

Update Information
2018 Update Number 4

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
	Table of Contents	Replace.
M7	The LC ILS MARC Record Validator	Revised to reflect July 2013 version of Validator. Replace.
Z1	Name and Series Authority Records	Table of Contents. Replace.
Z1	Name and Series Authority Records	100 – Heading – Personal Name. Revised to clarify order of elements for family headings. Replace.
Z1	Name and Series Authority Records	370 – Associated Place. Revised to clarify practice for recording places not in the LC/NAF. Replace.
Z1	Name and Series Authority Records	667 – Nonpublic General Note. Updated to reflect current policies on subject usage notes. Replace.
Z1	Name and Series Authority Records	670 – Source Data Found. Replace.
Z12	Special Projects for Name Authority Records and Bibliographic Records	New.
Supplement to the MARC 21 Format for Authority Data	Appendix. Implementing Changes in the MARC 21 Authority Format	New.

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M7.1 SUMMARY

DCM M7.2 presents concise instructions for using the MARC Record Validator (**most often called “Validator”**) add-on program to check records saved in the LC ILS database. **DCM M7.3-M7.6** provide more detailed information on Validator with respect to background, scope, LC policies, operation, and some specific problems. **Some common Validator messages, including those which can be disregarded, are provided in M7.7.** Information here is current for **Validator v. 2.9.0 (July 2013).**

DCM M7 does not cover the Authority Validation feature of Voyager that pops up after clicking on “Save to DB.” It also does not cover the Voyager MARC validation check that occurs when saving a bibliographic record if an invalid tag, indicator or subfield code is used.

Note: There is no validation check on most intellectual errors in MARC tagging. For example, a 110 tag for a personal name in an authority record will not be flagged as an error by Validator or Voyager’s validation.

DCM M7 supersedes former Bibliographic Workflow Training Document #33.

M7.2 CONCISE VALIDATOR INSTRUCTIONS

M.7.2.1 All Records

These instructions apply to all records for which Validator can be used. Specific instructions for each record type are given in M7.2.2-M7.2.4.

<i>Why use Validator:</i>	Use Validator to discover and correct predictable errors that keep your records from functioning as intended or prevent CDS from distributing them.
<i>Which records to validate:</i>	Apply Validator to bibliographic records intended for distribution, holdings records, and all name, title, or name/title authority records in the LC ILS database (<i>not</i> to item records or subject heading authority records).
<i>When to use Validator:</i>	For best results, apply Validator after each time you save any of the above (new records or modifications of existing ones) in the LC ILS database.
<i>Preparing to use Validator:</i>	Before applying Validator to a record, confirm that: <ol style="list-style-type: none"> 1) A cataloging module session is open and is the active window. 2) The record to be validated is displayed “on top” in the cataloging session window.
<i>How to apply Validator:</i>	Apply by either method: <ol style="list-style-type: none"> 1) Click “Validate record” in the Record Validator window. <p><i>or</i></p>

	2) Input “ Ctrl + Left arrow ” to use a macro that starts and applies Validator.
<i>How to act on Validator results:</i>	Evaluate whether messages identify errors. If so, correct errors. Save the record after changes are made. Revalidate.

M7.2.2 Bibliographic Records

If the top box of the validation results window says, “No MARC errors in this bibliographic record,” click on “Close.”

If the validation results window has other messages in any of the boxes:

- **Correct** errors identified in the **top** box (at once) or **bottom** box (before the record is completed).
- **Evaluate** whether messages in the **middle** box identify errors (if so, correct them) or not (if not, close the results window).
- If changes have been made, save the record and revalidate.

See M7.7.1 for some common messages that appear in the results window for bibliographic records.

After you validate the bibliographic record, the holdings and item record icons will be grayed out. If your next task is to create or edit holdings or item records linked to the validated record, save the bibliographic record again to reactivate the icons.

M7.2.3 Holdings Records

If the top box of the validation results window says, “No MARC errors in this holdings record,” click on “Close.”

If the validation results window has other messages in any of the boxes:

- **Correct** at once messages that appear in the **top** box of the validation results window unless the message and situation matches what M7.7.2 says can be disregarded.
- **Evaluate** messages that appear in the **middle** box and correct them as necessary.
- If changes have been made, save the record and revalidate.

After you validate the holdings record, the holdings and item record icons will be grayed out. If your next task is to create or edit an item record linked to the validated holdings record, click on “Get Bib” to return to the bibliographic record.

M7.2.4 Authority Records

Use Validator only on authority records in the name authority file (NAF), e.g., name/title authority records.

If the top box of the validation results window says, “No MARC errors in this authority record,” click on “Close.”

If the validation results window has other messages in any of the boxes, evaluate whether the message identifies an error, and correct as appropriate. There are some messages that incorrectly identify an “error” when the data is correct. See M7.7.3 for some messages that indicate “errors” that can be ignored in some NARs.

If changes have been made, save the record and revalidate.

M7.3 BACKGROUND AND SCOPE

M7.3.1 Background

The MARC Record Validator (most often called “Validator”) is an add-on program that LC staff apply when working in LC ILS cataloging module sessions at any stage in processing. It checks data conditions in many (but not all) records in the LC ILS database and reports predictable errors for correction, thereby helping assure the quality of those records and related services.

Validator’s primary purpose is to help eliminate predictable errors that (a) reduce structural integrity of records so they cannot function as intended, (b) prevent distribution of records by Cataloging Distribution Service, (c) cause problems for other systems that receive records from LC, and (d) cost LC staff time and resources for resolution of those problems.

Validator’s functional role is **in addition to** MARC validation of each record by the LC ILS, not a replacement for it. Therefore, staff still must set cataloging session preferences to have “Bypass MARC validation” **unchecked** (see DCM M6.3).

Validator checks:

- LC local MARC content designation (e.g., 906 subfields)
- structural validity of some data (e.g., LCCN formatting in 010)
- some dependent data conditions (e.g., presence of field 263 when Leader/17 has value “8”).

Validator used to check for more errors. Unfortunately, some of these checks do not work currently. A future upgrade may resolve this issue.

History: Gary Strawn at Northwestern University originally developed the Validator program. David Williamson adapted it for the LC ILS environment. PSD and ILS Program Office staff coordinate the addition of new checks to be incorporated into Validator.

M7.3.2 How Validator Operates

Validator does not work directly on the master record in the LC ILS database. When you apply Validator to a record, the program writes a copy of the record to a special work file that only Validator uses, and then applies its checks to that copy. This is why when you run Validator you will see a “Save as” window open briefly and then another window open briefly with a message such as “This record was saved in : VALID.BIB” or “This record was saved to the work file.”

After those windows disappear, the record's title bar will look different. This table shows the text that appear in a record's title bar before and after running Validator:

Before Validator:	After Validator:
Bib [record no.]: 245 data	VALID.BIB: 245 data
Hldg [record no.] for bib [record no.]: 245 data	VALID.HLD: 852 location & call no.
Auth [record no.]: IXX heading	VALID.AUT: IXX heading

M7.3.3 Scope: Types of Record

Validator is designed to operate on **bibliographic** records, **holdings** records, and **name, title, and name/title authority** records in the LC ILS database. (It also works on series authority records, but, as of June 2006, LC catalogers do not create or modify SARs.)

Validator does not operate on item records. **If Validator is run on an item record, a variety of errors will occur. Do not run Validator on an item record.**

Validator does not operate accurately on subject heading authority records **nor should it be used on subject authority records.** (It appears to work but is "confused" and gives anomalous error reports.)

M7.3.4 Scope: Status of Record Input/Update

Generally, Validator makes copies for checking (see M7.3.2) from records already saved in the LC ILS database. Therefore, you must **save to DB** (aka, "boat") **new** records before applying Validator to them. This is true for new records created in the LC ILS database **and** new records imported into the LC ILS database

It is recommended that you save an existing record before applying Validator to resolve any Voyager MARC validation problems or heading validation problems.

