for names of a city section, neighborhood, district, etc, are** not appropriate for use as a geographic subdivision:

*LC/PCC practice:*

Add a 667 note to name authority records for geographic names that are not appropriate for use as geographic subdivisions in subject cataloging usage (per SHM H 835) when the name represents an entity within a city and is qualified by the city name. **Change byte 008/17 to “n” to agree with the 667 note and do not add a 781 field.**

667 \$a SUBJECT USAGE: This name is not valid for use as  
a geographic subdivision.

*Example:*

151 \$a Hollywood (Los Angeles, Calif.)  
667 \$a SUBJECT USAGE: This name is not valid for use  
as a geographic subdivision.

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

**LC subject catalogers may optionally send a message to PSD [policy@loc.gov](mailto:policy@loc.gov) and ask to have the NAR updated.**

MESSAGE notes

In an authority record that contains non-Latin script variant access points use the 667 field with a note stating: "Non-Latin script reference not evaluated." If there are several non-Latin script variant

access points, the sentence may be modified to reflect that condition. Assure that 008/29 is set to "b" to indicate that the variant access point is not evaluated.

MESSAGE notes (LC practice)

Use a note in the 667 field to indicate that an authority record is not yet finished or that it needs further investigation. Use the note only when the work cannot be completed promptly.

If a new authority record cannot be completed immediately, adjust the code in LDR/17 from "n" to "o" and add the 667 note: "MESSAGE: Early notice." When the record has been completed, change the code back to "n" and delete the 667 MESSAGE note.

If an existing authority record needs investigation that cannot be completed immediately, adjust the code in 008/31 from "a" to "b" and add a 667 note: "MESSAGE: Being updated. [code and date]" Additional information explaining the problem may be added, if considered useful. When the record has been revised as necessary, change the value back to "a" and delete the 667 MESSAGE note.

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

SARs

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

(1) Notes on the title proper:

There may be a clear pattern of fluctuation between two or more forms of title proper of a numbered series (based on information in the database or from items in hand). There may be a change in the form of the title proper that isn't considered a title change (AACR 2 21.2A/LCRI 21.2A). Use a 667 field in lieu of a 670 field to indicate the different title proper that is not generating its own SAR. Give that form of the title proper in a 4XX field.

667 \$a Some issues have title: [title proper]

667 \$a Vol. 8 has title: [title proper]  
[for fluctuating titles]

667 \$a Vols. 9- have title: [title proper]  
[for change not generating separate record]

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

667 \$a Subtitle: [title of subtitle]

Do not use the 667 field to indicate variant titles of the series title proper found on the same item (e.g., form of series title on cover is different from form of series on series title page); note the variant

titles in 670 field(s) and give them as 4XX variant access points.

(2) Notes on the relationship to other series/records:

If a series authority record represents a publication that is a successive entry that has occurred after a series was last handled under pre-AACR 2 rules but for which no SAR yet exists, give the information only in a 667 field rather than in 675/5XX fields. Label it, in square brackets, as an unevaluated catalog entry form. When the pre-AACR 2 catalog entry form is being evaluated in terms of construction of the RDA authorized access point, delete this 667 and replace it with appropriate 675/5XX fields on both SARs.

667 \$a Continues: [pre-AACR 2 catalog entry form]  
[unevaluated catalog entry form]  
667 \$a Continued by: [pre-AACR 2 catalog entry form]  
[unevaluated catalog entry form]

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

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

When the optional linking variant access point cannot be given between the RDA form and the previous form due to NACO normalization, if desired give the previous authorized access point's information in a 667 field. Use one of the notes given below. (See "NACO normalization" section in Introduction yellow pages.)

667 \$a Old catalog heading: \_\_\_\_\_.  
*[Use if the variant access point would  
normalize to the same form as the RDA  
authorized access point or another variant  
access point on the same record or to the same  
form as an authorized access point on another  
record.]*

667 \$a Includes old catalog headings: Great Britain.  
Foreign Office. Treaty series; and, Great Britain.  
Foreign and Commonwealth Office. Treaty series."  
*[Use if two or more pre-RDA authorized access  
points will be treated as one authorized access  
point under RDA.]*

667 \$a Previous to RDA covered by:  
\_\_\_\_\_  
*[Use if one pre-RDA authorized access point  
will be split under RDA.]*

(3) Notes on the publisher/issuing body:

When there are more than two changes of publisher or when there have been more than two

different consecutive bodies both issuing and publishing the publication, use only one 643 field and give an explanation in a 667 field. The explanation should be as specific as is appropriate for the situation.

