

Update Information  
2017 Update Number 4

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
B18	Books with Accompanying Electronic Resources	Revised to reflect current cataloging and routing procedures. Replace.
Z1	Name and Series Authority Records	Appendix 1: Ambiguous entities. Corrected typographical errors and clarified policy on 667 notes in NARs.

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B18.1 INTRODUCTION

These instructions apply to books with accompanying electronic resources (ERs). The instructions about the bibliographic record may be applied to all books with accompanying ERs. However, the holdings and item record instructions vary depending on the custodial division.

DCM B18.2.1 provides guidelines pertaining to the description of accompanying ERs in the bibliographic record. This section serves only as a supplement to existing instructions in RDA and the LC-PCC PSs. B18.2.2 provides some general information about holdings and item records. However, because the procedures for holdings and item records vary depending upon the intended shelving location, specific instructions are given in B18.3. B18.3 is divided into sections based on custodial divisions and shelving locations. Other workflow issues are covered in B18.4 and B18.5.

Accompanying electronic resources are usually in the form of a computer disc. Most commonly today, these are CD-ROMs or DVD-ROMs (not the same as DVDs). Other types of computer discs include floppy disks (5 1/4 in. or 3 1/2 in.) and Zip disks. Other types of electronic resources include USB flash

drives and external hard disk drives. Less common formats include computer tape reels and computer tape cartridges.

Audio CDs and videodiscs (including DVDs) are NOT electronic resources. See DCM B20 for instructions on accompanying audio CDs and B21 for instructions on accompanying videodiscs. See the [Accompanying Disc Decisioner](#) for help in determining the nature of the disc.

For serials with accompanying electronic resources, see the following document:  
<http://www.loc.gov/staff/lstraining/abawkflow/ser/cat/PrintSerialswNonPrintAccMat.pdf>.

Books with information about supplementary online resources (e.g., a textbook with a registration code used on a website to access quizzes, videos, and other content) are not covered in this document. They are cataloged and housed according to the regular procedures for books.

## B18.2 CATALOGING AND END-STAGE PROCESSING

### B18.2.1 Bibliographic Record

Perform cataloging in the usual manner for the book. Add information about the accompanying electronic resource in the 300 field and/or 500 field. Dimensions are not required for accompanying ERs. If provided, give dimensions for CD-ROMs and floppy disks in inches.

*Examples:*

300 ## 433 pages ; \$c 25 cm + \$e 1 USB flash drive

300 ## \$a 200 pages ; \$c 24 cm + \$e 1 floppy disk (3 1/2 in.)

300 ## \$a 100 pages ; \$c 20 cm + \$e 1 CD-ROM (4 3/4 in.) + 2 floppy disks  
(3 1/2 in.)

Catalogers may provide a 538 note recording an equipment or system requirement (see RDA 3.20) for the accompanying ER.

*Examples:*

538 ## \$a System requirements for accompanying floppy disk: IBM  
-compatible PC with 386 microprocessor or better running at 25  
MHz; DOS.

538 ## \$a System requirements for accompanying USB flash drive: MS Word,  
MS PowerPoint, software capable of reading PDF and JPEG files.

538 ## \$a System requirements for accompanying floppy disks: Sun  
Microsystems SPARC workstation; UNIX with X Window System  
installed.

538 ## \$a System requirements for accompanying CD-ROM: Microsoft Windows  
2000 or XP or Mac OS9 or OSX; Internet browser with Java Virtual  
Machine; monitor with video resolution of 1024 x 768 or better.

Catalogers may provide additional 337 and 338 fields for the accompanying ER in addition to fields for book.