M7.3.5 Levels of Validation

Most staff use Validator at the **full validation** level when working on records beyond the initial bibliographic control stage. When in doubt, use full validation. (See M7.5.2 for instructions on setting the level of validation option if you need to change it.)

Use **limited validation** *only* if your work responsibilities include creating and modifying only initial bibliographic control (**ibc**) records at pre-cataloging stages of processing.

M7.4 POLICY FOR VALIDATOR USE

LC **encourages** staff who work in the cataloging module to apply Validator after each time they save a new or modified in-scope record in the LC ILS database (see M7.2).

LC **requires** all staff who do **end-stage processing** to validate new or modified **holdings** records. **LC requires** all staff who do cataloging to validate new or modified **name, title, and**

name/title authority records. LC **requires** all staff who do cataloging **and end-stage processing** to validate new or modified **bibliographic** records that are or will be **distributed outside LC**.

If a record needs validation (see above), LC **requires** staff to validate it at the time when it is completed. If an ABA unit has different staff do descriptive cataloging, subject cataloging, and end-stage processing as separate stages, LC **requires** validation of records at the times when each of those steps is completed.

M7.5 DETAILED INFORMATION ON USING VALIDATOR

M7.5.1 Starting Validator

Some ways of applying Validator require starting the Validator program as a separate step, before applying it. Do so by any of the following methods.

Desktop folder: (a) Double click and open the Voyager Unicode folder on the workstation desktop. (b) Double click and open the ILS Add-On folder. (c) Double click the Validator icon to start Validator.

Start button: (a) Click the Start button on the workstation screen. (b) Select “Programs / Voyager Unicode / ILS AddOn.” (c) Select and click the Validator icon to start Validator.

Shortcut: Double click the shortcut on your desktop to start Validator.

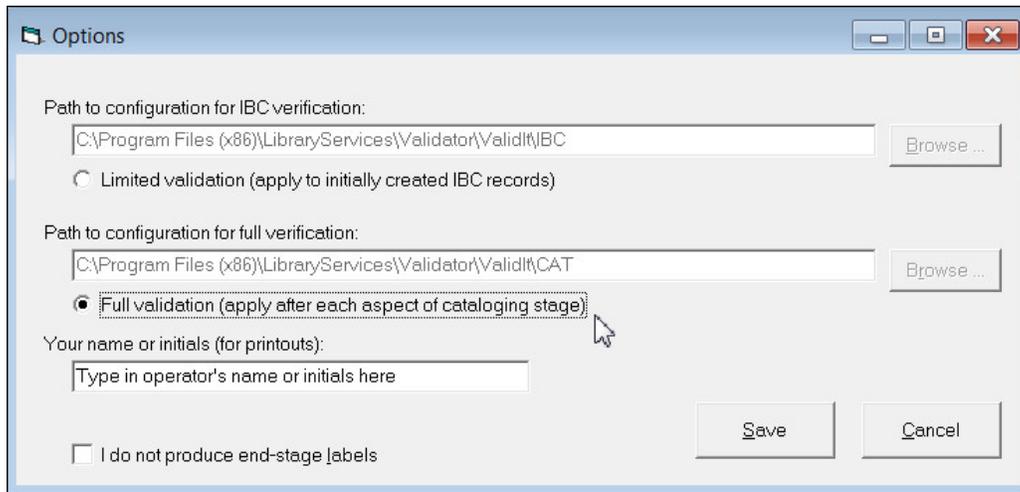
Starting Validator opens the Record Validator window.



See M7.5.3 for a **macro method** that starts and applies Validator in a single step.

M7.5.2 Setting Validator Options

Click “Options” on the Record Validator window’s menu bar **to** open the Options dialog box.



The paths (C:\Program Files...) given in the “Path to configuration” boxes are pre-set and protected from you changing them.

If you need to change the level of validation, click “**Limited** validation ...” or “**Full** validation ...” (see M7.3.5) so that it is *checked*.

Optionally: Input your name, initials, etc. so that it appears on any printouts that you use Validator to make.

Disregard the check box at lower left, which corresponds to a feature that LC does not use. (Spine labels and periodical labels are generated by different programs.)

Click “Save” to store your choices or “Cancel” if there are no changes to save or you do not want to store changes that you made.

M7.5.3 Applying Validator

Preparation: Before applying Validator to a record, confirm that:

- A cataloging module session is open and is the active window.
- The record to be validated is displayed in the cataloging session window.

Apply Validator to a record by either of the following methods:

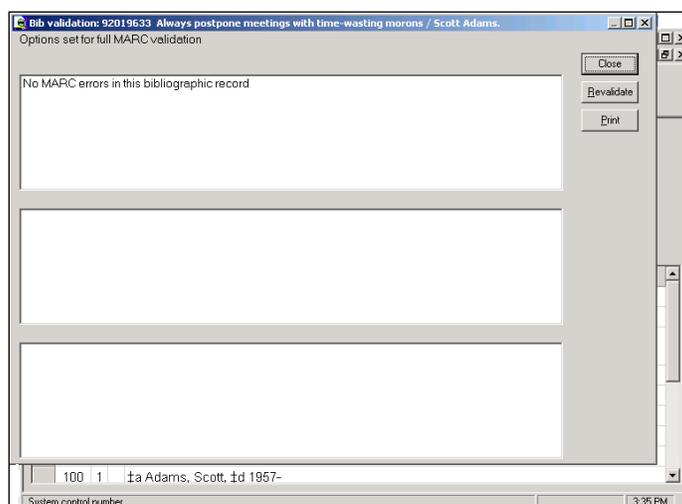
Mouse click: (a) Start Validator by any of the methods in M7.5.1 (or make it the active window if it is already open). (b) Click “Validate record” in the Record Validator window.

Macro: Input “Ctrl + Left arrow” to activate a macro that starts and applies Validator.

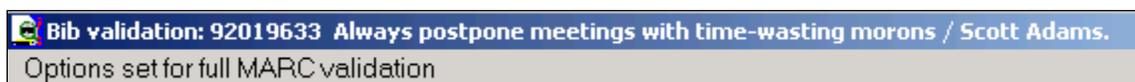
Note: This does not require starting Validator first in a separate step, but also works if Validator is already open.

M7.5.4 Validation Results Window

After application, Validator displays a validation results window as the active window on the desktop, with the cataloging session window in the background.



The title bar reflects what kind of record was validated.



Optionally: To make a record printout that includes Validator results, click “Print” in the validation results window.

The validation results window present reports in one or more of three boxes.

If Validator found no errors to report, “No MARC errors in this ... record” appears in the top box. Close the results window and continue working.

Note: Validator does not currently check the validity of many MARC tags and indicators. You may still receive a message from Voyager’s MARC Validation when you try to save a record that contains an error. These errors should be corrected as well.

For instructions about other messages that appear in the validation results window, see M7.2.2-M7.2.4 and M7.7.

After correcting errors, save the record and revalidate the record.

M7.6 TROUBLESHOOTING SPECIFIC PROBLEMS

Some common problems that occur when using Validator are listed below with suggested solutions.

- 1) *System error message: “Can’t find any Voyager record with which to work”*
Solution: Open a bibliographic, authority, or holdings record before running Validator.
- 2) *System error message: “Run time error ...”*
Solution: This usually occurs when JLGReveal or another program that uses a lot of clipboard space is open. Close the program and click on “Validate record” again.
- 3) *System error messages mentioning “ActiveX Object” or “ValidItDII class”*
Solution: These are symptoms of a bad Validator installation. Consult with your division AOC to determine if reinstallation of Validator on your workstation is required.
- 4) *Very slow Validator operation*
Solution: This indicates high demand on your system resources. Try to improve conditions **closing unnecessary programs**.
- 5) *Validator does not work correctly the first time it is used in a cataloging module session*
Solution: If the Validator window closes, reopen it and validate the record again. If the Validator window is still open, close it, reopen it, and validate the record again. This is usually a timing or file direct problem that resolves itself after the initial use of Validator in a day.

