

Update Information  
2020 Update Number 3

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
B5	Appendix 5: Guidelines for Language Codes; Government Publication Codes	Revised instructions on treating resources published by academic institutions as government publications. Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Z1	Name and Series Authority Records	Contents. Added 388 field. Corrected title of OCLC Leader/Fixed Field Conversion Table. Replace.
Z1	Name and Series Authority Records	OCLC Leader/Fixed Field Conversion Table. Corrected title in footer. Replace.
Z1	Name and Series Authority Records	065 – Other Classification Number. Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Z1	Name and Series Authority Records	336 – Content Type. Removed note on pending use of subfield \$h in access points. Replace.
Z1	Name and Series Authority Records	388 – Time Period of Creation. New.
Z1	Name and Series Authority Records	678 – Biographical or Historical Data. Added instruction not to repeat field. Replace.
Z1	Name and Series Authority Records	7XX – Heading Linking Entries – General Information. Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	Introduction	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	Leader	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	008/09 Kind of Record	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	008/14 Heading Use – Main or Added Entry	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	008/33 Level of Establishment	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	034 Coded Cartographic Mathematical Data	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	042 Authentication Code	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	043 Geographic Area Code	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	046 Special Coded Dates	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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Supplement to the MARC 21 Format for Authority Data	050 Library of Congress Call Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	053 LC Classification Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	055 Library and Archives Canada Call Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	060 National Library of Medicine Call Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	065 Other Classification Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	070 National Agricultural Library Call Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	075 Type of Entity	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	080 Universal Decimal Classification Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	082 Dewey Decimal Call Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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Supplement to the MARC 21 Format for Authority Data	083 Dewey Decimal Classification Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	087 Government Document Classification Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	090 Local Call Number	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	336 Content Type	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	348 Format of Notated Music	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	368 Other Attributes of Person or Corporate Body	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	370 Associated Place	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	372 Field of Activity	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	373 Associated Group	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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Supplement to the MARC 21 Format for Authority Data	374 Occupation	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	376 Family Information	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	377 Associated Language	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	380 Form of Work	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	381 Other Distinguishing Characteristics of Work or Expression	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	385 Audience Characteristics	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	386 Creator/Contributor Characteristics	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	388 Time Period of Creation	Updated to reflect new Policy, Training, and Cooperative Programs Division name and to allow use of field in LC/NACO Authority File records. Replace.
Supplement to the MARC 21 Format for Authority Data	551 See Also From Tracing – Geographic Name	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	672 Title Related to the Entity	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	673 Title Not Related to the Entity	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	700 Established Heading Linking Entry – Personal Name	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	710 Established Heading Linking Entry – Corporate Name	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	711 Established Heading Linking Entry – Meeting Name	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	730 Established Heading Linking Entry – Uniform Title	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	747 Established Heading Linking Entry – Named Event	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	751 Established Heading Linking Entry – Geographic Name	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	781 Subdivision Heading Linking Entry – Geographic Subdivision	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	884 Description Conversion Information	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.
Supplement to the MARC 21 Format for Authority Data	Appendix. Implementing Changes in the MARC 21 Authority Format.	Updated to reflect new Policy, Training, and Cooperative Programs Division name. Replace.

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**B5.10.1**      **ASSIGNMENT OF LANGUAGE CODES**

Language codes are included in records for retrieval purposes; they permit language to be one of the factors used in various machine searches of the catalog. The language(s) of the text of a resource is represented in the machine record by a three-character alphabetic code(s) assigned by the descriptive cataloger from the latest edition of *MARC Code List for Languages* (<http://www.loc.gov/marc/languages/>). For purposes of recording language codes, the “text” of a publication refers to the main content of the resource, but may also include prefatory matter and appendices if they are significant.

If the language of a resource being cataloged is not given in the list, request information about the code to use from the Policy, Training, and Cooperative Programs Division (PTCP). Examine the resource being cataloged to determine 1) any alternate forms or spellings of the name of the language and 2) the country or geographic area in which the language is spoken. Send this information, along with the resource, to PTCP.

Input language codes in lowercase. If more than one language code is to be recorded, input all the codes in field 041; also input the first code in the fixed field for Language (008/35-37). If only one code is to be recorded, input it in the fixed field for Language and do not create an 041 field. Note that whenever an 041 field exists in a record, the code in the fixed field for Language must be the same as the first code in subfield \$a of field 041. Note also that in Voyager the codes are arranged in alphabetical order by code.

**B5.10.1.0**      **Change in Practice**

Through March 2003 multiple language codes occurring in field 041 related to the same condition were not individually subfielded, i.e., the multiple codes were input immediately adjacent to one another. Beginning in April 2003, multiple language codes occurring in field 041 are individually subfielded with the subfield appropriate to the condition. For example, the codes representing the languages of a multilingual resource are recorded in repeated \$a subfields. Those representing summaries in multiple languages are record in repeated \$b subfields. This revised DCM reflects this change in practice as shown in the examples in which multiple codes appear, but these changes have not been noted in the margin.

It is not necessary to apply the change in practice to older records that are updated for whatever reason.

**B5.10.1.1**      **Text in One Language**

Record the appropriate code. In IBC records, the code assigned at the pre-cataloging stage appears in the fixed field for Language. Review or revise this code as appropriate.