*Examples:*

```
337 ## $a unmediated $b n $2 rdamedia
337 ## $a computer $b c $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
338 ## $a computer disc $b cd $2 rdacarrier
```

*(The second 337 and 338 fields reflect the media type and carrier type for an accompanying CD-ROM)*

```
337 ## $3 book $a unmediated $b n $2 rdamedia
337 ## $3 USB flash drive $a computer $b c $2 rdamedia
338 ## $3 book $a volume $b nc $2 rdacarrier
338 ## $3 USB flash drive $a computer disc $b cd $2 rdacarrier
```

*(Subfield \$3 may be used to specify to which part of the resource the field applies)*

If the content type for the book and the accompanying ER is the same, use the same 336 field to represent the content type of both. Otherwise, catalogers may provide an additional 336 field appropriate for the content type contained in the ER.

### **B18.2.2 Holdings and Item Records (HR/IR)**

The instructions in B18 represent initial HR/IR treatment of books with accompanying electronic resources. In those custodial divisions undergoing the transfer of digital data on tangible media to the Content Transfer System, the HR/IR complement will be changed appropriately after transfer.

Because books with accompanying electronic resources are treated differently by different custodial divisions, detailed instructions are provided in B18.3 based on the intended location. See <http://www.loc.gov/staff/ils/multites/index.htm> for a list of valid locations and sublocations. In Voyager, a list of valid holdings locations may be viewed by using hotkey Ctrl + L from the 852 field of the HR.

For custodial divisions in which the ER is represented by its own holdings record/item record (HR/IR complement), there may be exceptional circumstances when the book and ER are to be housed together. In these cases, use one HR/IR, adjust the “Pieces” in the IR to reflect the book and ER, and use the Note (icon looks like a quill with a red “X”) feature in the IR to provide an instruction that upon reassignment to a new location, the book and ER may require physical separation with separate HR/IR complements in the usual manner.

*Note:* This procedure does not apply to books with CD-ROMs with location “r-LL ... \$m GLOBAL.” See B18.3.6.1 for HR/IR instructions for those resources

### **B18.2.3 Labeling**

Generally, when the main resource (i.e., the book) and the accompanying ER are shelved together (e.g., in MRC), the main resource has a spine label and item barcode (see DCM E4 for instructions), and the accompanying ER does not.

Generally, when the main resource and the accompanying ER are shelved separately (e.g., in Asian Division), both the main resource and the accompanying ER have spine labels and item barcodes. The main resource is labeled in the usual manner (see DCM E4 for instructions). Unless another workflow has been arranged with BCCD or the custodial division, apply these instructions to labeling accompanying ERs housed in jewel cases:

- 1) Affix the spine label in the top left corner of the front of the jewel case so that the spine label is vertical and near the top hinge;
- 2) Affix the item barcode in the top right corner of the front of the jewel case so that the item barcode is parallel to the spine label.

*Note:* Music Division applies a local workflow for labeling that is different from the procedure described here.

#### **B18.2.4 Electronic Resource Missing At Time of Receipt of Book**

If the accompanying electronic resource is missing at the time of cataloging of the book, follow the procedures in DCM D22 (Procedures for Handling Imperfect Copies). If the decision is not to seek a perfect copy or if the decision is to “catalog as is,” (cf. D22.2.2), note the fact that the ER is missing in a copy specific note using a 500 field and a subfield \$5 containing “DLC” showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying CD-ROM wanting. $5 DLC
```

This will alert users of the bibliographic record that it does not represent a description of the complete bibliographic entity as issued.

When the ER is missing and the decision is to “catalog as is,” do not apply the HR/IR instructions for books with accompanying ERs. Instead, follow the normal end stage processing instructions for books without accompanying ERs. For example, if a book with accompanying ER would normally be assigned to c-MRC and the ER is missing, assign to c-GenColl instead.

### **B18.3 LOCATIONS**

#### **B18.3.1 Machine Readable Collection (MRC)**

Book accompanied by electronic resources that are treated as part of the general collections and serviced by the Collections Access, Loan, and Management Division (CALM) are shelved together. If accompanying ERs are not securely housed in the book itself (e.g., a CD-ROM in a pocket affixed to the inside cover), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. For other conditions not treated here, consult PSD.

Apply these instructions to a single-part monograph or an analyzed multipart monograph (a separate bibliographic record for each volume) with an accompanying ER:

- Create one HR/IR complement for each copy of the resource.
- In the HR, use “c-MRC” in the 852 subfield \$b:

```
852 0# $b c-MRC $h F1392.C8 $i C83 2016 $t Copy 1
```

- In the IR Perm. Loc., use “c-Machine Read Coll/HSS” and Item Type “Book:”

Barcode:	00437315759	...
Perm. Loc.:	c-Machine Read Coll/HSS	▼
Item Type:	Book	▼

- In the IR, adjust the Pieces box to account for both the book and the ER as appropriate (see SCM:SL (ILS supplement) Workflow #15):

Copy:	1	Pieces:	2
-------	---	---------	---

For non-analyzable multipart monographs, only those volumes accompanied by an electronic resource are located in MRC. Other volumes are represented on a separate HR. Indicate the volume(s) in MRC using \$3 in the holdings record for the volume or volumes with accompanying ER.

*Example:*

852 0# \$b c-GenColl \$h NA324 \$i .A87 2012 \$t Copy 1  
(HR for volumes with no accompanying ER; item records for volumes linked)

**AND**

852 0# \$3 v. 2 \$b c-MRC \$h NA324 \$i .A87 2012 \$t Copy 1  
(HR for volume with accompanying ER; one item record linked)

### B18.3.2 Reading Rooms

Book with accompanying electronic resources that are assigned to reading rooms other than those in Music Division, Asian Division, and Law Library are housed together. In the IR, use Item Type “Book” and adjust the Pieces box to account for both the book and the ER.

### B18.3.3 Music Division

Books scores, etc. with accompanying electronic resources in the custody of the Music Division (c-Music) or assigned to the Performing Arts Reading Room (r-PARRR) are shelved separately. Separate HR/IR complements are created for the main resource (e.g., book, score, manuscript) and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use an appropriate caption in subfield \$3 for the main resource (e.g., “\$3 Book only” or “\$3 Score only”).
- In the IR, use the Item Type appropriate for the main resource.
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- Use first indicator “8” in field 852 of the HR.
- In the HR, use an appropriate caption in subfield \$3 for the accompanying ER.
- From the stock of pre-printed shelf numbers, use a shelf number in subfield \$h of the HR.
- Use sublocation \$m Case MR in field 852 of the HR:

852 8# \$3 Accompanying CD-ROM \$b c-Music \$h CMR00520 \$t Copy 1  
\$m Case MR

- In the IR, use the same Perm. Loc. as for the main resource and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

For situations not described here and for labeling procedures, follow local workflows.

#### **B18.3.4 African and Middle Eastern Division (AMED)**

Books with accompanying electronic resources that are in the custody of AMED are shelved together. If accompanying ERs are not securely housed in the book itself (e.g., a CD-ROM in a pocket affixed to the inside cover), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. One HR/IR complement is created for each copy of a single-part monograph with an accompanying ER.

##### *B.18.3.4.1 Near East Section*

Use in subfield \$m the appropriate language designation followed by “-E” in the HR:

852 0# \$b c-AMED \$h DR479.P7 \$i Y65 2014 \$t Copy 1 \$m Turk-E

In the IR, use “c-African & Mid East Div.” Apply the instruction in B18.3.1 for the Item Type and Pieces areas.

##### *B.18.3.4.2 Hebraic Section*

Use sublocation “\$m Hebr” in field 852 of the HR.

In the IR, use “c-African & Mid East Div” for the Perm. Loc. Apply the instruction in B18.3.1 for the Item Type and Pieces areas.

#### **B18.3.5 Asian Division**

Books with accompanying electronic resources that are in the custody of the Asian Division are shelved separately. Separate HR/IR complements are created for the main resource and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use an appropriate caption for the main resource in subfield \$3 (e.g., “\$3 Book only”).
- In the HR, use the appropriate \$m sublocation (e.g., “\$m Japan,” “\$m China Ref”).

- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- In the HR, use an appropriate caption for the accompanying ER in subfield \$3, use “c-Asian” in subfield \$b, and use the \$m sublocation appropriate for the language followed by “CD-ROM:”