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

(4) Notes on the type of publication:

If the series is a document series, give a 667 note.

- 667 \$a Document.

If the publication has changed its identity (e.g., from a monographic series to a periodical), give a 667 note that indicates what happened, which will explain why a full set of analytic records is not available.

- 667 \$a Telephone call to publisher, 11-2-88: Change in pattern of publication; v. 1-17 monographic works, v. 18- collections of articles.
- 667 \$a Publication was periodical for v. 1-3; monographic series beginning with v. 4.

(5) Notes on the handling of series-like phrase:

- 667 \$a Do not give as a quoted note.
- 667 \$a Give as a quoted note.
- 667 \$a Give as a quoted note if [name of publisher] is not recorded in the publication, distribution, etc. area of the bibliographic record.

*[for phrase that combines name of publisher and a generic term]*

- 667 \$a Is an imprint, not a series. Record in publication, distribution, etc. area of the bibliographic record.

*[for imprint that could be construed to be title, e.g., Metropolitan Books]*

- 667 \$a Give as a quoted note, including the number, e.g., AAI no. 85-41.
- 667 \$a Give as other title information in the title and statement of responsibility area of the bibliographic record.

## (6) Notes on an undifferentiated phrase record:

When converting a series-like phrase for a single phrase to an undifferentiated phrase record to cover the same phrase used by more than one publisher, give a 667 note using the wording given below. (See the Introduction yellow pages for more information about these records.)

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

Give a second 667 note: "Give as a quoted note." If a different handling is desired for one instance of the phrase, either (a) make a separate phrase SAR and add a qualifier to its 1XX entry, or (b) add another 667 note in the undifferentiated phrase SAR: "For resources published by [\_\_\_\_\_], give the phrase as [\_\_\_\_\_]."

## (7) Notes on the post-cataloging authority records:

When creating a post-cataloging SAR, that is, one established without the piece in hand, give a 667 note with the wording below:

667 \$a Series authority record created without piece in hand.

When a preliminary record with this note is upgraded to full level, delete the note.

## (8) Miscellaneous notes:

667 \$a Previous to AACR 2 subsumed under made-up set for UN documents.

*[See 64X yellow pages for more information about UN documents]*

667 \$a First printing of vol. 8 of the Princeton theological monograph series erroneously carried the series statement: Pittsburgh theological monographs.

667 \$a Phone call to Borgo Press 1-20-84: Starmont Press series; Borgo reprints all titles generally 6 months to a year later in cloth.

667 \$a Lacked analyzable titles until v. 9.

667 \$a Indexed in: Social sciences index.

*[for series not being analyzed]*

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

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## 670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying variant access points
- 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 entity, that justify the choice of the name and any additional elements used to construct the authorized access point (1XX). The information also justifies, as needed, variant forms of the name (4XX), and clarifies relationships between the 1XX and other entities 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 authorized access point and variants
- 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 names)
- 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 entities
- 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 authorized access points and misattributions
- To support machine manipulation based on algorithms using information in the 670

**The examples given throughout the following text have various conventions in regard to punctuation and style. These conventions are not prescriptive and should be considered as best practices to facilitate the exchange of information in a shared database environment. Catalogers**

**are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.**

Generally, the first 670 field cites the work for which the authority record 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.

**If the item being cataloged provides no information to justify the access point or variants, etc., cite the item being cataloged in a 675 field. Also cite in a 675 field other sources consulted that contain no information, when that very lack of information is considered worth recording for future users of the authority record.**

**It is not 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.

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 the creator's name that would begin the authorized access point for the work. The name may be abbreviated or replaced by a possessive pronoun. If the authorized access point for the work is the same as the title proper plus a qualifier, give that 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 monographs. If the part is the first part, give the date of publication as an open date.
- Serials other than monographic series. Generally, use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a "surrogate" was used.