**B5.10.1.2**      **Text in More Than One Language**

*B5.10.1.2.1*      *Predominance*

Record each code in a repeated subfield \$a. Record the code for the predominant language first if readily apparent; record codes for all other languages in alphabetical order by code (i.e., not by language name). The predominant language is the one represented by the greater

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number of pages, etc. If the various segments of text are equal in extent or if predominance is not immediately apparent or if there is doubt as to which language is predominant, record all codes in alphabetical order by code.

EXAMPLE: A resource in Arabic, English, and French; English is the predominant language.

Input: 041 0# \$a eng \$a ara \$a fre

*B5.10.1.2.2*

*Number of codes recorded*

Record as many as six codes for text within a resource. If there is text in more than six languages, record the code for the language of the title proper followed by the code “mul” (multilingual) in a repeated \$a subfield.

**NOTE:** If the resource is in one language but has brief lines (snippets) in another language, do **not** treat the resource as multilingual, i.e., do not record a code for the language of the snippets. If, however, the resource is basically in one language but has extended passages (over several pages), extensive quotations and/or transcriptions, etc., in another language, consider it multilingual.

*B5.10.1.2.3*

*Bibliographies, etc.*

For bibliographies, catalogs, indexes, and guides to literature that contain citations in more than one language, record as many as six codes for the languages of the citations following the guidelines in DCM B5.10.1.2.1 above. If there are citations in more than six languages, follow B5.10.1.2.2 above.

*B5.10.1.2.4*

*Language dictionaries*

Treat language dictionaries as multilingual publications, **not** as translations.

*B5.10.1.2.5*

*Initial publication of same text in more than one language*

In general, treat resources which represent the initial publication in a single physical entity of the same text in more than one language (e.g., government publications of multilingual countries) as multilingual publications, **not** as translations. (In general, the original text does not exist independently of the publication in hand.)

EXAMPLE: A Dutch-French bilingual government publication from Belgium.

Input: 041 0# \$a dut \$a fre

*B5.10.1.2.6*

*Talmud*

Use the codes “\$a arc \$a heb,” since the original texts are in Aramaic and Hebrew. In cases of translations of the Talmud, use these codes as the languages of the original when the translation is of the original.

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**B5.10.1.3**                    **Translations**

*B5.10.1.3.1*                    *Publication of original*  
Treat a resource as a translation regardless of whether the work in the original language has been published or not.

*B5.10.1.3.2*                    *Adaptation*  
If a translation is considered a new work because it has also been adapted, do **not** treat as a translation. However, if a revised translation is considered an expression of the original work, consider it a translation for the purpose of assigning a language code.

*B5.10.1.3.3*                    *Resources not treated as translations*  
The following are **never** considered to be translations:

- Editions of the Bible
- Bibliographies, catalogs (including exhibition catalogs), indexes, and guides to literature
- Language dictionaries
- Language editions with no evidence of a language of translation
- Separate but simultaneous initial publications of multilingual countries or institutions, regardless of whether a uniform title has been assigned.

EXAMPLE:    United Nations publication in French. The same work has also been published separately in English, in Italian, in Spanish, and in Russian.

Input only the fixed field for language: fre

*B5.10.1.3.4*                    *Content designation*  
Indicate a resource is a translation by using value “1” in the first indicator position of field 041; two subfields (\$a and \$h) must be present. As the occasion warrants, subfield \$k (Language code of intermediate translations) may also be present.

- 1)    Record the code of the language of the text in subfield \$a;
- 2)    If applicable, record the code of the intermediate language of translation in subfield \$k;
- 3)    Record the code of the language of the original in subfield \$h.

In most cases there will only be two language codes to be recorded: that of the translation and that of the original.

EXAMPLE 1: A monograph in English translated from French.

Input: 041 1# \$a eng \$h fre

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EXAMPLE 2: A monograph in English, translated from a Latin translation of a lost Greek original.

Input: 041 1# \$a eng \$k lat \$h grc

EXAMPLE 3: A monograph in English and Sanskrit translated from an original in German and Sanskrit.

Input: 041 1# \$a eng \$a san \$h ger \$h san

**NOTE:** Prior to November 1989, catalogers at the Library of Congress did not assign subfield \$h. The codes for the original languages were input in subfield \$a following the code for the language of the text in hand. The three examples above would have been content designated:

041 1# \$a engfre  
041 1# \$a englatgrc  
041 1# \$a engger

If field 041 in an existing record has first indicator value “1” and no subfield \$h, assume that the field was content designated prior to November 1989.

(**NOTE ALSO:** Prior to April 2003, when multiple codes were appropriate to a subfield, they were not individually subfielded.)

**B5.10.1.4**      *Additional Guidelines for Translations*

**B5.10.1.4.1**                      *Text in the original language and also in one or more translations*  
Treat as a translation. Record the code for the language(s) of the translation(s), followed by the code for the language of the original, each in a separate subfield \$a. Repeat the code for the language of the original in subfield \$h.

(**NOTE:** Prior to November 1990, the resource was not treated as a translation. The codes for the language of the translation and for the original language were recorded in alphabetical code order in subfield \$a.)

EXAMPLE: A publication of Plato’s *Republic* in the original Greek and in English translation:

Input: 041 1# \$a eng \$a grc \$h grc  
Pre-Nov. 1990 practice: 041 0# \$a enggrc  
(Note that first indicator value “0” was used.)