M7.7 SPECIFIC VALIDATOR MESSAGES

A list of common error or potential error messages that appear for each type of record is provided in this section. Comments and references to other instructions are provided as bullets to help with resolving the error or explain when the message can be disregarded. These lists are merely examples. Many other error messages requiring resolution may appear in the “Validation results” window.

If you have questions about Validator messages (for example, what conditions they identify or what action you should take), consult with David Reser (dres@loc.gov) in the ILS Program Office.

M7.7.1 Bibliographic Record Validator Messages

Top Window:

Both dates 1 and 2 are blank in the 008

- See DCM B5.14

010 (...) length incorrect; must be 12 characters (including spaces)

- See DCM C3

Bad prefix length in 010 (...); should be 3, including spaces

- See DCM C3.2

Bad prefix length in 010 (...); should be 2 spaces

- See DCM C3.3

050 not present

- *Appears when 906\$b=cbc*

Middle Window:

If current cataloging has descriptive cataloging form (Leader/18) = i, should 040\$e be rda?

- *Disregard if message appears when validating older, completed bibliographic records (e.g., pre-1981 records cataloged using AACR1)*

ISBN (...) has incorrect length or bad data

- *ISBN should be 10 or 13 digits; if ISBN with other than 10 or 13 digits appears in manifestation, record in subfield \$z*

Date in 263 field is for a month in the past (...), adjust?

- *Disregard for CIP records that have not had CIP Ver*

700 Indicator 1 set to obsolete value (multiple surname); change to "1"?

- *Change to 0 or 1 as appropriate*

Bottom Window:

Cataloging appears to be completed; change encoding level accordingly?

- *Appears when Ldr/18 value does not match condition 906\$b=cbc*

Cataloging appears to be completed but record contains 097; delete?

- *If appears with "050 not present" message" in copycat record, change 097 to 050*

M7.7.2 Holdings Record Validator Messages

Top Window:

852 indicator 1 is 0, both subfields \$h and \$i should be present

- *Disregard if cataloging is not complete*

852 \$b normalizes to nothing

- *Add appropriate sublocation (e.g., c-GenColl)*

852\$b should not start with "s-" or "w-" or "z-"

- *Disregard for resources stored offsite*

Middle Window:

Since LC class number for music (ML or MT) should 852\$b be c-Music?

- *Disregard for resources stored offsite or resources assigned to c-Asian or c-AMED because of language*

M7.7.3 Authority Record Validator Messages

Top Window:

Invalid character (spacing underscore) in 024/a [or other fields and subfields with URLs]

- *Disregard if used in a URL*

Invalid character (spacing tilde) in 046/s [or other subfield]

- *Disregard if recording an approximate date*

Prefix required in 010 (...)

- *Usually appears when an LCCN for a bib. record is used in an authority record*

010 (...) length incorrect, must be 12 characters (including spaces)

- *Check for a trailing blank space in older LCCNs*

400 \$a normalizes to nothing

- *Usually disregard in records with non-Latin script references*

Middle Window:

Romanization scheme (008/07) should be fill unless record is part of pinyin conversion project

- *Disregard in pre-2001 CJK records*

Should Headings use-subject added entry (008/15) be 'a' (checked)?

- *Disregard if 667 note says not valid for subject use*

Should Headings use-subject added entry (008/11) be 'a' (checked)?

- *Disregard if 667 note says not valid for subject use*

There are numerals in 400\$c, is this correct?

- *Usually disregard in records with non-Latin script references*

Bottom Window:

400 Comma missing between \$a and \$d

- *Disregard in NARs with Arabic and Hebrew script references with subfield \$d and an "Arabic" comma (U+060C)*

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016: National Bibliographic Agency Control Number	
022: International Standard Serial Number	
024: Other Standard Identifier	
034: Coded Cartographic Mathematical Data	
035: System Control Number	
040: Cataloging Source	
042: Authentication Code	
046: Special Coded Dates	
050: Library of Congress Call Number	
053: LC Classification Number	
065: Other Classification Number	
X00: Personal Names First Indicator Value for Surnames	
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100 Heading – Personal Name**Authorized access points for families****General**

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

Subfield instructions

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

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

Example:

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

Authorized access points for persons**General**

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

Subfield instructions

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

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

Example:

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

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

Example:

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

BUT

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

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

SARs

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

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, recording the source in subfield \$2. The form of place name in **the 370 field** may differ from the form of place name added to a preferred name of place or an access point per RDA and LC-PCC PS instructions.

Examples:

Geographic name in LC/NAF:

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

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

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

Geographic name in LC/NAF:

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

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

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

Geographic name in LC/NAF:

151 ## \$a Shiner (Tex.)

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

(Preferred name of local place modified per RDA 16.2.2.4)

Other place name in LC/NAF:

110 2# \$a Auschwitz (Concentration camp)

Authorized access point recorded in 370:

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

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

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

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

Repeatability:

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

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

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

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

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

SARs

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

PCC series practice: Record the place of origin of the work in field 370, unless it is merely a place of

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

667 Nonpublic General Note

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

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

General

Give information of permanent value and general interest that would be useful also to institutions outside of LC and to LC staff not working in the LC Database. A representative listing of notes is given below. Generally, wording is recommended but not prescriptive unless specified in the instructions. The separate 667 fields may be given in any order.

Examples:

667 ## \$a Not same as: [name or title, LCCN].

667 ## \$a Cannot identify with: [name or title, LCCN].

667 ## \$a Reinvestigate before using again.

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

667 ## \$a Coded provisional because [reason for coding].

667 ## \$a Date of birth removed from all fields per author request, [date updated].

667 ## \$a For works issued before/after [date].

(Used for official language changes)

See DCM Z12 (Special Projects for Name Authority Records and Bibliographic Records) for information and instructions about 667 fields added to authority records as part of a special project.

NARs for persons with identities not established

When a person uses two or more identities in manifestations, name authority records may be created for each identity. In the interest of efficiency, LC/PCC catalogers may use a 667 field to list pseudonyms not found in publications instead of creating NARs for these unused pseudonyms. In this case, list the unused pseudonyms in a 667 field following the phrase: "Pseudonyms not found on published works."

Example:

667 ## \$a Pseudonyms not found on published works: Miz Scarlett, SCC,

and Stevenopolis.

This note may also be added to an NAR for a person who has multiple NARs for multiple identities when some of the pseudonyms are not found in publications. In this case, list **only** the unused pseudonyms in the 667 field, and follow appropriate instructions for the other pseudonyms.

Example:

```
100 1# $a Gorey, Edward, $d 1925-2000
500 1# $w nnc $a Dowdy, Regea, $d 1925-2000
500 1# $w nnc $a Mude, O., $d 1925-2000
663 ## $a For works of this author written under other names, search
      also under: $b Dowdy, Regea, 1925-2000 [...]
667 ## $a Pseudonyms not found on published works: Drew Dogyear,
      Wardore Edgy, [...]
```

More information on creating NARs for persons with alternate identities is [available in DCM Z1, 663 section, and the FAQ – LC/PCC practice for creating NARs for persons who use pseudonyms \(<http://www.loc.gov/catdir/cps/pseud.pdf>\)](#).

NARs for series of conferences, etc. (LC-PCC PS 11.13.1.8.2)

Add a 667 field on the NAR for the **collective conference** when there are authority records for both collective and individual instances of an ongoing conference.

Example:

```
110 2# $a Veterinary Orthopedic Society. $b Annual Conference
667 ## $a See also related access points for individual instances of
      this conference which include specific information about the
      number, date, or place of the individual conference.
```

NARs and subject usage

Apply these instructions when creating new NARs and revising existing NARs.

(1) Add notes indicating subject cataloging usage when an authorized access point is not appropriate for use as a subject **heading for these situations**:

(a) Heads of state, etc.