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-leaves).

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. LC-PCC PS 1.4) all characters found in the MARC code table: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File.

(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). Note that under RDA when citing sources abbreviations may continue to be used in the 670 field. For numbered multipart monographs, include the volume number of the item with the specific location. If the authorized access point (1XX) is being constructed 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 name (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 authorized access point or variant access points in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction 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 or a subject compilation of laws, if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

```
670 $a Workers' compensation law of the state of
      North Carolina, c1980: $b t.p. (Workers' compen-
      sation law of the state of North Carolina)
      citation title, p. 49 (The North Carolina
      Workers' Compensation Act)
```

For corporate name authorities, include in the data cited all the hierarchy required to justify needed variant access points, but do not include elements irrelevant to the particular entity being established, e.g., a 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 presentation of the name or title on the chief source of information is in the bibliographic title given in subfield \$a of the 670 citation, repetition of the name in subfield \$b may be omitted, provided no important information is lost.

If information about an earlier or later name or title is found in the same source as the name or title in the authorized access point, give all the information in the 670 field; do not separate the information about the earlier or later name or title in order to give it in a 675 field.

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 variant access points, 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, where vowels are commonly omitted from the orthography of texts, the cataloger supplies the missing vowels when transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

### Internet resources

These instructions apply to electronic resources being cataloged and to those 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 entity that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the authorized access point (including additions) or variants (this information will continue to be available if the site changes or disappears). However, information found in online sources may be added to the 046 or 3XX fields with the appropriate citations in subfields \$v and \$u and not repeated in a 670 when that information is not used in the 1XX or a 4XX. If a URI is included in a 670, it must be given in subfield \$u.

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.: Gaulle, Charles de, 1890-1970)
- 670 \$a Nat. Lib. Israel (Cyrillic), in VIAF, viewed Nov. 12, 2009 \$b (hdg.: СЕРБАНТЕССААВЕДРА, 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 spelled out or abbreviated forms for months as the U.S. practice for recording dates using numerals differs from the practice in some other countries. Do not change the style of dates in existing records. As a best practice, if a date is not included in subfield \$d of the 100 field, consider adding a 046 field if dates are available.

Justifying variant access points

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

- (1) Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies;
- (2) The preferred title or name of the work or expression is derived from the resource being cataloged, from other resources cataloged under the same access point, or from information in standard reference sources;
- (3) References for authorized access points of corporate bodies reflecting changes due to national orthographic reform, changes in names due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (4) Optional references from AACR2 or pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

**NARs.** Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access point. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

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

### *Special types of citations*

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

**LC/NAF.** When converting information found in obsolete or non-active MARC fields (e.g., 664, 665, 666) into a 670 note, cite the LC/NAF in a citation such as those provided in the examples below:

```
670 $a Info converted from 665 field in this record, [date
      of conversion] $b ([data converted from 665 field])
```

```
670 $a 665 info formerly in this record $b ([data moved
      from 665 field])
```

**LC database.** For LC catalogers not working in OCLC, “LC database” as used in a 670 subfield \$a equals name and series authority records and bibliographic records with the following values in the 906 \$b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.

For LC catalogers working in OCLC and for NACO participants, there is no change in what is considered to be the “LC database” as used in 670 subfield \$a.

**NARs.** Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the access point (or access points) found, even if it is the same as the current authorized access point.

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

---

<sup>1</sup> “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 statement, distribution statement, etc., and from series statements. Access points on the bibliographic record may never be provided as usage.

- 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 Ciência; usage: Sociedade Brasileira para o Progresso da Ciência, 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 access points used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the construction of the authorized access point. If the authorized access point is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC access points. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

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

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

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

---

<sup>2</sup> “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication statement, distribution statement, etc. 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 preferred name.

