

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	008/32 – Undifferentiated Personal Name. Added instructions for undifferentiated records subsequently discovered to represent only one identity. Minor other wording and formatting changes. Replace.
Z1	Name and Series Authority Records	024 – Other Standard Identifier. Removed instructions about moratorium and added link to NACO best practices. Replace.
Z1	Name and Series Authority Records	Appendix 1: Ambiguous Entities. Added instructions on Canadian First Nations. Replace.
Z1	Name and Series Authority Records	Appendix for LC Staff. Removed obsolete LAC name authority procedures. Updated instructions on generating authority records. Replaced LCRI references. Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/06 Direct or Indirect Geographic Subdivision	Corrected missing code. Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/16 Heading Use – Series Added Entry	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/17 Type of Subject Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/18-27 Undefined Character Positions	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	008/28 Type of Government Agency	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/29 Reference Evaluation	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/30 Undefined Character Position	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/31 Record Update in Process	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/32 Undifferentiated Personal Name	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/34-37 Undefined Character Positions	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/38 Modified Record	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	008/39 Cataloging Source	Revised SACO and LC Subjects to use fill character. Replace.
Supplement to the MARC 21 Format for Authority Data	010 Library of Congress Control Number	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	014 Link to Bibliographic Record for Serial or Multipart Item	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	016 National Bibliographic Agency Control Number	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	022 International Standard Serial Number	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	024 Other Standard Identifier	Removed instructions about moratorium for NACO participants. Replace.
Supplement to the MARC 21 Format for Authority Data	031 Musical Incipits Information	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	035 System Control Number	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	045 Time Period of Heading	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	052 Geographic Classification	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	066 Character Sets Present	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	073 Subdivision Usage	Corrected name of LC <i>Subject Headings Manual</i> . Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	086 Government Document Call Number	Corrected name of GPO. Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	148 Heading – Chronological Term	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	180 Heading – General Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	181 Heading – Geographic Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	182 Heading – Chronological Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	185 Heading – Form Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	Tracings and References 4XX	Corrected \$w/0 code r. Added instruction not to use \$4. Deleted reference to field 360. Reordered some instructions. Replace.
Supplement to the MARC 21 Format for Authority Data	448 See From Tracing – Chronological Term	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	Tracings and References 5XX	Added \$4 instructions for NACO. Reordered some instructions. Minor wording changes. Replace.
Supplement to the MARC 21 Format for Authority Data	500 See Also From Tracing – Personal Name	Revised \$4 instructions for NACO. Replace.
Supplement to the MARC 21 Format for Authority Data	510 See Also From Tracing – Corporate Name	Revised \$4 instructions for NACO. Replace.
Supplement to the MARC 21 Format for Authority Data	511 See Also From Tracing – Meeting Name	Revised \$4 instructions for NACO. Replace.
Supplement to the MARC 21 Format for Authority Data	530 See Also From Tracing – Uniform Title	Revised \$4 instructions for NACO. Replace.
Supplement to the MARC 21 Format for Authority Data	548 See Also From Tracing – Chronological Term	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	551 See Also From Tracing – Geographic Name	Revised \$4 instructions for NACO. Replace.
Supplement to the MARC 21 Format for Authority Data	640 Series Dates of Publication and/or Sequential Designation	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	641 Series Numbering Peculiarities	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	642 Series Numbering Example	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	643 Series Place and Publisher/Issuing Body	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	644 Series Analysis Practice	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	645 Series Tracing Practice	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	646 Series Classification Practice	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	663 Complex See Also Reference – Name	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	665 History Reference	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	667 Nonpublic General Note	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	675 Source Data Not Found	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	678 Biographical or Historical Data	Minor wording and formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	680 Public General Note	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	681 Subject Example Tracing Note	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	682 Deleted Heading Information	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	688 Application History Note	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	748 Established Heading Linking Entry – Chronological Term	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	750 Established Heading Linking Entry – Topical Term	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	755 Established Heading Linking Entry – Genre/Form Term	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	780 Subdivision Heading Linking Entry – General Subdivision	Minor formatting changes. Replace.