```
852 0# $3 Accompanying CD-ROM $b c-Asian $h DS586 $i .K893 2015
$t Copy 1 $m Thai CD-ROM
```

- In the IR, use “c-Asian Division” for the Perm. Loc. and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

*Note:* Previous practice was to use a shelf number in subfield \$i in the HR for the accompanying electronic resource. This practice was discontinued in 2016.

### B18.3.6 Law Library

#### B18.3.6.1 GLOBAL

Books with accompanying electronic resources that are in the custody of the Law Library are shelved separately unless the location in the HR is “\$b r-LL ... \$m GLOBAL.” Follow these instructions for books with accompanying ER assigned to this location.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use “r-LL” in subfield \$b and use “\$m Global:

```
852 0# $b r-LL $h KZA1125 $i .J26 2017 $t Copy 1 $m GLOBAL
```

- In the IR Perm. Loc., use “r-Law Library Ref Coll” and Item Type “Book.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Create an HR/IR complement for the accompanying ER.
- In the HR, use the **same** 852 field that is used for the main resource:
- In the IR Perm. Loc., use “r-Law Library Ref Coll” and Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

*Note:* When the book and accompanying ER are taken off the reference collection, a Law Library staff member will adjust the HR/IRs for the book and accompanying ER. The accompanying ER will eventually be shelved in “c-LL ... \$m AUTO” with other ERs.

### B18.3.6.2 Other Books with Accompanying Electronic Resources

Follow these instructions for other books with accompanying ER. Separate HR/IR complements are created for the main resource (i.e., the book) and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- In the HR, use “c-LL” in subfield \$b and use “\$m AUTO”:

```
852 0# c-LL $h KTA18.Z7 $i C37 2013 $t Copy 1 $m AUTO
```

- In the IR, use “c-Law Library” for the Perm. Loc. and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

### B18.3.7 Locations Not Addressed in These Guidelines

For books accompanied by electronic resources in the custody of locations not mentioned above, contact PSD for instructions.

## B18.4 GUIDELINES FOR FORWARDING BOOKS WITH ACCOMPANYING ELECTRONIC RESOURCES

Place the materials on the appropriate shelf in the division’s outgoing distribution area. For a list of ABA division distribution areas, see <http://www.loc.gov/staff/aba/psd/movement.pdf>.

See <http://staff.loc.gov/sites/aba/2014/05/19/usprll-dewey/> for categories of books with accompanying electronic resources that should be forwarded to the Dewey Section after cataloging and end stage processing are complete. For resources in which the book and accompanying ER are shelved together (most likely in MRC), send **both** of them to the Dewey Section. For resources in which the book and the ER are separated, send **only** the book to the Dewey Section. Track the location of each in the 955 field.

*Examples:*