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,<sup>3</sup> 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 preferred name. 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** 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, 3°00'S 39°30'E)  
 or 670 \$a BGN \$b (Coast [short form] Province; ADMD, 3°00'S 39°30'E)

670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45°48'N 8°48'E)  
 or 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45°48'N 8°48'E)

670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional]; Genève [native], PPL, 46°12'N 6°10'E; variants: Ginevra, Genf)  
 or 670 \$a BGN \$b (Genève [French], Geneva [conventional]; POPL, 46°12'N 6°10'E)

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

670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form = Cambridge]; ADM1, 52°12'N 0°07'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 (\_\_\_\_\_)

**675 Source Data Not Found**

In April 2012 this field was redefined as: “Citation for a consulted source in which no information is found related in any manner to the entity represented by the authority record or related entities.” LC/PCC catalogers are not required to change existing 675’s simply to meet this new definition.

When creating a new NAR always cite the item being cataloged in the 675 field if the item being cataloged provides no information. Also cite in the 675 field other sources consulted that contain no information, when that very lack of information is considered worth recording for future users of the authority record.

However, it is not always necessary to include in the 675 field every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record.

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

*PCC series practice:* The PCC Policy Committee has announced that the PCC series policy remains unchanged.

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**781 Subdivision Heading Linking Entry–Geographic Subdivision**

*LC/PCC optional practice:*

For a geographic name heading that may also be used as a geographic subdivision, determine the form in which the heading is to be used as a geographic subdivision following the guidelines in instruction sheet H 830 of the *Subject Headings Manual*. Enter the text of the geographic subdivision form in a 781 field with second indicator 0. For a geographic heading that is used directly, such as a country, enter the data in a single \$z subfield. For a geographic heading that is used indirectly through a larger geographic entity, such as a city, enter the data in two successive \$z subfields. Use no other subfields. Make no changes to values in bytes of the 008.

Examples:

```

151 ## $a France
781 #0 $z France

151 ## $a Paris (France)
781 #0 $z France $z Paris

151 ## $a Lycia
781 #0 $z Turkey $z Lycia

151 ## $a Sydney (N.S.W.)
781 #0 $z Australia $z Sydney (N.S.W.)

151 ## $a Valencia (Spain : Region)
781 #0 $z Spain $z Valencia (Region)

```

Do not add a 781 field to a record for a geographic name heading that is not appropriate for use as a subject added entry (008/15 value “b”), such as the earlier name of a jurisdiction that has undergone a linear name change, for example, **Ceylon**.

Do not add a 781 field to a NAR for a place name that is not appropriate for use as a geographic subdivision, such as a city section, for example, **North End (Boston, Mass.)**

Follow these guidelines for newly-created authority records. Add a 781 field to an existing record when making any other change to it. If revising an existing record that contains a 667 field subject cataloging usage note indicating the proper geographic subdivision form, delete the 667 field and replace it with a 781 field.

LC subject catalogers may optionally send a message to PSD [policy@loc.gov](mailto:policy@loc.gov) and ask to have the NAR updated.

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## **APPENDIX 1: AMBIGUOUS ENTITIES**

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## Ambiguous Entities

### 1 INTRODUCTION

#### 1.1 Background

Most access points representing entities fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, works or expressions, named meetings, etc., in the name authority file or as topical subject headings, named objects such as names of automobiles, geographical features, etc., in the subject authority file. There are, however, certain named entities that have been problematic as to

- a) whether the authority record for the authorized access point should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and
- b) how the access points should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of access points for such entities, the former Office for Descriptive Cataloging Policy (Desc Pol) and the Office for Subject Cataloging Policy (Subj Pol), working under the aegis of the Director for Cataloging, developed guidelines with respect to

- a) the responsibility for establishing the authorized access points;
- b) the conventions to be used in formulating the authorized access points;
- c) the tags to be used for content designation; and
- d) the file (name and subject authority) in which the authority records for them should reside.

In 1994, the Cooperative Cataloging Council (CCC) established the CPSO/CCC Task Group on Issues Surrounding Maintenance of Separate Name and Subject Authority Files. This task group agreed to reduce the “logical” inconsistencies between the two files so that they could be more easily used together. To this end the task group recommended and the CCC approved the deletion from the subject authority file of duplicate headings that had been needed in the subject authority file to produce various products, such as *Library of Congress Subject Headings*.