This instruction applies to NARS for corporate bodies representing the office when the name of the incumbent is included as part of the authorized access point for the corporate body. See RDA 11.2.2.18 (Government Officials) and 11.2.2.26 (Religious Officials) for instructions on the corporate bodies. Use this 667 note on the NAR for the corporate body to indicate subject cataloging usage:

```
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
```

subject. Works about this person are entered under [personal name heading].

Assign value “n” in 008/11 and value “b” in 008/15.

Examples:

```
008/11 = n
008/15 = b
110 1# $a United States. $b President (1923-1929 : Coolidge)
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
      subject.
      Works about this person are entered under Coolidge, Calvin,
      1872-1933.
```

```
008/11 = n
008/15 = b
110 2# $a Catholic Church. $b Pope (1503-1513 : Julius II)
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
      subject. Works about this person are entered under
      Julius II, Pope, 1443-1513.
```

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

(b) Earlier/later linear jurisdictional name changes

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

Example:

```
008/11 = n
008/15 = b
151 ## $a Ceylon
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
      subject. Works about this place are entered under Sri Lanka.
```

(c) NARs for families

Authorized access points for families are not valid for subject use. In an NAR for a family, 008/11 should be set to value “n” and 008/15 should be set to “b.” Per LC-PCC PS 10.0, when creating an NAR for a family add this 667 field noting subject usage:

```
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
      subject; use a family name heading from LCSH.
```

(2) Add this note to a name authority record for a city section indicating that it is not appropriate for use as a geographic subdivision (see SHM H 835 for more information):

```
667 ## $a SUBJECT USAGE: This heading is not valid for use as a
geographic subdivision.
```

Example:

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

Non-Latin script reference notes

In an authority record that contains a non-Latin script variant access point, use the 667 field with a note stating: “Non-Latin script reference not evaluated.” If there are multiple non-Latin script variant access points, use a note stating: “Non-Latin script references not evaluated.” Assign 008/29 value “b” to indicate that the variant access point is not evaluated.

Example:

```
008/29 = b
100 1# $a Xi, Jinping
400 1# $a 习近平
400 1# $a 習近平
667 ## $a Non-Latin script references not evaluated.
```

MESSAGE notes (LC practice)

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

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

If an existing authority record needs investigation that cannot be completed immediately, adjust the code in 008/31 from “a” to “b” and add this 667 note: **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]
```

Additional information explaining the problem may be added, if considered useful. When the record has been revised as necessary, change the value back to “a” and delete the 667 MESSAGE note.

SARs

(1) Notes on the title proper:

There may be a clear pattern of fluctuation between two or more forms of title proper of a numbered series (based on information in the database or from items in hand). There may be a change in the form of the title proper that is not considered a title change (see RDA 2.3.2.13.2). Use a 667 field in lieu of a 670 field to indicate the different title proper that is not generating its own SAR. Give that form of the title proper in a 4XX field.

Examples:

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

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

667 ## \$a Vols. 9- have title: [title proper]
(Used for a minor title change)

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

667 ## \$a Subtitle: [title of subtitle]

Do not use the 667 field to indicate variant titles of the series title proper found on the same item (e.g., form of series title on cover is different from form of series on series title page); note the variant titles in 670 field(s) and give them as 4XX variant access points.

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

If a series authority record represents a publication that is a successive entry that has occurred after a series was last handled under pre-AACR 2 rules but for which no SAR yet exists, give the information only in a 667 field rather than in 675/5XX fields. Label it, in square brackets, as an unevaluated catalog entry form.

667 ## \$a Continues: [pre-AACR 2 catalog entry form]
(Unevaluated catalog entry form)

667 ## \$a Continued by: [pre-AACR 2 catalog entry form]
(Unevaluated catalog entry form)

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

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

Example:

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

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

Use this 667 note if the variant access point would normalize to the same form as the RDA authorized access point or another variant access point on the same record or to the same form as an authorized access point on another record:

667 ## \$a Old catalog heading: _____.

Use this 667 note if two or more pre-RDA authorized access points will be treated as one authorized access point under RDA:

667 ## \$a Includes old catalog headings: [pre-RDA a.a.p. 1]; and, [pre-RDA a.a.p. 2].

Use this 667 note if one pre-RDA authorized access point will be split under RDA:

667 ## \$a Previous to RDA covered by: [AACR2 a.a.p.].

(3) Notes on the publisher/issuing body:

When there are more than two changes of publisher or when there have been more than two different consecutive bodies both issuing and publishing the publication, give all of the changes in separate 643 fields or use only one 643 field and give an explanation in a 667 field. The explanation should be as specific as is appropriate for the situation.

Examples:

667 ## \$a Imprint varies.

667 ## \$a Publisher varies.

667 ## \$a Published by various offices of the Division of Education.

(4) Notes on the type of publication:

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

667 ## \$a Document.

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

Examples:

667 ## \$a Telephone call to publisher, 11-2-88: Change in pattern of publication; v. 1-17 monographic works, v. 18- collections of articles.

667 ## \$a Publication was periodical for v. 1-3; monographic series beginning with v. 4.

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

667 ## \$a Do not give as a quoted note.

667 ## \$a Give as a quoted note.

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

(For phrase that combines name of publisher and a generic term)

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

(For imprint that could be construed to be a title, e.g., Metropolitan Books)

667 ## \$a Give as a quoted note, including the number, e.g., AAI no. 85-41.

667 ## \$a Give as other title information in the title and statement of responsibility area of the bibliographic record.

(6) Notes on an undifferentiated phrase record:

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

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

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

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

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

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

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

(8) Miscellaneous notes:

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

(See 64X section for more information about UN documents)

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

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

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

667 ## \$a Indexed in: Social sciences index.
(For a series not being analyzed)

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

670 Source Data Found

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

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

This 670 section covers the following topics:

- Introduction
- Format of 670 fields
- Recording names and titles
- Recording dates
- Justifying variant access points
- Justifying other elements
- Recording other data
- Special types of citations

Introduction

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the entity, that justify the choice of the name or title and any additional elements used to construct the authorized access point (1XX). The information also justifies, as needed, variant forms of the name or title (4XX), other identifying elements (046, 3XX, and 678), and clarifies relationships between the 1XX and other entities in the file.

Functions of the 670 field:

- To record information, from sources (e.g., books, phone calls, websites), in support of the choice and form of the authorized access point, variants, and other identifying elements
- To store information that may be used to break a conflict later
- To record information on relationships between entities (e.g., a person is the author of a work, a corporate body was absorbed by another corporate body)
- To identify a person with works in diverse subject areas or of diverse forms
- To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal names)
- To clarify whether different forms of a name or of a title are simply variations or reflect a change in the name or title
- To record research required by the current guidelines
- To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate authorized access points and misattributions
- To support machine manipulation based on algorithms using information in the 670

Generally, the first 670 field cites the resource for which the authority record is being established, i.e., the resource being cataloged. If the resource being cataloged or consulted provides no information to justify the authorized access point, variants, or other elements recorded in the NAR, see the 675 section of DCM Z1 for instructions on citing the resource in a 675 field.

Give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields when adding new 670 fields.

When adding subsequent 670 fields, prefer objective, authoritative sources (e.g., an encyclopedia) and those sources that provide firsthand information (e.g., an author's blog). Use sources that provide additional information rather than repeating information that is already present in other 670 fields.

Best practices for 670 fields:

- In subfield \$b, summarize and edit information found as needed to avoid extraneous or repetitive information.
- Avoid citing subjective information or information that is of dubious value in identifying an entity within a bibliographic context.
- Exercise caution when recording information about living persons that may be private or controversial in nature.

670 fields in existing NARs may not conform to these guidelines. For example, 670 fields in older NARs may lack subfield \$b with justifying information. 670 fields in NARs that were part of a special project may not conform to these guidelines and/or may contain information that seems unusual or incorrect. For information about 670 fields in authority records that were part of a special project, see DCM Z12 (Special Projects for Name Authority Records and Bibliographic Records).

Note: The examples given throughout the following text have various conventions in regard to punctuation and style. These conventions are **not prescriptive** and should be considered as best practices to facilitate the exchange of information in a shared database environment. Catalogers are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.

Format of 670 fields

General

With the exception of the eszett (ß or ſz) and the euro sign (€), all characters found in the MARC code table (<http://www.loc.gov/marc/specifications/specchartables.html>) are valid for use in authority records contributed to the LC/NACO Authority File (see LC-PCC PS 1.4). **When pasting data from a website into a 670 field, verify that all characters are valid for use in the record. Some non-valid characters resemble those that are valid. For example, the invalid en dash (–) resembles the valid hyphen-minus (-).**

If a substitution for a symbol that cannot be reproduced is given in brackets (see LC-PCC PS 1.7.5), an explanation of that interpolation may also be provided.

Example:

670 ## \$a Poch, Dina K. I [love] my in-laws, 2007: \$b t.p. (I [love] my in-laws; "[love]" appears as a heart symbol on the t.p.)

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase [**in rom.**]. In such languages as Arabic and Hebrew, where vowels are commonly omitted from the orthography of texts, the cataloger supplies the missing vowels when transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

If a cataloger chooses to provide nonroman script variant access points, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

Example:

670 ## \$a Seun sangga kŭ isang, 2015: \$b t.p. (세운 상가 = Seun Sangga)

When authority records are created using automated authority generation programs, additional information may be included. This data may also be formatted in a different way than instructed in this document. Generally, this data should be retained as generated to maintain the cost effectiveness of this process unless the data is confusing or causes validation errors. The exceptions to this are 1) names and titles for which NARs are created and 2) BGN citations. Follow the instructions in those sections for recording this data.

Subfield \$a – Source citation

A 670 field should include the following data in subfield \$a:

- 1) The title proper of the resource being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with the creator's name that would begin the authorized access point for the work. If the authorized access point for the work is the same as the title proper plus a qualifier, it may be provided instead of the title proper to avoid ambiguity. When information in subfield \$a of a 670 field is provided to justify an authorized or variant access point, follow the additional instructions at *Recording names and titles*.
- 2) The date of publication.

Examples:

670 ## \$a Barlow, Nadine G. Mars, 2008: \$b t.p. ([data])

670 ## \$a Socialism (Routledge (Firm)), 2003: \$b \$b t.p. ([data])

Also see the guidelines below for specific categories:

- **Multipart monographs.** If the part is the first part, give the date of publication as an open date.

- **Serials other than monographic series.** Generally, use a chronological designation instead of a publication date. If there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a “surrogate” was used.