```
$e td15 2017-04-01 book to Dewey; accompanying disk to Music Division
```

```
$e td02 2017-03-11 book to Dewey $a td07 2017-03-20 CD-ROM to LL
```

## B18.5 SUBSEQUENT COPIES

If additional copies of the same manifestation are received either simultaneously with, or subsequent to, processing of the first copy, the bibliographic record for the manifestation will reflect the selection decision. The cataloging staff processes subsequent copies according to the selection decision in that record.

## **APPENDIX 1: AMBIGUOUS ENTITIES**

## Ambiguous Entities

### 1 INTRODUCTION

#### 1.1 Background

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

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

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

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

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

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

#### 1.2. General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept “corporate body” but are also judged to exemplify the concept “geographic” and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as access points in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) 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. Headings Manual/RDA.” If a Group 2 Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to 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. Headings Manual/RDA.” If a Group 2 Subject Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to SACO [saco@loc.gov](mailto:saco@loc.gov) to delete the existing subject authority record.

f) Name authority records that represent concepts, places, etc., clearly belonging in the subject authority file should not have the 667 note technique applied to them. Instead, they should be deleted and reestablished as subjects if needed. For example, if a NAR for an automobile model was found, it should be deleted because there is no valid use for names of automobile models as descriptive access points.

### 1.3 Specific procedures

Entities have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of entities are given in *Subject Headings Manual* (SHM), H 405, Establishing Certain Entities in the Name or Subject Authority File. The lists are updated as the need arises; refer potential additions to the Policy 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 [RDA chapter 11](#)).

110 2# \$a San Francisco International Airport<sup>1</sup>  
 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, public aquariums, zoological gardens, etc.*  
 These Group 1 entities are tagged as corporate names (110) and established according to chapter 11 of RDA. For other gardens, parks, etc., see Group 2.

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

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

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

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

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

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

---

<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.

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

## 2.7 *Events*

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

111 2# \$a Blue Ridge Folklife Festival  
 111 2# \$a Palio di Siena (Festival) \$d (2003 : \$c 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  
 111 2# \$a Biennale di Venezia \$n (55th : \$d 2013 : \$c Venice, Italy)  
 111 2# \$a World Jamboree of Boy Scouts  
 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)

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

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

110 2# \$a Chugach National Forest (Agency : U.S.)  
*(Needed as a descriptive access point—Group 1)*

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

## 2.9 *Indian tribes*

In 2006 the 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 **in a bibliographic record** to represent a government (110), the MARC 21 indicator is set to “1” to reflect that the entity is acting as a jurisdiction. These headings may also be used as geographic subdivisions, subdivided directly. Access points for populated places (PPLs) on reservations are **established as geographic names according to RDA** 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)

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

Example of subject heading:

010 ## \$a sh90004101

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

550 ## \$w g \$a Indian reservations \$z Arizona

670 ## \$a Work cat.: Brown, J.G. Geology and ground-water resources of  
the San Carlos Indian Reservation ... Arizona, 1990: \$b t.p.  
(San Carlos Indian Reservation, Gila, Graham, and Pinal  
counties, Arizona)

670 ## \$a Rand McNally

781 #0 \$z Arizona \$z San Carlos Indian Reservation

## 2.10 *Named buildings/museums*

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

110 2# \$a Albrecht-Dürer Haus  
(*museum—Group 1*)

110 2# \$a Simson African Hall (California Academy of Sciences)  
(*building—Group 2*)

## 2.11 *Plans, programs, and projects*

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

## 2.12 *Railroads*

Establish railroads in accord with the general principles for corporate name authorized access points. During the period 1984-1985, railroad access points were established according to the conventions of the former Subject Cataloging Division. Generally, a railroad authorized access point represented by an RDA name authority record should be accepted unless the item being cataloged shows another form *and* the item is the railroad's own publication. In such cases re-evaluate the existing authorized access points. At one time, railroads were represented by two separate access points, one for the company, which was tagged as a corporate access point, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for RDA, search for the name both as a corporate body and as a topical subject heading.

## 2.13 *Fictitious characters, Legendary characters, etc. (Individual)*

Establish headings for individual fictitious and legendary characters in accord with the general principles for personal name authorized access points (see RDA chapter 9). Previous to 2013, these headings were established in the subject authority file according to subject cataloging files. Consult the LC-PCC PS 9.0 and SHM 1610 for further information.

100 1# \$a Holmes, Sherlock  
(*individual character—Group 1*)

100 0# \$a Alcestis, \$c Queen, consort of Admetus, King of Pherae  
(*individual character—Group 1*)

100 1# \$a Mouse, Mickey \$c (Fictitious character)  
(*individual character—Group 1*)

Headings for named groups of fictitious characters (e.g., Hardy Boys, Teenage Mutant Ninja Turtles) continue to be established in the subject authority file.

150 ## \$a Addams family (Fictitious characters)  
(*group of characters—Group 2*)

150 ## \$a Care Bears (Fictitious characters)  
(*group of characters—Group 2*)

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

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

### 3.1 Characteristics

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

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