In 1995 the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group, PCC Task Group on Name Versus Subject Authorities, that considered and made recommendations on the remaining categories of entities that could be established by either descriptive or subject catalogers (cemeteries, city sections, concentration camps, and country clubs), events, and tagging conventions for certain “geographic” entities. The PCC approved the task group's recommendations, and the results are reflected below.

#### 1.2. General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept “corporate body” but are also judged to exemplify the concept “geographic” and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as access points in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name

containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) The provisions herein refer to “need” or “use” in descriptive or subject cataloging. As far as descriptive cataloging is concerned, such statements are to be understood as referring to authorized access points required by LC’s policies on authorized access points and to variant access points on name and series authority records. “Need” and “use” do not refer to subject entries even if a descriptive authorized access points is involved.

c) Adjust the tagging on existing authority and bibliographic records to reflect current policy when necessary.

d) *LC Catalogers*: If a Group 2—Subject Authority Group entity is being used as a descriptive authorized access point, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/RDA.” If a Group 2 Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to PSD [policy@loc.gov](mailto:policy@loc.gov) to delete the subject authority record, per SHM H 193.

e) *PCC Catalogers*: If a Group 2—Subject Authority Group heading is being used as an access point, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/RDA.” If a Group 2 Subject Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to [saco@loc.gov](mailto:saco@loc.gov) to delete the existing subject authority record.

### 1.3 Specific procedures

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

**2** GROUP 1—NAME AUTHORITY GROUP: Authorized access points always established according to descriptive cataloging guidelines (RDA and the LC-PCC PSs); authority record always resides in the name authority file.

#### 2.1 Implementation

Establish the authorized access point according to descriptive cataloging rules and procedures. If an authorized access point in this category is needed in subject cataloging, those involved in descriptive cataloging establish it, and the authority record is added to the name authority file.

#### 2.2 Airports

Establish the authorized access points for an airport according to the provisions for any other corporate body (see [chapter 11, RDA](#)).

110 2# \$a San Francisco International Airport<sup>1</sup>

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<sup>1</sup>MARC coding in the examples reflects the provisions of *MARC 21 Format for Authority Data* (except spaces added before and after subfield codes) and not any individual system.

- 110 2# \$a Logan International Airport (Boston, Mass.)
- 110 2# \$a Jan Smuts Airport (Johannesburg, South Africa)
- 110 2# \$a Greater Cincinnati International Airport
- 110 2# \$a Davis Airport (Montgomery County, Md.)
- 110 2# \$a Davis Airport (Luzerne County, Pa.)

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

These Group 1 entities are tagged as corporate names (110) and established according to chapter 11 of RDA. For other gardens, parks, etc., see Group 2.

- 110 2# \$a State Arboretum of Utah
- 110 2# \$a Missouri Botanical Garden
- 110 2# \$a National Zoological Park (U.S.)
- 110 2# \$a Hayden Planetarium
- 110 2# \$a Miami Seaquarium

**2.4** *Cemeteries, concentration camps, country clubs*

After July 1996, cemeteries, concentration camps, and country clubs are treated as Group 1 entities. Establish them in accordance with the general principles for corporate name authorized access points (chapter 11, RDA). **For cemeteries that are archaeological sites, see Group 2.**

- 110 2# \$a Arlington National Cemetery (Arlington, Va.)
- 110 2# \$a Riverside Cemetery (Jackson, Tenn.)
- 110 2# \$a Cmentarz Ewangelicko-Augsburski w Warszawie (*Warsaw, Poland*)
- 110 2# \$a Auschwitz (Concentration camp)
- 110 2# \$a **Campo 62 di Bergamo (Concentration camp)**
- 110 2# \$a Riomar Country Club
- 110 2# \$a Manteno Young Women's Country Club

**2.5** *City sections*

City sections, including city districts and neighborhoods, are treated only as Group 1 entities. Establish them in accordance with the general principles for geographic names as given in RDA Chapter 16).

- 151 ## \$a Georgetown (Washington, D.C.)
- 151 ## \$a Greenwich Village (New York, N.Y.)
- 151 ## \$a Loop (Chicago, Ill.)
- 151 ## \$a Rive gauche (Paris, France)

**2.6** *Collective settlements, conservation districts, communes, sanitation districts, **wetland management districts**, etc.*

Collective settlements, conservation districts, communes, sanitation districts, **wetland management districts**, etc., are treated as Group 1 entities. Establish them in accordance with the general principles for geographic names (RDA chapter 16).