Update Information
2021 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	782 Subdivision Heading Linking Entry – Chronological Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	785 Subdivision Heading Linking Entry – Form Subdivision	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	788 Complex Linking Entry Data	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	856 Electronic Location and Access	Minor formatting changes. Replace.
Supplement to the MARC 21 Format for Authority Data	880 Alternate Graphic Representation	Minor formatting changes. Replace.

008/32 Undifferentiated Personal Name*General*

When creating an NAR for a family name, assign value “n” in 008/32.

As of November 2013, LC and the PCC have agreed to the following guidelines for persons whose preferred names are identical:

- Do not use code “b” in an RDA name authority record; all personal name authority records coded RDA should be differentiated.
- Do not add a new identity to an existing personal name authority record coded 008/32 “b.”

Instead, apply RDA 9.19.1 to create a unique authorized access point for the person, using suitable additional elements.

Maintenance of existing undifferentiated records:

An existing undifferentiated NAR contains pairs of 670 fields used to group information about each individual covered by the NAR. The first 670 in the pair is an “identifying” 670 field containing a term descriptive of the person’s relationship to the title cited in the second 670 of the pair. The data in the identifying 670 field is contained in subfield \$a and enclosed in square brackets. The second 670 in the pair is a “citation” 670 that contains the normal data elements in a resource being cataloged citation.

Example:

008/32 = “b”

```
100 1# $a Lloyd, Richard
670 ## $a [Author of Bound and minor words in Baruya]
670 ## $a Bound and minor words in Baruya, 1989: $b t.p. (Richard
    Lloyd)
670 ## $a [Added entry for Alex, the amazing juggler]
670 ## $a Alex, the amazing juggler, 1981: $b t.p. (Richard Lloyd)
670 ## $a [Editor of Allen Jones]
670 ## $a Allen Jones, 1995: $b t.p. (Richard Lloyd)
```

When information is found to distinguish a person in an existing undifferentiated name record:

- Always create a new name authority record for that person, with distinguishing information, and add an indication that the person was formerly on an undifferentiated record (see *667 notes on records for identities previously on undifferentiated records* below).
- Transfer the citation 670 pertaining to that person from the undifferentiated name record to the new name authority record and edit as necessary.
- If the undifferentiated NAR is not being deleted because multiple identities remain, delete the pair of 670 fields pertaining to the newly created NAR.
- If more than one identity remains in the undifferentiated NAR, and there is not sufficient information in the NAR to create new NARs for each name, leave the NAR coded AACR2.

In order to facilitate machine processing of authority records (e.g., matching, linking), when only one identity is left on an undifferentiated personal name authority record (i.e., other identities are being disambiguated and removed), take the following steps:

NACO catalogers:

- Assure that the undifferentiated NAR only contains information relevant to the single identity remaining (e.g., 670s).
- If a differentiated NAR has not been created for the last identity:
 - Add a 667 field to the undifferentiated NAR:

```
667 ## $a Last identity on undifferentiated record;
      reported for deletion.
```

- Report the undifferentiated NAR for deletion to naco@loc.gov. LC will create a new replacement NAR and delete the old NAR. In the new NAR, LC will add a 667 note and add the LCCN of the deleted NAR in field 010 subfield \$z.
- If a differentiated NAR has been created for the last identity:
 - Add that information in the 667 note on the undifferentiated record to assure that a duplicate NAR will not be created:

```
667 ## $a Last identity on undifferentiated record;
      reported for deletion in favor of [LCCN of
      NAR].
```

- Report the undifferentiated NAR for deletion to naco@loc.gov; LC will delete the NAR and add the LCCN of the deleted NAR in field 010 subfield \$z of the newly created NAR.

LC catalogers:

- Create a new NAR for the remaining single identity. The authorized access point itself may be differentiated or it may be identical to the authorized access point in the undifferentiated NAR.
- Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR(s), then delete the old undifferentiated NAR.
- Add a 667 note to the new NAR as indicated below.