**B5.10.1.4.2**                      *Original language not specified*  
Treat as a translation. If the original language cannot be readily ascertained (do not investigate this matter at length), record the code “und” (undetermined) in subfield \$h.

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*B5.10.1.4.3*

*Text in one language translated from two to six different languages*

Record the code for the language of the translated text in subfield \$a of field 041. Record up to six codes, each in a repeated subfield \$h for the languages of the original. Input the code for the predominant language first if readily apparent; codes for all other languages of the originals are recorded in alphabetical order by code. If there is no predominant language or the predominance is not immediately apparent, input the codes in alphabetical order by code.

(NOTE: Prior to November 1990, only one predominant original language was recorded following the code for the language of the text of the translation. If the predominance was not determinable, the code of the original language of the first work in the resource was recorded.)

EXAMPLE 1: The resource is in French and contains three works, the first translated from German and two from Russian.

Input: 041 1# \$a fre \$h rus \$h ger  
Pre-Nov. 1990 practice: 041 1# \$a frerus  
(Note that only "Russian" was used for original language.)

EXAMPLE 2: The resource is in French and contains two works, the first translated from Spanish, the second from English.

Input: 041 1# \$a fre \$h eng \$h spa  
Pre-Nov. 1990 practice: 041 1# \$a frespa  
(Note that only code "spa" was used because predominance was not apparent in the resource.)

*B5.10.1.4.4*

*Text in one language translated from more than six languages, with no predominance apparent for any one of the original languages*

Treat as a translation. In field 041, record the code for the text of the translation in subfield \$a and the code "mul" (multilingual) in subfield \$h.

EXAMPLE: An anthology of poems translated into English from eight Indic languages.

Input: 041 1# \$a eng \$h mul  
Pre-Nov. 1989 practice: 041 1# \$a engmul

*B5.10.1.4.5*

*Text in one language translated chiefly from one language but with some translations from other languages*

Record the code for the text of the translation in subfield \$a of field 041 and the code for the predominant original language in subfield \$h.

EXAMPLE: An anthology of Spanish (with some Catalan) poetry translated into English.

Input: 041 1# \$a eng \$h spa

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*B5.10.1.4.6*                      *Text in one language, some translated from the original, the rest from an intermediate language*  
Record original and intermediate languages each in repeated subfields \$h.

EXAMPLE:    Resource in English, part translated directly from Romanian original and part from French translation of Romanian original.

Input: 041 1# \$a eng \$k fre \$h rum

*B5.10.1.4.7*                      *Text in one language with some translations*  
Record the code for the single language of the text. Do **not** treat as a translation. Examples would be an anthology of the world's greatest poems, with the entire text in English; or conference proceedings in one language, in which some papers were translated for publication.

*B5.10.1.4.8*                      *Text in two or more languages translated from one language*  
Treat as a translation. Record up to six codes for the languages of the text, each in a repeated \$a subfield following the guidelines in DCM B5.10.1.2. If more than six languages are involved, input code "mul" (multilingual). Record in subfield \$h the code for the language of the original.

(NOTE: Prior to November 1990, only the code for the predominant text (or code "mul," if no language predominated or if there was doubt that one did) was input in subfield \$a.)

EXAMPLE 1: Text in English and French, translated from Vietnamese.

Input: 041 1# \$a eng \$a fre \$h vie  
Pre-Nov. 1990 practice: 041 1# \$a mulvie  
(Note code "mul")

EXAMPLE 2: Text in English and French; originally published in Inuit, with English translation.

Input: 041 1# \$a eng \$a fre \$h esk  
Old practice: 041 1# \$a mulesk

*5.10.1.4.9*                      *Mixture of translations and originals*  
If a resource contains separate pieces in various languages, some of which are translations and some of which are originals, follow DCM B5.10.1.2 to record languages of the text. Do **not** treat as a translation.

**B5.10.1.5**                      **Summaries/Tables of Contents**

*B5.10.1.5.1*                      *Summaries alone*

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If a resource includes a summary or summaries in language(s) other than that of the text(s), input codes for the languages of the summaries in alphabetical order by code, each in a repeated subfield \$b of field 041. (Abstracts are included in the category of “summaries.”) Subfields \$a and \$b are required, one for each code as appropriate.

EXAMPLE: Text in English with summaries in French, German, and Russian.

Input: 041 0# \$a eng \$b fre \$b ger \$b rus

*B5.10.1.5.2*

*Translations with summary in the original language*

Treat the resource as a translation. In addition, in subfield \$b record the code for the summary following the code for the original language. **NOTE** that the input order of subfields is \$a \$h \$b.

EXAMPLE: Text in English translated from Danish with a summary in Danish.

Input: 041 1# \$a eng \$h dan \$b dan

*B5.10.1.5.3*

*Tables of contents*

If a resource includes a table of contents in language(s) other than that of the text(s) and that fact is noted in field 546 (Language Note), input a code for each table of contents in alphabetical order by code in repeated subfields \$f of field 041.

EXAMPLE 1: 546 ## \$a Table of contents in English.

041 0# \$a rus \$f eng

EXAMPLE 2: 546 ## \$a Summary and table of contents in English.