- 151 ## \$a **Erez (Israel)**
- 151 ## \$a Santa Cruz County Sanitation District (Calif.)
- 151 ## \$a Englewood Water District (Fla.)
- 151 ## \$a Chicago Park District (Ill.)

## 2.7 *Events*

If a name is for an event that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date, establish the name according to the provisions of RDA chapter 11.

- 111 2# \$a **Blue Ridge Folklife Festival \$c (Ferrum, Va.)**
- 111 2# \$a **Palio di Siena (Festival) \$c (Siena, Italy)**
- 111 2# \$a Miss America Pageant
- 111 2# \$a World Cup (Soccer)
- 111 2# \$a Tour de France (Race)
- 111 2# \$a **Biennale di Venezia \$c (Venice, Italy)**
- 111 2# \$a Biennale di Venezia \$n (55th : \$d 2013 : \$c Venice, Italy)**
- 111 2# \$a World Jamboree of Boy Scouts
- 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)

## 2.8 *Forests, parks, preserves, etc.*

When a forest, park, preserve, etc. (commonly a unit of the United States National Park Service or the United States Forest Service), is needed as a descriptive authorized access point on a bibliographic record because the forest, park, preserve, etc., has some responsibility for the intellectual content of the item, establish it in accordance with the general principles for corporate name authorized access points and qualify the name with “(Agency).” When this is not the case, continue to treat these as Group 2 entities and establish as a subject authority record as directed in: *Subject Headings Manual, H 1925, Parks, Reserves, National Monuments, Etc.*

- 110 2# \$a Chugach National Forest (Agency : U.S.)  
(*Needed as a descriptive access point—Group 1*)
- 151 ## \$a Chugach National Forest (Alaska)  
(*No intellectual content responsibility—Group 2*)

## 2.9 *Indian tribes*

In 2006 the Policy and Standards Division determined that names of Indian tribes recognized by the U.S. government as legal entities should be tagged 151 (Geographic name) in name authority records rather than 110 (Corporate name), as they were previously tagged. This change in status of headings for tribal entities to 151 (Geographic name) enabled these headings to be used as jurisdictions when needed in cataloging. When a heading of this type is used to represent a government (110), the MARC 21 indicator is set to "1" to reflect that the entity is acting as a jurisdiction (cf. LC-PCC PS 16.4.1). These headings may also be used as geographic subdivisions, subdivided directly. Access points for populated places (ppl) on reservations are governed by RDA Chapter 16 when found in the U.S. Board of Names Geographic Names Information System (GNIS) database on the Web at <http://geonames.usgs.gov/> and should also be established as place names tagged 151 when these are different from the tribal entity. Example of populated place name (complete name authority record fields not provided):

151 ## \$a San Carlos (Ariz.)

670 ## \$a GNIS, July 29, 2002 \$b (San Carlos, Gila County, Arizona,  
populated place; 33°20'43"N, 110°27'09"W)

Both the geographic name and the tribal entity's name may subsequently be used as corporate name headings (110) as needed, following the current practice for government names in RDA 11.2.2.5.4. Example of possible heading:

110 1# \$a San Carlos Apache Tribe of the San Carlos Reservation,  
Arizona. \$t Constitution

When the reservation as a geographic area, not the tribal entity, is the subject of an item being cataloged, the guidelines in the *LC Subject Headings Manual* will continue to be applied, and these place names will continue to be established as subject headings tagged 151.

Example of subject heading:

010 ## \$a sh90004101  
151 ## \$a San Carlos Indian Reservation (Ariz.)  
550 ## \$w g \$a Indian reservations \$z Arizona  
670 ## \$a Work cat.: Brown, J.G. *Geology and ground-water resources of the San Carlos Indian Reservation ... Arizona, 1990*: \$b t.p. (San Carlos Indian Reservation, Gila, Graham, and Pinal counties, Arizona)  
670 ## \$a Rand McNally

## 2.10 *Named buildings/museums*

If an authorized access point is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum. If it is a museum, treat it as a Group 1 entity and establish it accordingly; if not, treat it as a Group 2 entity and have it established as a subject authority record as directed in the guidelines for Group 2 entities in 3.1 below.