Example:

```
008/32 = "a"
010 ## $a [LCCN] $z [LCCN of deleted NAR]
100 1# $a Lloyd, Richard $c (Linguist)
667 ## $a Formerly on undifferentiated name record: [LCCN of
      deleted NAR].
670 ## $a Bound and minor words in Baruya, 1989: $b t.p. (Richard
      Lloyd)
```

667 notes on records for identities previously on undifferentiated records

Always add a 667 note to a new NAR to identify the LCCN of the authority record in which information about that person had been recorded:

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

From April 1988-mid-June 1990 LC/NACO policy for undifferentiated personal name authority records (formerly called non-unique name authority records) was to list up to three persons. If the heading represented four or more persons, the name authority record covered three persons and contained a 667 note "Record covers additional persons." The subsequent policy was to list each person the heading represents without regard to the number of people using that name. Although the note "Record covers additional persons" has been discontinued for new records, it should be retained when found on existing records.

Records coded as undifferentiated that actually represent only one identity

Occasionally an existing record will be coded undifferentiated, but new research indicates that in fact the record represents only one identity.

Example:

```
008/32 = "b"
100 1# $a Garfield, Louise
670 ## $a [Mentioned in *MGZA Dance magazine. Nov 1979, p 114]
670 ## $a *MGZA Dance magazine. Nov 1979, p 114.
670 ## $a [Producer of Zero patience]
670 ## $a Zero patience, c1994: $b credits (Louise Garfield;
producer)
```

In this situation, do the following:

NACO catalogers:

- Add a 667 field to the undifferentiated NAR indicating that it has been reported for deletion:

```
667 ## $a Undifferentiated name record represents a single
identity; reported for deletion.
```

- Report the undifferentiated NAR for deletion to naco@loc.gov. LC will create a new replacement NAR and delete the old NAR. In the new NAR, LC will add a 667 note and add the LCCN of the deleted NAR in field 010 subfield \$z.

LC catalogers:

- Create a new NAR for the identity. The authorized access point itself may be differentiated or it may be identical to the authorized access point in the undifferentiated NAR.

- Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR, then delete the old undifferentiated NAR.
- Add a 667 note to the new NAR as indicated below.

Example:

```
008/32 = "a"
010 ## $a [LCCN] $z [LCCN of deleted NAR]
100 1# $a Garfield, Louise, $d 1954-
667 ## $a Formerly on undifferentiated name record: [LCCN of
        deleted NAR].
670 ## $a *MGZA Dance magazine. Nov 1979, p 114.
670 ## $a Zero patience, c1994: $b credits (Louise Garfield;
        producer)
670 ## $a Email from L. Garfield, June 3, 2015: $b (she is the
        woman mentioned in the November 1979 Dance magazine
        article and the producer of the films Zero patience and
        The hanging garden; born July 24, 1954)
```

Records not coded as “undifferentiated” that contain multiple persons

These instructions apply to an NAR with 008/32 value “a” that contains 670s for different people with the same name. For instructions on an NAR that contains information about a single person with multiple identities, see the 500 and 663 sections of DCM Z1.

An NAR for a person might contain 670s that actually relate to different people with the same name because a cataloger erroneously concluded they were citations for the same person. This effectively creates an “undifferentiated” record although the record is not identified as such in the 008/32. Do NOT change the 008/32 value to “b.” Take the following steps:

NACO catalogers:

- Create a new NAR representing only one person, applying the instructions for conflict in new authority records.
- Add a 667 field to the new NAR as is done for persons formerly on undifferentiated name records.
- Transfer the 670 pertaining to that person from the “undifferentiated” name record to the new NAR and edit as necessary.
- In the “undifferentiated” NAR, do not change the 008/10 value, and do not add or remove subfield \$e “rda” in the 040 field.
- If the “undifferentiated” NAR **still** contains multiple identities:
 - Add a 667 field to the “undifferentiated” NAR:

```
667 ## $a Record contains multiple identities;
        reported to LC for resolution, [date].
```

- Report the “undifferentiated” NAR for deletion to naco@loc.gov. LC will create new NARs for each remaining identity, delete the “undifferentiated” NAR

and add the LCCN of the deleted NAR in field 010 subfield \$z of the last newly created NAR.

- If the “undifferentiated” NAR now contains one identity :
 - Add that information in the 667 note on the “undifferentiated” record to assure that a duplicate NAR will not be created:


```
667 ## $a Last identity on undifferentiated record;
          reported for deletion.
```
 - Report the “undifferentiated” NAR for deletion to naco@loc.gov. LC will create new replacement NAR and delete the old NAR. In the new NAR, LC will add a 667 note and add the LCCN of the deleted NAR in field 010 subfield \$z.