041 0# \$a rus \$b eng \$f eng

EXAMPLE 3: 546 ## \$a Summaries in German; table of contents  
in Polish and German.

041 0# \$a pol \$b ger \$f ger

EXAMPLE 4: 546 ## \$a Articles in Russian, English, and Italian with  
summaries in French; table of contents in French;  
abstract in English.

041 0# \$a rus \$a eng \$a ita \$b eng \$b fre \$f fre

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EXAMPLE 5: 546 ## \$a Text in Romanian with the table of contents in  
Romanian, English, and Russian.

041 0# \$a rum \$f eng \$f rus

**B5.10.1.6 Sign Languages**

The 1996 edition of the *MARC Code List for Languages* incorporated a newly established code (“sgn”) for Sign languages. The code is a general one used to indicate “sign language” in a generic sense. Use of this code in bibliographic records indicates materials containing a sign language or the representation of a sign language. The particular sign system present is stated in a 546 field (Language Note).

If the sole medium of communication is a sign language, e.g., a book containing pictures of the handshape of each letter of a particular sign system, or a videorecording that is signed, use the code for Sign languages in the fixed field for Language (008/35-37).

When the medium of communication includes a sign language or its representation as well as one or more other languages, judge whether the sign language or its representation is substantial. If so, assign language codes in field 041 for all the languages, including the one for Sign languages. The important thing is to indicate whether sign language is present or not, rather than to worry about predominance or other discriminations more easily determined for other languages. If predominance is apparent, code for the predominant language in the fixed field and as the first \$a subfield in field 041. If such discriminations are not readily apparent, assign codes in alphabetical order by code, each in a repeated \$a subfield, using in the fixed field for Language the same code as in the first \$a subfield.

Use the 546 Language Note to state the particular sign system, e.g., American Sign language, British Sign language. Formulate the note to reflect the situation, i.e., use terminology to distinguish between cases in which the content of the whole resource is signed, whether as the sole medium of communication or in conjunction with one or more others, and those in which sign language is present but the whole resource is not signed (or it is not clear whether it is). For example, if the sole medium of communication in a video recording is a sign language, then it would be appropriate to express that in the note as “Signed in [name of sign system].” If a video recording includes open signing (i.e., a sign language interpreter appears in a separate frame), record the note as “Open signed in [name of sign system].” For those situations that are less straight forward, for example a book in which both a language and a sign language occur, possibly a dictionary or a manual, use in the 546 field the more general statement “Includes sign language; the sign system represented is [name of sign system].” If it cannot be determined what sign system has been used, record an appropriate note indicating that the resource is signed but not specifying the sign system (i.e., “Includes sign language.”; “Open signed.”).

## B5.10.2 ASSIGNMENT OF GOVERNMENT PUBLICATION CODE

If a resource is a government publication, input a one-character alphabetic code representing the jurisdictional level of the body publishing the resource in the fixed field for Government publication (008/28). The codes to be used and the jurisdictional levels they represent are as follows:

–	Not a government publication
a	Autonomous or semi-autonomous component
c	Multilocal (i.e., regional combinations of jurisdictions below the state level)
f	Federal/national (i.e., sovereign nations, e.g., Canada)
i	International intergovernmental
l	Local (i.e., counties, cities, towns, etc.)
m	Multistate (i.e., regional combinations of jurisdictions at the state, provincial, territorial, etc. level)
o	Government publication-level undetermined
s	State, provincial, territorial, dependent, etc.
u	Unknown if item is government publication
z	Other
	No attempt to code

## B5.10.3 NOTES ON ASSIGNING GOVERNMENT PUBLICATION CODE

Use the following notes as a guide to assigning the government publication code, recognizing that the process cannot always be a precise one and that it is necessary in some cases simply to use one's best judgment.

### **B5.10.3.1 Definition**

A government publication is defined as any resource published by or for an international, national, state, or local government agency (including intergovernmental bodies of all types), or by any subdivision of such a body. Note that under this guideline a government body and all its subdivisions are treated as government bodies regardless of how they may be entered as headings (i.e., entered under jurisdiction or not). In the bibliographic record created for the resource being cataloged, the body may be a main or added entry, but it should be named as publisher, etc., in the publication, distribution, etc., area, or have caused the resource to be published (usually inferred when the governmental body is responsible for the content of the work). When in doubt, treat the resource as a government publication.

### **B5.10.3.2 Autonomous or Semi-Autonomous Level**

Use code “a” only for autonomous or semi-autonomous components of Malaysia.

### **B5.10.3.3 Communist Countries**

Since coding of all resources published in communist countries would limit the usefulness of this fixed field, government coding should be used only for the same types of bodies that would be considered government in a non-communist country. In coding resources in this manner, one may often have to follow the statement that “when in doubt, treat the resource as a government

publication.”

**B5.10.3.4**

**Great Britain**

Use code “f” for resources published by or for the governments of England, Wales, Scotland, and Northern Ireland.

**B5.10.3.5**

**District of Columbia**

Use code “l” for resources published by or for the government of the District of Columbia.

**B5.10.3.6**

**Uncertainty Whether Government Publication**

Use code “u” (Unknown if resource is government publication) if one is not sure whether the resource is published by or for a government agency.