110 2# \$a Albrecht-Dürer Haus  
(*museum—Group 1*)  
110 2# \$a Simson African Hall (California Academy of  
Sciences)  
(*building—Group 2*)

## 2.11 *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that authorized access points for entities with these words in their name need the addition of a qualifier that conveys the idea of a corporate body.

## 2.12 *Railroads*

Establish railroads in accord with the general principles for corporate name authorized access points (RDA, chapter 11). During the period 1984-1985, railroad access points were established according

to the conventions of the former Subject Cataloging Division. Generally, a railroad authorized access point represented by an RDA name authority record should be accepted unless the item being cataloged shows another form *and* the item is the railroad's own publication. In such cases re-evaluate the existing authorized access points. At one time, railroads were represented by two separate access points, one for the company, which was tagged as a corporate access point, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for RDA, search for the name both as a corporate body and as a topical subject heading.

- 3**            **GROUP 2—SUBJECT AUTHORITY GROUP:** Entities always established according to subject cataloging guidelines (SHM); the authority record resides either in the subject or name authority file

*N.B*    This section of the DCM is given primarily for information: the responsibility for establishing and maintaining Group 2 headings rests entirely with those performing subject cataloging. See SHM H 405.

### **3.1            Characteristics**

The entities in this group reside in the subject authority file when they are established and used only for subject cataloging purposes. Entities tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. If the entity needed for descriptive cataloging is already established in the subject authority file, the subject record is cancelled and a name authority record is created. Regardless of whether an entity originally existed in the subject authority file, the 1XX in the LC/NAF should be constructed according to RDA instructions, but will also reflect subject cataloging policy as provided in the SHM, the most noteworthy aspects are the following:

- a)    The 4XX structure reflects subject cataloging practice.
- b)    Most access points will contain local place-name qualifiers.
- c)    Records residing in the name authority file will also contain a 667 field with the notation: Subject Headings Manual/RDA. This notation is intended to characterize the record and to provide a quick and easy means of indicating that maintenance of the record is the responsibility of PSD. Catalogers should then refer changes to PSD, rather than initiating the changes themselves.

### **3.2            Use of these access points in descriptive cataloging**

Note the following:

- a)    If the authority record is in the subject authority file but not represented in the name authority file, make a name authority record according to the guidelines described in Section 3.1. Send printouts of the name and subject authority records to PSD for review and cancellation of the subject authority record.
- b)    If the entity is represented in the name authority file and is coded RDA, use that form whether or not it conforms to the characteristics described above in 3.1. If a need to change to the authorized access point is prompted by the item being cataloged refer the matter to PSD.

- c) If the entity is represented in the name authority file but not coded for RDA, refer the matter to PSD for evaluation and possible change and related actions.
- d) If the entity is not represented in an authority file, establish it in the name authority file according to the guidelines in the SHM and Section 3.1 of this document.

**GROUP 1—NAME AUTHORITY GROUP ENTITIES**

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

<b>Category</b>	<b>MARC 21 tag</b>
Abbeys	110
Academies	110
Airplanes, Named	110
Airports <sup>2</sup>	110
Almshouses	110
Aquariums, Public <sup>3</sup>	110
Arboretums <sup>3</sup>	110
Armories	110
Arsenals	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens <sup>3</sup>	110
Broadcasting stations	110
Business parks	110
Cathedrals	110
Cemeteries <sup>4</sup>	110
Chambers of Commerce	110
Chapels	110
Churches (In use or ruins)	110
Circuses	110
City sections <sup>5</sup>	151
Collective settlements <sup>6</sup>	151
Colleges	110
Comarcas	151
Comic strips <sup>7</sup>	130