LC catalogers:

- Create a new NAR representing only one person, applying the instructions for conflict in new authority records.
- Add a 667 field to the new NAR as is done for persons formerly on undifferentiated name records.
- Transfer the 670 pertaining to that person from the “undifferentiated” name record to the new NAR and edit as necessary.
- In the “undifferentiated” NAR, do not change the 008/10 value, and do not add or remove subfield \$e “rda” in the 040 field.
- If the “undifferentiated” NAR contains multiple identities:
 - Add a 667 field to the “undifferentiated” NAR:


```
667 ## $a Record contains multiple identities;
          reported to LC for resolution, [date].
```
 - Report the “undifferentiated” NAR for deletion to policy@loc.gov. PTCP will create new NARs for each remaining identity, delete the “undifferentiated” NAR and add the LCCN of the deleted NAR in field 010 subfield \$z of the last newly created NAR.
- If the “undifferentiated” NAR now contains one identity :
 - Create a new NAR for the remaining single identity. The authorized access point itself may be differentiated or it may be identical to the authorized access point in the undifferentiated NAR.
 - Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR(s), then delete the old “undifferentiated” NAR.
 - Add a 667 note to the new NAR as indicated below.

Examples:

New NAR for first person removed “undifferentiated” record:

008/32 = “a”

010 ## \$a [LCCN]
 100 1# \$a Hernandez, Olaf, \$d 1970-
 667 ## \$a Formerly on undifferentiated name record: [LCCN
 of deleted NAR].
 670 ## \$a Living in hell, 2000: \$b t.p. (Olaf Hernandez)
 670 ## \$a Email from author, April 2, 2015 (born May 1,
 1970; author of Living in hell but not the author
 of Hell hath no fury)

New NAR for second person removed from “undifferentiated” record:

008/32 = “a”

010 ## \$a [LCCN] \$z [LCCN of deleted NAR]
 100 1# \$a Hernandez, Olaf, \$d 1960-
 667 ## \$a Formerly on undifferentiated name record: [LCCN
 of deleted NAR].
 670 ## \$a Hell hath no fury, 2000: \$b t.p. (Olaf Hernandez)
 670 ## \$a Email from author, April 2, 2015 \$b (born March
 20, 1960; author of Hell hath no fury but not the
 author of Living in hell)

SARs

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.

Prior to March 21, 1991, only value “n” was used in this field. Use value “a” if a new SAR is entered under a personal name authorized access point. Catalogers may change this field if the value is incorrect when updating the SAR for another reason.

024 Other Standard Identifier*General*

Follow the guidelines in *NACO Best Practices for the 024 Field* posted at: <https://www.loc.gov/aba/pcc/naco/documents/NACO-024-Best-Practices.pdf>. As a general rule, limit the number of 024 fields in a NACO authority record to five. Do not routinely delete or change existing 024 fields when adding new ones.

Maintenance:

LC/PCC catalogers are not required to maintain identifiers coded in the 024 field of NACO authority records. When an 024 field is present in an **authority** record that is being reported for deletion (for example, in the case of a duplicate), LC/PCC catalogers should transfer the field to the record that is to be retained. When two authority records are being collapsed into one, and each record has a different 024 field, LC/PCC catalogers should include both 024 fields in the updated record.

APPENDIX 1: AMBIGUOUS ENTITIES

Ambiguous Entities

1 INTRODUCTION

1.1 Background

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

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

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

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

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

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

1.2. General guidelines

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

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

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

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

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

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

1.3 Specific procedures

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

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

2.1 Implementation

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

2.2 Airports

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

110 2# \$a San Francisco International Airport¹
 110 2# \$a Logan International Airport (Boston, Mass.)
 110 2# \$a Jan Smuts Airport (Johannesburg, South Africa)
 110 2# \$a Greater Cincinnati International Airport
 110 2# \$a Davis Airport (Montgomery County, Md.)
 110 2# \$a Davis Airport (Luzerne County, Pa.)