**B5.10.3.7**

**Uncertainty of Government Level**

Use code “o” (Government publication--level undetermined) when the resource is clearly published by or for a government body but the jurisdictional level cannot readily be determined.

**B5.10.3.8**

**Two Levels**

If a resource is published jointly by government agencies at two different levels, code for the higher government level.

**B5.10.3.9**

**Academic Institutions and University Presses**

Treat resources published by academic institutions as government publications if the institutions are created or controlled by a government. **However, do not apply this criterion to state university or state college press publications in the United States or to resources published by British university presses.**

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**OCLC Leader/Fixed Field Conversion Table**

<u>OCLC</u>	<u>MARC 21: Name and Tag</u>	
Rec stat	Record status	Leader/05
Type	Type of record	Leader/06
Roman	Romanization scheme	008/07
Govt agn	Type of government agency	008/28
Series	Type of series	008/12
Ser num	Numbered/unnumbered series	008/13
Entered	Date entered on file	008/00-008/05
Upd status	Record update in process	008/31
Ref status	Reference evaluation	008/29
Auth status	Level of establishment	008/33
Auth/Ref	Kind of record	008/09
Name	Undifferentiated personal name	008/32
Enc lvl	Encoding level	Leader/17
Mod rec	Modified record	008/38
Subj	Subject heading system/thesaurus	008/11
Geo subd	Direct or indirect geographical subdivision	008/06
Subdiv tp	Type of subject subdivision	008/17
Source	Cataloging source	008/39
Name use	Heading use - main or added entry	008/14
Subj use	Heading use - subject added entry	008/15
Ser use	Heading use - series added entry	008/16
Rules	Descriptive cataloging rules	008/10

**065 Other Classification Number***General*

The 065 field may be used by Canadian agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division** for class PS8000 numbers. Other NACO participants should not supply, modify, or delete this field. Subfield \$2 with value "fcps" is used to indicate *Class PS8000 : a classification for Canadian literature* as the source of the number.

*Example:*

```
065 ## $a PS8576.U57 $2 fcps $5 [MARC institution code]
```

### 336 Content Type

#### General

Field 336 may only be used in NARs and SARs for expressions. 336 is always accompanied by a subfield \$2.

#### Subfield \$2 – Source of term

In subfield \$2 give “rdacontent.”

#### Subfield \$a – Content type term

Use terms from RDA 6.9. The list of terms is also available in the *Term and Code List for RDA Content Types* at: <http://www.loc.gov/standards/valuelist/rdacontent.html>

#### Subfield \$b – Content type code

If giving subfield \$b instead of/or in addition to subfield \$a, use the code from the MARC format *Term and Code List for RDA Content Types* at: <http://www.loc.gov/standards/valuelist/rdacontent.html>

**388 Time Period of Creation***General*

LC/PCC catalogers may use this field to record the time period of creation or origin of a work or expression. The name of the time period may specify or imply a place for which the time period is relevant. It may also specify the name of an event.

Prefer a controlled vocabulary, such as LCSH or FAST, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a.

*Examples:*

388 1# \$a Harlem Renaissance \$2 lcsh

388 1# \$a Han Dynasty (China) \$2 fast

388 1# \$a American Revolution (Anglo-American history, 1775-1783) \$2  
iconauth

If using an LCSH subject heading string, replace the subfield coding for the subdivision(s) with two hyphens and close up the spaces between the main heading and subdivision(s).

*Example:*

388 1# \$a Depressions--1929 \$2 lcsh

For compilations, the field may be used to record the time period of creation or origin of the works/expressions contained within the compilation, considered collectively (using first indicator value "1"). It may also be used to record the time period of creation or origin of the compilation itself (using first indicator value "2").

*Example:*

388 1# \$a Renaissance \$2 lcsh

388 2# \$a Nineteenth century \$2 lcsh

*(NAR for a collection of Renaissance poetry compiled in the nineteenth century)*

The 388 field may be used in conjunction with, or instead of, the 046 field. When specific date(s) of creation or origin are not known, or span a long period of time, recording textual chronological terms in the 388 field may be useful.

*Example:*

046 ## \$k 13

388 1# \$a Middle Ages \$2 lcsh

*(NAR for an anonymous fourteenth-century work)*

**Repeatability:**

In choosing between repeating a field and repeating a subfield: If the indicator value differs, repeat the field. If the vocabulary source differs, repeat the field. Otherwise, if the only addition to an existing field is an additional term from the same vocabulary, repeat the subfield. Overall best practice: repeat the field when needed for clarity.

*Example:*

388 1# \$a World War, 1939-1945 \$2 lcsb

388 1# \$a German Occupation of France (1940-1945) \$2 fast

*(NAR with 388 fields containing terms from different vocabularies)*

## 678 Biographical or Historical Data

### General

When supplying biographical or historical data in a 678 note field, construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.

### *Examples:*

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

678 1# \$a The North Atlantic Treaty Organization (NATO) is a political and military alliance founded upon the signing of the North Atlantic Treaty on 4 April 1949. It has member countries from North America and Europe. Since 1999 several former Warsaw Pact countries have joined NATO including Hungary, Bulgaria, and Romania. Additional non-member countries participate in NATO programs such as the Partnership for Peace.