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<sup>2</sup>See 2.2

<sup>3</sup>See 2.3

<sup>4</sup>See 2.4

<sup>5</sup>See 2.5

<sup>6</sup>See 2.6

Communes <sup>6</sup>	151
Competitions <sup>8</sup>	111
Computer programs and software <sup>7</sup>	130
Concentration camps <sup>4</sup>	110
Concert halls	110
Conservation districts <sup>6</sup>	151
Contests <sup>8</sup>	111
Convents	110
Correctional institutions	110
Country clubs <sup>4</sup>	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Catholic Church. Diocese of Basel (Switzerland) Constantinople (Ecclesiastical patriarchate)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events <sup>8</sup>	111
Exhibitions <sup>8</sup>	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions <sup>8</sup>	111
Factories	110
Fairs <sup>8</sup>	111
Festivals and celebrations <sup>8</sup>	111
Fish hatcheries	110
Folk festivals and celebrations <sup>8</sup>	111
Forest districts	110
Forests (Administrative agencies)	110
Funds	110
Funeral homes, mortuaries	110
Galleries	110
Games (Events) <sup>8</sup>	111
Gangs	110
Halfway houses	110
Helplines, hotlines	110
Herbariums <sup>3</sup>	110
Hospitals	110
Hotels	110

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

<sup>8</sup>See 2.7

Housing projects	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations (Active; also all after 1899)	151
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums <sup>9</sup>	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera companies	110
Orphanages	110
Parades <sup>8</sup>	111
Park districts <sup>6</sup>	151
Parks (Administrative agencies) <sup>10</sup>	110
Planetariums <sup>3</sup>	110
Planned communities	151
Plans (Programs) <sup>11</sup>	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc. <sup>10</sup>	110
Public celebrations, pageants, anniversaries <sup>8</sup>	111
Publishers' imprints	110
Pueblos	151
Races (Contests) <sup>8</sup>	111
Radio programs	130
Railroads	110
Recreation districts <sup>10</sup>	151
Refugee camps	110
Religious denominations	110
Research stations	110
Reserves (Administrative agencies)	110

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<sup>9</sup>See 2.9

<sup>10</sup>See 2.8

<sup>11</sup>See 2.10

Restaurants	110
Sanitoriums	110
Sanitation districts <sup>6</sup>	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shopping centers	110
Shows (Exhibitions) <sup>8</sup>	111
Software, Computer <sup>7</sup>	130
Sound recording labels	110
Space vehicles	110
Sporting events <sup>8</sup>	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments <sup>8</sup>	111
Tribes (as legal entities only, U.S. only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts <sup>6</sup>	151
Water districts <sup>6</sup>	151
Web sites	130
Works of art, Individual	100, 110, 130
Zoological gardens <sup>3</sup>	110

**GROUP 2—SUBJECT AUTHORITY GROUP ENTITIES**

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

<b>Category</b>	<b>MARC 21 tag</b>
Amusement parks	151
Apartment houses	110
Aqueducts	151
Arches	150
Arenas	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151

Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150
Buildings, Private	110
Buildings occupied by corporate bodies <sup>9</sup>	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles <sup>8</sup>	110
Celestial bodies	151
Cemeteries, Archaeological	151
Cities, Extinct (Pre-1500) <sup>12</sup>	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings <sup>9</sup>	110
Estates	151
Events <sup>13</sup>	150
Exhibition buildings	110
Expeditions, Military	150
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests (Geographic entities)	151

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

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

Fortresses (Structures)	151
Fountains	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites	
(Including historic districts not in cities)	151
Immigration stations	110
Islands, Non-jurisdictional	151
Land grants	151
Lighthouses	110
Locks (Hydraulic engineering)	151
Locomotives	150
Manors	110
Mansions	110
Market buildings	110
Military installations	151
(inactive pre-1900 installations)	
Mine buildings	110
Mines	151
Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110
Office buildings	110
Official residences	110
Opera houses	110
Palaces <sup>9</sup>	110
Parks (Geographic entities)	151
Pavilions	110
Pipelines	151
Playgrounds	151
Plazas (Open spaces, squares. etc.)	151
Police stations	110
Pools, Public	151
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Recreation areas	151
Remote-controlled vehicles	150
Reservations, Indian	151

Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shrines ( <i>not</i> churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151
Wells	151