- 2.3** *Arboretums, botanical gardens, herbariums, public aquariums, zoological gardens, etc.*
 These Group 1 entities are tagged as corporate names (110) and established according to chapter 11 of RDA. For other gardens, parks, etc., see Group 2.

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

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

110 2# \$a Arlington National Cemetery (Arlington, Va.)
 110 2# \$a Riverside Cemetery (Jackson, Tenn.)
 110 2# \$a Cmentarz Ewangelicko-Augsburski w Warszawie (Warsaw, Poland)

 110 2# \$a Auschwitz (Concentration camp)
 110 2# \$a Campo 62 di Bergamo (Concentration camp)

 110 2# \$a Riomar Country Club
 110 2# \$a Manteno Young Women's Country Club

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

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

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

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

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

2.7 *Events*

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

111 2# \$a Blue Ridge Folklife Festival
 111 2# \$a Palio di Siena (Festival) \$d (2003 : \$c Sienna, Italy)
 111 2# \$a Miss America Pageant
 111 2# \$a World Cup (Soccer)
 111 2# \$a Tour de France (Race)
 111 2# \$a Biennale di Venezia
 111 2# \$a Biennale di Venezia \$n (55th : \$d 2013 : \$c Venice, Italy)
 111 2# \$a World Jamboree of Boy Scouts
 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)

2.8 *Forests, parks, preserves, etc.*

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

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

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

2.9 *Indian tribes*

In 2006 the former Policy and Standards Division determined that names of Indian tribes recognized by the U.S. government as legal entities should be tagged 151 (Geographic name) in name authority records rather than 110 (Corporate name), as they were previously tagged. **In April 2015, it was determined that all Canadian First Nation entity names should also be tagged 151 to align with the instructions for U.S. tribal entities.**

This change in status of headings for tribal entities to 151 (Geographic name) enabled these headings to be used as jurisdictions when needed in cataloging. When a heading of this type is used in a bibliographic record to represent a government (110), the MARC 21 indicator is set to “1” to reflect that the entity is acting as a jurisdiction. These headings may also be used as geographic subdivisions, subdivided directly. Access points for populated places (PPLs) on reservations are established as geographic names according to RDA **instructions** and should also be established as place names tagged 151 when these are different from the tribal entity.

Example of populated place name (complete name authority record fields not provided):

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

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

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

Example of subject heading:

010 ## \$a sh90004101

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

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

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

670 ## \$a Rand McNally

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

2.10 *Named buildings/museums*

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

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

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

2.11 *Plans, programs, and projects*

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

2.12 *Railroads*

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

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

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

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

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

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

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

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

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

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

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

3.1 **Characteristics**

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

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

3.2 Use of these access points in descriptive cataloging

Note the following:

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

APPENDIX FOR LC STAFF

APPENDIX FOR LC STAFF

This appendix to the Z1 section of the Descriptive Cataloging Manual is issued only to LC cataloging staff. This appendix deals with the local aspects of the topics listed below.

- Subfield \$z when classifying “as a collection”
- “acq” records for collected sets
- Analytic record needed for multi-part item
- Number and relationship of bibliographic, holdings, and item records for multipart items and monographic series
- Technical report monographic series
- Multiple 050 fields in bibliographic records
- Catalog for cataloging purposes
- New headings matching entries with “[from old catalog]”
- **LC ILS authority validation**
- Authority generation/templates/macros

Subfield \$z When Classifying “As a Collection”

When creating the collected set record for a new analyzed multipart item or a new analyzed monographic series, add a subfield \$z note to the holdings record for the collected set record. When cataloging an analytic in a multipart item/monographic series classified as a collection, ensure that the appropriate note is present in subfield \$z. The note supplies information to people searching in the OPAC.

- If the analysis decision is “analyzed in full” (644 \$a = f), add the note given below in the 852 \$z. Use macro “Alt+Shift+F2;” position the cursor at the end of the 852 field before invoking the macro.

“See separate records for volumes in this publication to identify LC’s holdings and to request individual volumes.”

- If the analysis decision is other than “analyzed in full” or if the analysis decision has changed, add the note given below in the 852 \$z. Use macro “Alt+Shift+F3” to add the note; position the cursor at the end of the 852 field before invoking the macro.