The 678 field was previously used to preserve useful biographical/historical information pertaining to the 1XX when manual NARs and SARs were converted to machine-readable form. When adding biographical or historical information to NARs, the 678 note field should be upgraded to contain full sentences.

### Repeatability:

Do not repeat this field.

## 7XX Heading Linking Entries - General Information

*Note:* This section does not apply to the 781 field used in 151 name authority records to provide geographic subdivision information. See DCM Z1, 781 section, for instructions for that field.

### General

NACO members who have approval from the **Policy, Training, and Cooperative Cataloging Programs Division** may add or edit a 7XX linking entry field in an authority record. Other NACO contributors should not add, modify, or delete a 7XX linking entry field.

The use of an established heading linking entry 7XX field in an NAR or SAR is limited to recording the authorized access point from a national bibliography or in a separate national authority file. The purpose of including a 7XX is usually to allow a national bibliographic agency to retain its own authorized access point in its own bibliographic records, while still contributing name authority records to the LC/NAF.

The form of heading in a 7XX field may match the 1XX form or a 4XX form in the same authority record. This is appropriate when the 7XX field form represents a form found in a different authority file than the LC/NAF.

### *Example:*

```
130 #0 $a 123 Takalani Sesame (Series)
730 #7 $a 123 Takalani Sesame (Series) $2 sanb
```

The source of the heading in the 7XX field may be specified using either second indicator value “7” with subfield \$2 or a second indicator value that specifies the source. Authority records containing 7XX fields from Library and Archives Canada may use either method.

### 7XX fields used during the US RDA Test

During the 2010 US RDA Test, 7XX fields with second indicator value “4” were added to NARs and SARs to document RDA authorized access points used in test bibliographic records. These fields have all been deleted in the authority records.

## **Introduction**

The Library of Congress (LC) Guidelines for MARC 21 authority records are intended to be used in conjunction with the *MARC 21 Format for Authority Data*. They were **originally** prepared by the Cataloging Policy and Support Office and the Cooperative Cataloging Team in the Regional and Cooperative Cataloging Division, based on previous editions compiled by the Network Development and MARC Standards Office. **They are currently maintained by the Policy, Training, and Cooperative Programs Division.**

### Scope of LC Guidelines

The LC Guidelines present information relating to two areas of usage in authority records: 1) usage pertaining to records contributed to the authority files by participants in the Name Authority Cooperative (NACO) or Subject Authority Cooperative (SACO) programs; and 2) usage pertaining to authority records created and updated by LC. Records include name, series, and subject authority records.

In April 2017, the LC Guidelines were expanded to include fields and subfields for which no implementation decision has been made yet. These fields and subfields contain instructions not to use them with the additional text “implementation decision not yet made.” They will be updated to reflect implementation decisions when appropriate.

The guidelines were developed from various internal and published documents, including the *MARC 21 Format for Authority Data* 1999 base text with updates **and** the most recent editions of the *NACO Participants’ Manual* and the *SACO Participants’ Manual*.

### Direction for use of LC Guidelines

The LC Guidelines for authority records should be used by LC catalogers and institutions participating in NACO or SACO and creating authority records to be added to the authority files. The guidelines may also be used by institutions that need or want to know special LC practice in authority records. As already mentioned, these guidelines are intended to be used in conjunction with the *MARC 21 Format for Authority Data*. Data requirements that are not specific to NACO or SACO and/or LC are presented only in the main text of the authorities format.

NACO/SACO participants and LC staff creating authority records must also apply the appropriate procedures presented in various LC cataloging documents (e.g., the *Descriptive Cataloging Manual (DCM)*, and the *Subject Headings Manual (SHM)*). Cooperating institutions may also refer to the *NACO Participants’ Manual* and the *SACO Participants’ Manual*.

### Organization of LC Guidelines

The guidelines pages may be filed at the end of the main text of the field to which they apply in the authorities format or in a separate binder. Each guidelines page is marked at the top with the title of the MARC 21 format section (usually a three-digit field tag) to which it applies.

**NACO** usage and **SACO** usage sections are given first, with a list of data elements receiving special treatment and explanatory text where appropriate. When there is no special NACO and/or SACO usage, any data requirements detailed in the main text of the Authority format are still applicable.

## **Introduction**

### LC Guidelines

**LC** usage follows **NACO/SACO** usage sections. The LC usage section is also divided into subsections on Name/Series usage, and Subject usage, as appropriate. Some LC usage may be more restrictive than that prescribed for NACO and SACO participants. NACO and SACO participants may not be restricted necessarily from using specific data elements even though LC does not use them. These differences are noted when they occur.

Instructions for genre/form terms and medium of performance terms fields and subfields are given in the SACO and LC Subjects usage sections.

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

**Leader**

**NACO:**

Leader/05 (Record status)

Do not use codes:  
a, d, o, s, x

If a NACO participant identifies an authority record that should be deleted from the **LC/NACO** Authority File, consult LC's **Policy, Training, and Cooperative Programs Division** to have the record deleted. NACO participants are not permitted to delete the record from the file.

Leader/09 (Character coding scheme)

Do not use codes:  
a

Leader/17 (Encoding level)

Consult LC's **Policy, Training, and Cooperative Programs Division** before using code o.