```

670 ## $a The Verdict, February 1975: $b t.p. ([data])
not 670 ## $a The Verdict, vol. 2, no. 1 (Feb. 1975): $b
      t.p. ([data])

670 ## $a Studies in Confederate history, No. 1 (1966),
      surrogate: $b cover ([data])
not 670 ## $a Studies in Confederate history, 1966, surrogate:
      $b cover ([data])

```

- **Integrating resources.** Apply the instructions at RDA 2.2.2.4.2 for source of the title proper of a website. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating websites, update number or release number for updating loose-leaves).

```

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

```

Subfield \$b – Information found

A 670 field should include the following data in subfield \$b:

- 1) The specific location(s) of the information found. For multipart resources with numbered parts, provide the designation of the part and the location within the part (e.g., v. 6, page 10; map recto, label). Abbreviations may be used (e.g., t.p., jkt., v. 6).
- 2) Information found. Following the location, cite the information found there, enclosed in parentheses. As appropriate, give multiple occurrences of information from the same source following the location of the information. (*Note:* In SARs, the parenthetical statement of the form of title proper was omitted until June 1989.)

Examples:

```

670 ## $a The complete guide to creating enduring festivals, 2015:
      $b t.p. (Dr. Ros Derrett, OAM) p. xi (Roslyn Derrett)

```

```

670 ## $a Da real world, 1999: $b container (Beyoncé)

```

```

670 ## $a The World Book encyclopedia, 2010: $b v. 17, p. 106 (Sand,
      George; 1804-1876; pen name of Amantine-Lucile-Aurore
      Dupin)

```

Also see the guidelines below for specific categories:

- **ECIPs.** If the authorized access point (1XX) is being constructed from an ECIP at the galley stage, precede the first location with “ECIP” (e.g., ECIP t.p., ECIP data view).

670 ## \$a Arts-based research in education, 2008: \$b ECIP t.p. (Richard Siegesmund) galley (associate prof. in the Lamar Dodd School of Art, Univ. of Georgia)

- **Internet resources.** For websites, provide the name of the location within the website if appropriate (e.g., about us; history, timeline; government, executive branch).

670 ## \$a Amistad Research Center (Website), viewed on May 23, 2016: \$b history of the center (Amistad Research Center; established in 1966)

- **Multiple locations within a resource.**

- **ECIP and published resource.** When adding to a 670 field created for an ECIP indicate that the new information is from the published resource.

670 ## \$a New literacy narratives from an urban university, 2013: \$b ECIP t.p. (Sally Chandler) book t.p. (Sally W. Chandler, Kean University)

- **NARs.** For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for sequence p. 316-325, 329-331).

670 ## \$a Drevon, André. Alice Milliat, 2005: \$b t.p. (Alice Milliat) p. 9, etc. (b. Alice Joséphine Marie Million on May 5, 1884 in Nantes; d. May 19, 1957; female athlete)

- **SARs.** For SARs, always give each location separately.
Note: Specific location was not given on “n42-” (retrospective) SARs.

PCC series practice: In post-cataloging authority work without the piece in hand, use the location “resource not in hand.” If the piece is examined again and the authority record is updated, it is allowable to edit the corresponding 670 field to provide a location and additional forms of series titles as needed.

670 ## \$a From child to adult, 1970: \$b resource not in hand (American Museum sourcebooks in anthropology)

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the information
Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

Catalogers may *optionally* provide a uniform resource identifier (URI) in subfield \$u of the 670 citation to link to the cited resource if it contains significant information related to the established entity that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the authorized access point (including additions) or variants (this information will continue to be available if the site changes or disappears). However, information found in online sources may be added to the 046 or 3XX fields with the appropriate citations in subfields \$v and \$u and not repeated in a 670 when that information is not used in the 1XX or a 4XX. If a URI is included in a 670, it must be given in subfield \$u.

Example:

```
670 ## $a British Oceanographic Data Centre, viewed on 23 November
      2009: $b about us (British Oceanographic Data Centre,
      National Environment Research Council; BODC, is a national
      facility for looking after and distributing data concerning
      the marine environment) $u http://www.bodc.ac.uk/
```

Recording names and titles

Record names or series titles used in the authorized access point or variant access points in full, as they appear in the source, without abbreviation by the cataloger.

When preparing an authority record for the text of a law or a subject compilation of laws, if a source being cited contains an official short title or citation title, cite that title, preceded by the term “citation title” and its exact location.

Example:

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

For corporate name authorities, include in the data cited all the hierarchy required to justify needed variant access points. Use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should not be recorded.

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

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

Example:

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

Recording dates

To facilitate international contribution and use of authority records, when recording dates, generally use the spelled out or abbreviated forms for months as the U.S. practice for recording dates using numerals differs from the practice in some other countries. (For dates recorded using automated authority generation programs, see the *Format of 670 fields* section of this document.) Do not change the style of dates in existing records. As a best practice, if a date is not included in subfield \$d of the 100 field, consider adding a 046 field if dates are available.

Justifying variant access points

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

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

Justifying other elements

Information recorded in the 046, 3XX, or 678 field of the authority record should generally be justified unless it is otherwise obvious from information recorded in subfield \$a of a 670 citation or it can be easily inferred from other identifying elements recorded, including the preferred name.

For the 046 field and many of the 3XX fields, a subfield \$u or subfield \$v recorded in the same field may be used instead of or in addition to a 670. See the 046 section of this document for guidelines on subfield \$u and subfield \$v.

Recording other data

NARs. Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access

point. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

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

Special types of citations

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

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

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

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

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

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

NARs. Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **access point:**¹ (or **MLC access point:** if appropriate), give the access point (or access points) found, even if it is the same as the current authorized access point.

If different forms of the name appear in the bibliographic records, record the access point and also any forms found, including usage identical to the authorized access point. Separate the access point from the other forms, and preface the other forms with an

¹ Formerly these citations were given using the labels **hdg.:** and **MLC hdg.:**. Do not change existing citations using these labels.

appropriate label, e.g., **usage:**² or **non-transcribed form:**³ Do not normally cite specific bibliographic records or the exact location of the variations found.

670 ## \$a LC database, Jan. 5, 2015 \$b (access point:
Smith, Julius Harold, 1924-; usage: J. Harold
Smith)

670 ## \$a LC database, Mar. 11, 2016 \$b (access point:
Swedish American Corporation; non-transcribed
form: Swedish American Corp.)

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

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

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

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

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:

² “Usage” for bibliographic records refers to the transcribed forms of name usually found in statements of responsibility of bibliographic records. It may also appear in other parts of the bibliographic record such as a title proper or a quoted note. Because of changes in cataloging instructions, catalogers should be careful when taking information from the publication statement, distribution statement, etc. and the series statement.

³ “Non-transcribed form” for bibliographic records refers to a form of the name that may not represent a transcribed form. For example, in AACR2 records, a publisher’s name that appeared on the resource as “ABC Publishing Company” might have been recorded in the publication statement as “ABC Pub. Co.” Normally, there is no need to cite such a form in a 670 field. Formerly, this citation was given as **variant:** (not the same as a variant citation for another database such as GEOnet or a variant form of name found on a resource). Do not change existing citations using this label.

670 ## \$a LC in OCLC, [date] \$b ([data])
 670 ## \$a M/B/RS Collections Authority file \$b ([data])
 670 ## \$a New Delhi MARC file \$b ([data])
 670 ## \$a MWA/NAIP files \$b ([data])
 670 ## \$a NUC pre-56 \$b ([data])
 670 ## \$a NRMM \$b ([data])
 670 ## \$a BNF in VIAF, [date] \$b ([data])

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

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

BGN.⁴ Provide the name of the database and the date searched in subfield \$a. For domestic names, cite GNIS. For foreign names, cite GEOnet. In subfield \$b provide names given for the entity, feature designation or class (e.g., ADM1, PPL, civil) coordinates, and name of larger place if appropriate. (Other relevant information may also be provided.) For foreign names, convey the name type by adding within brackets after the name, e.g., [conventional], [approved], [short]. Repeat the brackets after each name of this type. Variant names (including non-roman script names) may be given in a single listing as shown below. If possible, 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.

670 ## \$a GNIS, viewed May 5, 2016 \$b (Allegany County; civil, 39°37'17"N 078°41'56"W, located in Maryland; variant: Alligany County)

670 ## \$a GEOnet, viewed April 12, 2014 \$b (Bellinzona [approved]; PPLA in Ticino, Switzerland, 46°11'43"N, 009 01'22"E; also a district of the same name in Ticino)

670 ## \$a GEOnet, viewed May 4, 2016 \$b (Taitung [conventional], Taitung County [conventional], Taidong [approved], Taidong Xian [approved]; ADM1 in Taiwan, 22°53'01"N 121°02'54"E; variants: Taidong Sian; T'ai-tung; T'ai-tung Hsien; non-roman script: 臺東縣; 臺東)

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

⁴ GNIS (US domestic names; URL: <http://geonames.usgs.gov/pls/gnispublic>); GEOnet (foreign names; URL: <http://geonames.nga.mil/gns/html>)

is cited, usually give the name of the group called, rather than the title or name of the person contacted.

670 ## \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry Jones is real name of Lionel Jones)

670 ## \$a Letter from author, May 29, 1994 \$b (correct birthdate for _____ is Oct. 14, 1950)

670 ## \$a Information from publisher, Feb. 6, 1991 \$b (James Allan's middle name is Stephen, not Steven)

670 ## \$a Email from publisher, April 3, 2016 \$b (_____)

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

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

Citations for undifferentiated NARs. For information on existing 670 citations found in undifferentiated NARs, see DCM Z1, 008/32 Undifferentiated Personal Name.

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Z12.1 INTRODUCTION

This document provides information about special projects involving 1) authority records created and modified in the LC/NACO Authority File (LCNAF) and/or 2) LC bibliographic records. Records created or modified for these projects may contain some fields and values within fields that do not generally conform to current cataloging policies. For example, name authority records (NARs) that were part of the Pinyin Conversion Project have 008/07=c or 008/07=n instead of the fill character.

Editing instructions for these records are provided when needed so that these fields and values are retained. Other editing instructions are provided for fields catalogers may need to modify. Consult the appropriate section of the DCM Z1 (*Name and Series Authority Records*) for instructions about other fields.

Z12.2 BRITISH LIBRARY NAME AUTHORITY RECORDS

Z12.2.1 General Information

In 1994, name authority records from the British Library (BL) were added to the LCNAF. These records had these characteristics at the time they were created:

- LCCNs contained the “n##” prefix rather than the BL “nb#” prefix.
- Records were input by LC staff so field 040 contained “\$c DLC.”
- A 667 note was added: “Data prepared by the British Library.”
- The first 670 field contained the title of the work being cataloged, but did not contain the publication date and usually did not contain subfield \$b.
- Additional 670 fields did not provide data justifying the 1XX field.

Example:

```
008/39=c
010 ## $a n 94006071
040 ## $a Uk $c DLC
100 10 $a Scott, Anne, $d 1947-
667 ## $a Data prepared by the British Library
670 ## $a Hastings country park history and archaeology.
670 ## $a AL $b (Oct. 7)
```

Abbreviations and acronyms commonly used for reference sources in the 670 fields of these records include the following:

AcWW	Academic who's who
AL	Author letter
Altmann	Kurzgefasstes Tonkünstler-Lexikon für Musiker und Freunde der Musik
AMWS	American men and women of science

AMD	American medical directory
ANB	Australian national bibliography
ASCAP	American Society of Composers, Authors, and Publishers
BE	Books in English
BLC	British Library general catalogue of printed books
BM	British Museum general catalogue of printed books
CBI	Cumulative book index
Crockford's	Crockford's clerical directory
DAS	Dictionary of American scholars
DNB	Dictionary of national biography
DPP	Dictionary of pseudonyms and pen-names
Everyman	Everyman's dictionary of music
Feather	Feather, Leonard. Encyclopedia of jazz
Gammond	Gammond, Peter. Guide to popular music
IAWWW	International authors and writers who's who
IWW	International who's who
MD	Medical directory
MGG	Die Musik in Geschichte und Gegenwart
PND	Pseudonyms and nicknames dictionary
Riemann	Riemann, Hugo. Musik-Lexicon
Schmidl	Schmidl, Carlo. Dizionario universale dei musicisti
WD	Writers directory
WOL	World of learning
WW	Who's who
WWE	Who's who in education
WWM	Who's who in music
WWW	Who was who

Z12.2.2 Editing Instructions

Retain the 667 field when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX and 4XX fields. If the work cataloged is in-hand, catalogers may modify the 670 field to conform to current practice, including adding the publication date and subfield \$b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies. If the record has not been modified since creation, perform the following steps as part of updating the record:

- Change 008/17 value to “n” if set to “***No information (obsolete).”
- Correct 1XX and 4XX second indicator values if necessary.
- Evaluate and recode the authority record to RDA.

Z12.3 DANCE HERITAGE COALITION ACCESS PROJECT

Z12.3.1 General Information

In 1994, the Dance Heritage Coalition, a group of several institutions including the Library of Congress, received funding for a project to prepare a catalog of primary research resources in dance history, including manuscript and archival materials, audio and videotape, printed texts and music, and visual collections. As part of the project, authority records for agents and choreographic works were added to the NAF. These records had these characteristics at the time they were created:

- 008/33 value was “d” for “Preliminary.”
- 040 field contained \$a NN-PD \$c NN-PD.
- A 667 note was added: “Data contributed by the Dance Heritage Coalition for the New York Public Library Dance Collection.”
- A 670 field was provided as a source for the 1XX but it did not contain subfield \$b.
- A 667 field with information about the entity represented in the 1XX may have been present.

Examples:

```
008/33=d
040 ## $a NN-PD $c NN-PD
100 10 $a Abajian, Chris
667 ## $a Composer.
667 ## $a Data contributed by the Dance Heritage Coalition for the New
      York Public Library Dance Collection.
670 ## $a *MGZIC 9-3794 Hajj [videorecording] 1986.