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

**SACO:**

Leader/05 (Record status)

Do not use codes:  
a, d, o, s, x

Leader/09 (Character coding scheme)

Do not use codes:  
a

Leader/17 (Encoding level)

Do not use codes:  
o

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

---

**LC:**

**NAMES/SERIES:**

Leader/05 (Record status)

Do not use codes:  
a, o, s, x

Leader/09 (Character coding scheme)

Do not use codes:

a

Leader/17 (Encoding level)

Use code o for Early Notice Records.

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

**SUBJECTS:**

Leader/05 (Record status)

Do not use codes:

a, o, s, x

Leader/09 (Character coding scheme)

Do not use codes:

a

Leader/17 (Encoding level)

Do not use codes:

o

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

**008/09 Kind of Record**

**NACO:**

Consult LC's **Policy, Training, and Cooperative Programs Division** before using code “b” in a reference record containing a 666 general explanatory reference field.

Do not use codes:

d, e, f, g, fill character

**SACO:**

Do not use codes:

e, f, g, fill character

---

**LC:**

**NAMES/SERIES:**

Do not use codes:

d, e, f, g, fill character

**SUBJECTS:**

Do not use codes:

e, f, g, fill character

**008/14 Heading Use – Main or Added Entry**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using code “b” in a reference record that contains either field 664 (Complex See Reference – Name) or field 666 (General Explanatory Reference – Name).

Do not use codes:  
fill character

**SACO:**

Do not propose subject headings that duplicate name authority headings.

Always use code b.

---

**LC:**

**NAMES/SERIES:**

Do not use codes:  
fill character

**SUBJECTS:**

Always use code b.

**008/33 Level of Establishment**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using code “d”.

Do not use codes:  
fill character

**SACO:**

Do not use codes:  
b, d, fill character

---

**LC:**

**NAMES/SERIES:**

Do not use codes:  
fill character

**SUBJECTS:**

Do not use codes:  
b, d, fill character

**034 Coded Cartographic Mathematical Data**

**NACO:**

NACO participants may supply the 034 field in authority records for geographic name headings (151) only at their own discretion.

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before use.

---

**LC:**

**NAMES/SERIES:**

Use this field in name authority records for geographic name headings (151) only.

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before use.

**042 Authentication Code**

**NACO:**

This field may be supplied only by national bibliographic agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**043 Geographic Area Code**

**NACO:**

NACO participants may supply the 043 field in authority records for geographic name headings (151) only at their own discretion.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Use this field in name authority records for geographic name headings (151) only.

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

## 046 Special Coded Dates

### NACO:

046 may be supplied in name/series authority records in the LC/NACO Authority File.

Until further notice, do not use subfield \$q or \$r. Continue to use \$s for date of establishment and \$t for date of termination. Before subfields \$q, \$r, \$s, and \$t can be used in authority records as defined in the current MARC 21 Authority Format, a programmatic change to the subfield coding of many existing name authority records must be made. Announcements will be made when the NACO nodes have implemented the new subfields and the legacy records have been changed.

Do not use subfields:  
\$6, \$8

### SACO:

Contact LC's [Policy, Training, and Cooperative Programs Division](#) before using field 046.

---

### LC:

#### NAMES/SERIES:

046 may be supplied in name authority records in the LC/NACO Authority File.

Until further notice, do not use subfield \$q or \$r. Continue to use \$s for date of establishment and \$t for date of termination. Before subfields \$q, \$r, \$s, and \$t can be used in authority records as defined in the current MARC 21 Authority Format, a programmatic change to the subfield coding of many existing name authority records must be made. Announcements will be made when the NACO nodes have implemented the new subfields and the legacy records have been changed.

Do not use subfields:  
\$6, \$8

#### SUBJECTS:

Contact [LC's Policy, Training, and Cooperative Programs Division](#) before using field 046.

**050 Library of Congress Call Number**

**NACO:**

Use this field in series authority records only. Always use second indicator value 4.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

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

*Note:* Field 050 may contain call numbers that do not follow the Library of Congress classification schedules, for example:

050 00 \$a LAW  
050 00 \$a Microfilm 86/2592 (H)  
050 00 \$a WMLC L 82/1234

**SUBJECTS:**

Do not use this field.

**053 LC Classification Number**

**NACO:**

NACO participants may use this field to record an LC classification number for a literary author.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Always use second indicator value 0.

Do not use subfields:

\$0, \$1, \$5, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Always use second indicator value 0.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$5, \$6, \$8

**SUBJECTS:**

Do not use subfields:

\$0, \$1, \$5, \$6, \$8

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECT only*]

Use this field in subject authority records to record a single classification number or classification number span associated with a 1XX heading in an established heading record. Use local subfield \$9 to control the printing of the field in output products.

**055 Library and Archives Canada Call Number**

**NACO:**

This field may be supplied in series authority records by Canadian agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**060 National Library of Medicine Call Number**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**065 Other Classification Number**

**NACO:**

This field may be supplied in a personal name heading only by Canadian agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Its use is limited to classification numbers in the PS8000 schedule for Canadian literature. Other NACO participants should not supply, update, or delete this field.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field; pass through as supplied.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**070 National Agricultural Library Call Number**

**NACO:**

Field 070 may be supplied only by the National Library of Agriculture in series authority records. Other NACO participants should not supply, update, or delete this field when found in series authority records.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**075 Type of Entity**

**NACO:**

| Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 075.

**SACO:**

Do not use this field. Implementation decision not yet made.

---

**LC:**

**NAMES/SERIES:**

| Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 075.

**SUBJECTS:**

Do not use this field. Implementation decision not yet made.

**080 Universal Decimal Classification Number**

**NACO:**

NACO participants may supply the 080 field in series authority records for multipart items at their own discretion.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**082 Dewey Decimal Call Number**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 082 in name/series authority records.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**083 Dewey Decimal Classification Number**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 083 in name/series authority records.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**087 Government Document Classification Number**

**NACO:**

NACO participants may supply field 087 in name/series authority records at their own discretion.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**090 Local Call Number**

Indicators

First – Undefined

Second – Undefined

---

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 090.

Before January 1999, this field was used for a Library of Congress call number that was not assigned by LC. For series authority records that reflect this usage, NACO participants may delete the field and replace it with field 050 with second indicator "4."

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

### 336 Content Type

#### NACO:

Field 336 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$3, \$6, \$8

#### SACO:

Do not use this field.

---

#### LC:

#### NAMES/SERIES:

Field 336 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$3, \$6, \$8

#### SUBJECTS:

Do not use this field.

**348 Format of Notated Music**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 348.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 348.

**SUBJECTS:**

Do not use this field.

**368 Other Attributes of Person or Corporate Body**

**NACO:**

Field 368 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 368 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**370 Associated Place**

**NACO:**

Field 370 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$3, \$4 or \$i.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 370 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$3, \$4 or \$i.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

**372 Field of Activity**

**NACO:**

Field 372 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 372 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**373 Associated Group**

**NACO:**

Field 373 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 373 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**374 Occupation**

**NACO:**

Field 374 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 374 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**376 Family Information**

**NACO:**

Field 376 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 376 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**377 Associated Language**

**NACO:**

Field 377 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 377 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**380 Form of Work**

**NACO:**

Field 380 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 380 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

### 381 Other Distinguishing Characteristics of Work or Expression

#### NACO:

Field 381 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

#### SACO:

Do not use this field.

---

#### LC:

#### NAMES/SERIES:

Field 381 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

#### SUBJECTS:

Do not use this field.

**385 Audience Characteristics**

**NACO:**

Field 385 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 385 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**386 Creator/Contributor Characteristics**

**NACO:**

Field 386 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$4 or \$i.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 386 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$4 or \$i.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**388 Time Period of Creation**

**NACO:**

Field 388 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 388 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**551 See Also From Tracing – Geographic Name**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

**SACO:**

Do not use subfields:

\$g, \$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

**SUBJECTS:**

Do not use subfields:

\$g, \$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

**672 Title Related to the Entity**

**NACO:**

Field 672 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 672 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**673 Title Not Related to the Entity**

**NACO:**

Field 673 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 673 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**700 Established Heading Linking Entry – Personal Name**

**NACO:**

Field 700 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**710 Established Heading Linking Entry – Corporate Name**

**NACO:**

Field 710 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**711 Established Heading Linking Entry – Meeting Name**

**NACO:**

Field 711 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**730 Established Heading Linking Entry – Uniform Title**

**NACO:**

Field 730 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**747 Established Heading Linking Entry – Named Event**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using this field.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**751 Established Heading Linking Entry – Geographic Name**

**NACO:**

Field 751 may be supplied only by national bibliographic agencies in name authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4, \$g or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

## 781 Subdivision Heading Linking Entry – Geographic Subdivision

### NACO:

NACO participants may provide a 781 field in a name authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$w, \$x, \$y, \$0, \$2, \$5, \$6, \$8

### SACO:

SACO participants should provide a 781 field in a subject authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Do not use subfields:

\$i, \$v, \$w, \$x, \$y, \$0, \$1, \$2, \$4, \$5, \$6, \$8

---

### LC:

#### NAMES/SERIES:

LC catalogers may provide a 781 field in a name authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$w, \$x, \$y, \$0, \$2, \$5, \$6, \$8

#### SUBJECTS:

LC catalogers should provide a 781 field in a subject authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Do not use subfields:

\$i, \$v, \$w, \$x, \$y, \$0, \$1, \$2, \$4, \$5, \$6, \$8

#### Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**884 Description Conversion Information**

**NACO:**

Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 884.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 884.

**SUBJECTS:**

Do not use this field.

## 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 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, Training, and Cooperative Programs Division (PTCP)** reviews the published updates to the MARC Authority Format and determines the impact on NACO. **PTCP** may receive input from Program for Cooperative Cataloging committees, task groups, etc. **PTCP** 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 SkyRiver. 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 **with PTCP** 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 offices 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 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*

PTCP 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 LC's **Policy, Training, and Cooperative Programs 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 **Policy, Training, and Cooperative Programs Division**."

Implementing changes to the LCSH and LCGFT authority files

PTCP 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*

PTCP 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 LC's **Policy, Training, and Cooperative Programs 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 **Policy, Training, and Cooperative Programs Division**."

Implementing changes to the LCMPT and LCDGT authority files

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

**PTCP** 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, **PTCP** 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*

**PTCP** 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 LC’s **Policy, Training, and Cooperative Programs 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 **Policy, Training, and Cooperative Programs Division**.”