008/33=d
040 ## $a NN-PD $c NN-PD
130 #0 $a Blue room (Choreographic work : Reid)
667 ## $a Chor: Albert Reid; mus: Richard Rodgers. First (?) perf: New
      York, Cunningham Studio, June 13, 1977.
667 ## $a Data contributed by the Dance Heritage Coalition for the New
      York Public Library Dance Collection.
670 ## $a *MGZA Dance world, 1978. p 109.
670 ## $a NYPL Dict. Cat. of the Dance Coll., 1974-
```

In NARs for choreographic works, the uniform title was formulated according to instructions in LCRI 25.5B, Choreographic works. The heading for the choreographer was not used in the 1XX. Instead, a 130 field was used containing the title of work with the qualifier (Choreographic work). The surname for the choreographer was added in the qualifier “when the heading represented ‘a particular choreographer’s version of the work.’”

Z12.3.2 Editing Instructions

Retain the 667 field with “Data contributed by the ...” when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX field. If the work cataloged is in-hand, catalogers may add a subfield \$b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies. If the record has not been modified since creation, perform the following steps before using the heading in current cataloging:

- Change 008/17 value to “n” if set to “****No information (obsolete).”
- Change 008/33 value to “a.”
- Correct 1XX and 4XX second indicator values if necessary.
- Convert a 667 field with biographical or historical information to a 678 field or other appropriate field.
- Evaluate and recode the authority record to RDA.

Most of the NARs for choreographic works created during this project do not conform to current cataloging policies. Consult the appropriate sections of RDA and the LC-PCC PSs for further instructions on modifying these NARs.

Z12.4 OCLC CLAIMED MUSIC RECORDS

In 1995, LC contracted with OCLC to purchase up to 65,000 bibliographic records for music titles that could be loaded into the file without any review by LC catalogers. The project has been referred to as “OCLC Matching Records” and “OCLC Claimed Music Records.” These bibliographic records contained 042 “\$a lderive” and 985 “\$c OCLC.” Field 985 may contain additional data such as “\$e Claimed Recordings.”

OCLC provided a field 050 derived from the label name and publisher number. LC converted 262 fields to 260 fields and 305 fields to 300 fields and created a 028 field when possible.

Z12.5 MACHINE-DERIVED AUTHORITY RECORDS

Z12.5.1 General Information

From 1997-2000, authority records for agents, works, and expressions used as headings in LC’s music bibliographic records were created by programmatically generating authority records from headings found in the bibliographic records. These authority records are called “machine-derived authority records” (MDARs).

To create the MDARs, OCLC sent LC’s music bibliographic records through its automated authority control processing. When a heading (personal name, corporate name, or

uniform title) did not match an authority record, OCLC staff manually reviewed the heading for typographical or other errors that might prevent a correct match. OCLC sent LC lists of corrections to make to headings in its records, so that they would not generate erroneous authority records. LC then created a new file of bibliographic records that included the corrections, and OCLC used the headings in those records to generate authority records.

These records had these characteristics at the time they were created:

- 008/33 was value “d” for “Preliminary.”
- 040 field had \$a OCoLC or \$a DLC-SM.
- A 667 note was added: “Machine-derived authority record.”
- A 670 field was added containing the LCCN, title proper, and publication date from bibliographic record generating the heading.

Examples:

```
008/33=d
040 ## $a OCoLC $c OCoLC
100 10 $a D'Ambrosio, A. $q (Alfredo), $d 1871-1914. $t Serenade,
    $m violin, piano, $n op. 4
667 ## $a Machine-derived authority record.
670 ## $a LCCN 91-762695: D'Ambrosio, A. Serenada, ca. 1900?
```

```
008/33=d
040 ## $a DLC-SM $b eng $c DLC-SM
110 2# $a 3 Jokers (Musical group)
667 ## $a Machine-derived authority record.
670 ## $a LCCN 99-388739: OK Nok-- Kongo + 3 Jokers, 1997?
```

Z12.5.2 Editing Instructions

Retain the 667 field when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX field. If the work cataloged is in-hand, catalogers may add a subfield \$b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies. If the record has not been modified since creation, perform the following steps before using the heading in current cataloging:

- Change 008/17 value to “n” if set to “***No information (obsolete).”
- Change 008/33 value to “a.”
- Correct 1XX and 4XX second indicator values if necessary.
- Evaluate and recode the authority record to RDA.

Z12.6 PINYIN CONVERSION PROJECT

Z12.6.1 General Information

The Pinyin Conversion Project was a Library of Congress project to convert romanized Chinese data in bibliographic and authority records (both names and subjects) from Wade-Giles to pinyin. Captions in the Library of Congress Classification schedules were also modified as appropriate. This document contains a brief description of some features in bibliographic and name authority records that catalogers may find unusual. Detailed information about the Pinyin Conversion Project is available at <https://www.loc.gov/catdir/pinyin/>.

Bibliographic records that were part of the project can be identified by field 987 with “\$a PINYIN.” For more information, see <https://www.loc.gov/marc/pinyin.html>.

Name authority records that were part of the project contain the following characteristics if the heading was either converted by the machine program or manually reviewed and updated:

- 008/07 value “c” for “National library association standard”
- 4XX field with “\$w nne” or “\$w nnea” for the former heading.

When the 1XX form in a name authority record was converted to pinyin, the 670 field justifying the authorized access point was retained in Wade-Giles form. Thus, the authorized access point may not appear to be justified for catalogers who do not know Wade-Giles and pinyin romanization.

Example:

```
008/07=c
100 1# $a Fang Ren, Lisha
400 1# $w nne $a Fang Jen, Li-sha
670 ## $a Her Fang t'ai hsien hua chia ch'ang, 1987: $b t.p. (Fang Jen
      Li-sha)
```

Name authority records that were considered for conversion but excluded because the heading was not romanized according to Wade-Giles contain 008/07=n for “Not applicable.” Many headings that did not actually represent Wade-Giles romanized names but could be mistaken for such were also marked with 008/07= n. For example, “Wang Chung (Musical group),” which is the heading for a British band, has a name that matches two Wade-Giles syllables so it was considered and excluded.

Note: Name authority records with 008/07=n may have a 1XX heading that was correct at the time of the project and correct under current cataloging policies. For example, a well-established form found in English-language reference sources may be used as the preferred name for a Chinese person rather than the pinyin romanized form.

After the Pinyin Conversion Project, many of these NARs were modified again to add non-Latin script references in 2008.

Z12.6.2 Editing Instructions

Retain 008/07=c or 008/07=n. Verify that word division and capitalization conform to the ALA/LC romanization table for Chinese (<http://www.loc.gov/catdir/cpsd/romanization/chinese.pdf>).

These records can be modified the same way as other name authority records according to current cataloging policies.

Z12.7 RDA CONVERSION PROJECT PHASE 1

During the period July 30-August, 20, 2012, Phase 1 of a planned three-phase project for the NAF was implemented. 436,943 NARs were updated in this phase to add a 667 field. Phase 1 involved the following categories of NARs:

- Pre-AACR2 NARs (008/10 value “a” or “b”)
- AACR2-compatible NARs (008/10 value “d”)
- NARs with 1XX fields that were likely to involve situations requiring human review because the 1XX might not reflect an RDA authorized access point.

A 667 field with this note was programmatically added to these NARS: “THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED.”

A NAR in one of these categories that was also a candidate for changes in Phase 2 was not updated in Phase 1.

For further information, including instructions on updating these NARs, see the *Summary of Programmatic Changes to the LC/NACO Authority File: What LCC/PCC RDA Catalogers Need to Know* (https://www.loc.gov/aba/rda/pdf/lcnaf_rdaphase.pdf).

Z12.8 RDA CONVERSION PROJECT PHASE 2

In March 2013, Phase 2 of the project was implemented. During this phase, 371,942 NARs were programmatically updated. This phase changed authorized and variant access points in NARs to reflect RDA and LC-PCC PS instructions. Many of the updates involved replacing abbreviations with the full forms of words, e.g., replacing “arr.” with “arranged.” Others included changing “Koran” to “Qur’an” in NARs for the work of sacred scripture.

Phase 2 heading in bibliographic records were also programmatically updated in LC’s database as much as possible. Some headings could only be partially changed programmatically.

Example:

```
130 0# $a Qur'an. $l English & Arabic.  
245 14 $a The divine Qur-an ...
```

For further information, including instructions on updating these NARs, see the *Summary of Programmatic Changes to the LC/NACO Authority File: What LCC/PCC RDA Catalogers Need to Know* (https://www.loc.gov/aba/rda/pdf/lcnaf_rdaphase.pdf).

Z12.9 CANADIANA CONVERSION PROJECT

Z12.9.1 General Information

Library and Archives Canada (LAC) joined the NACO Program in 2016, and began contributing English-language authority records to the LCNAF in 2018.

LAC is contributing approximately 90,000 corporate body authority records to the LCNAF through the Canadiana Conversion Project. These records had these characteristics at the time they were added to the NAF:

- 016 field has the LAC control number.
- A 667 note was added: “Data contributed by Library and Archives Canada for the Canadian Conversion Project.”
- There may be no 670 field or the 670 field has no subfield \$b.
- There may be a 710 field linking to the equivalent French heading.

Z12.9.2 Editing Instructions

Retain the 667 and 710 fields when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX, 4XX, and 5XX fields. If the source cited in the 670 field is in-hand, catalogers may modify the 670 field to conform to current practice, including adding the publication date and subfield \$b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies.

Appendix. Implementing Changes in the MARC 21 Authority Format

This appendix describes the process by which changes to the *MARC 21 Format for Authority Data* are implemented in

- the LC/NACO name authority file (LC/NAF)
- the Library of Congress Subject Headings (LCSH) authority file
- the Library of Congress Genre/Form Terms (LCGFT) authority file
- the Library of Congress Medium of Performance Terms (LCMPT) authority file
- the Library of Congress Demographic Group Terms (LCDGT) authority file.

Implementing changes to the LC/NAF

Review of MARC Authority Format updates

The Policy and Standards Division (PSD) reviews the published updates to the MARC Authority Format and determines the impact on NACO. PSD may receive input from Program for Cooperative Cataloging committees, task groups, etc. PSD determines whether to implement a change and sends the complete list of changes with its recommendations about implementation to the NACO nodes.

NACO nodes

The NACO nodes are the British Library, the National Library of Medicine (NLM), OCLC, and Sky River. The nodes are NACO record exchange partners that enable NACO member libraries to contribute records to the LC/NAF. The Library of Congress maintains the master file of the LC/NAF.

The NACO nodes and LC must all agree to implement in order for a change to be made. The nodes indicate their agreement to PSD and provide a target date for when they can schedule the changes. Each node then does whatever work it needs to do to implement the changes.

LC's implementation workflow

This implementation process is managed in multiple office at LC. The tag table files are updated and tested. After the testing is complete, a test installation is made for confirmation. Full installation to push the update to client workstations for U.S. staff is scheduled. The deployment to the workstations in the field offices (Cairo, Islamabad, Jakarta, Nairobi, New Delhi, and Rio de Janeiro) is scheduled separately.

The workstation application tool used by LC staff to validate authority records must also be updated, tested, and be deployed to client workstations at the same time to avoid false errors being shown for the tag updates.

Scripts used in the preprocessing of NACO daily contribution files from the nodes are also updated so that authority records may continue to be accepted and validated correctly.

Announcements are made by the Cataloging Distribution Service (CDS) to the customers that subscribe to name authority record products, alerting them to the need to adjust systems for the newly implemented fields.

Documentation updates

PSD updates the LC Guidelines and other cataloging documents to reflect implementation decisions. The publication date for the LC Guidelines and the scheduled date for the implementation will rarely align. Thus, two changes may be made to the LC Guidelines to reflect one implementation decision. The first change will be an instruction to consult either LC's Cooperative Programs Section or LC's Policy and Standards Division before using a new field or subfield. This safeguards against catalogers using the new field or subfield before all the NACO nodes are ready. The second change removes the previous change and may also add an instruction such as "Subfield \$4 may be used by ... in consultation with LC's Cooperative Programs Section."

Implementing changes to the LCSH and LCGFT authority files

PSD reviews the published updates to the MARC Authority Format, determines their impact on LCSH and LCGFT, and decides whether to implement a change.

If the decision to implement a change affects a field that may be appropriate for name authority records, the process described in "Implementing changes to the LC/NAF" is invoked. After the process is complete, CDS announces the date after which the change will be implemented in LCSH and/or LCGFT authority records, since the records are distributed in CDS's MARC Distribution Service Subject-Authorities product.

If the decision affects a field that is not appropriate for name authority records, CDS announces the date after which the change will be implemented in authority records.

LC's implementation workflow

This implementation process is managed in multiple offices at LC. The tag tables in Classification Web are updated and tested, as are the tag table files in LC's ILS. After the ILS file testing is complete, a test installation is made for confirmation. Full installation to push the update to client workstations for U.S. staff is scheduled. The deployment to the workstations in the field offices (Cairo, Islamabad, Jakarta, Nairobi, New Delhi, and Rio de Janeiro) is scheduled separately.

Documentation updates

PSD updates the LC Guidelines and other cataloging documents to reflect implementation decisions. The publication date for the LC Guidelines and the scheduled date for the implementation will rarely align. Thus, two changes may be made to the LC Guidelines to reflect one implementation decision. The first change will be an instruction to consult either LC's Cooperative Programs Section or LC's Policy and Standards Division before using a new field or subfield. This safeguards against catalogers using the new field or subfield before all the NACO nodes are ready. The second change removes the previous change and may also add an instruction such as "Subfield \$4 may be used by ... in consultation with LC's Cooperative Programs Section."

Implementing changes to the LCMPT and LCDGT authority files

PSD reviews the published updates to the MARC Authority Format, determines their impact on LCMPT and LCDGT, and decides whether to implement a change.

PSD makes the decision if it affects a field that is not appropriate for name authority records. If the decision affects a field that may be appropriate for name authority records, the process described in “Implementing changes to the LC/NAF” is invoked.

After the decision-making process is complete, PSD announces the date after which the change will be implemented in authority records, because LCMPT and LCDGT are not distributed through CDS. Instead, the LCMPT records may be downloaded for free from <https://classificationweb.net/LCMPT/> and LCDGT, from <https://classificationweb.net/LCDGT/>.

LC’s implementation workflow

The tag tables in Classification Web are updated and tested.

Documentation updates

PSD updates the LC Guidelines and other cataloging documents to reflect implementation decisions. The publication date for the LC Guidelines and the scheduled date for the implementation will rarely align. Thus, two changes may be made to the LC Guidelines to reflect one implementation decision. The first change will be an instruction to consult either LC’s Cooperative Programs Section or LC’s Policy and Standards Division before using a new field or subfield. This safeguards against catalogers using the new field or subfield before all the NACO nodes are ready. The second change removes the previous change and may also add an instruction such as “Subfield \$4 may be used by ... in consultation with LC’s Cooperative Programs Section.”