“Also see separate records for volumes in this publication to identify LC’s complete holdings and to request individual volumes represented by those separate records.”

Sections will decide if section members other than shelflisters will add these notes to the holdings records. The ILS supplement to the SCM: SL instructs shelflisters to add the notes if they do not exist at the time of shelving.

“acq” Records for Collected Sets

Acquisitions staff will acquire some monographic series/multipart items, both numbered and unnumbered, as a whole via purchase/exchange/gift. They will create collected set bibliographic records for these monographic series/multipart items as a whole so they can communicate with suppliers at the level of the monographic series or multipart item title.

These collected set bibliographic records will have a minimal set of data elements if existing records are not found/used. The 906 \$b value will be “acq” because the records are created for acquisitions purposes. These bibliographic records will be suppressed from the OPAC. These bibliographic records will have holdings records and may or may not have item records. These “acq” records are not part of the “catalog for cataloging purposes.” Because the 906 \$g value will be “z-acqworks,” these records are not maintained by cataloging staff.

The presence of an “acq” collected set record does not affect the cataloging decision on classification of the monographic series or multipart item. Classify separately unless the resource is covered by one of the exception categories in [DCM M5.6](#). However, if the cataloging decision is to classify as a collection, use that “acq” record for the collected set record instead of creating another record.

- (1) Add/modify fields in the record.
- (2) Change “acq” in 906 \$b to “ibc.”
- (3) Change “acqwork” in 906 \$c to the appropriate value.
- (4) Change “z-acqworks” in 906 \$g to “y-gencatlg” or other appropriate value.
- (5) “Unsuppress” the record so that it is searchable in the OPAC.

Also, if the monographic series is selected for “technical report” treatment, use an existing “acq” record for the series for the local serial record for the series (see the technical report section below).

Analytic Record Needed for Multipart Item

If parts of a new multipart monograph were sent for cataloging without analytic bibliographic records for the parts, and the person doing the cataloging decides the parts should be analyzed, follow section practice for creating the needed “ibc” analytic bibliographic records.

Number and Relationship of Bibliographic, Holdings, and Item Records For Multipart Items and Monographic Series

The LC policy on series, implemented on June 1, 2006, is to analyze in full, classify separately, and not provide a controlled series access point. There are some exceptions to the analysis and classification decisions; those exceptions are listed in **DCM M5.6.** The information in this section on non-analysis and classifying as a collection applies to the exceptions to the series policy.

Holdings records (HR):

There should be holdings records for all bibliographic records (analytic records and collected set records) regardless of analysis decision.

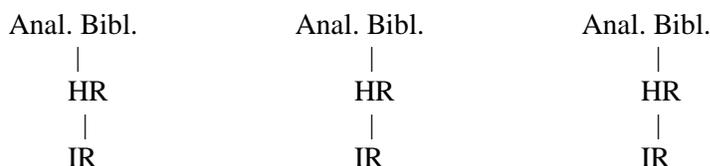
Item records (IR):

There should be an item record for every part of a multipart item and for every monograph volume of a monographic series, regardless of analysis decision or classification decision.

At time of shelflisting, there should be an item record for every volume of a serial published annually or less often in a monographic series. At time of shelflisting, there will probably not be an item record for any volume of a serial published more often than annually in a monographic series.

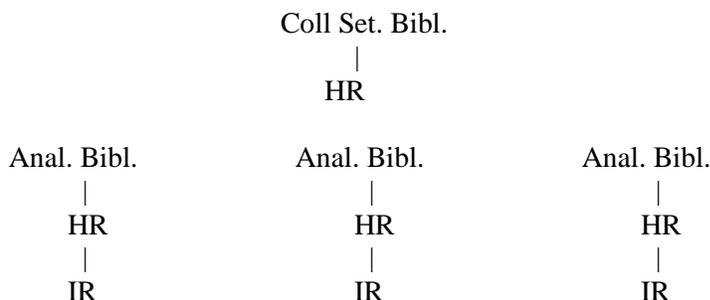
Classification decision = classified separately

Each item record will be linked to the holdings record which is attached to the specific analytic bibliographic record.



Classification decision = classified as a collection and analysis decision = analyzed in full

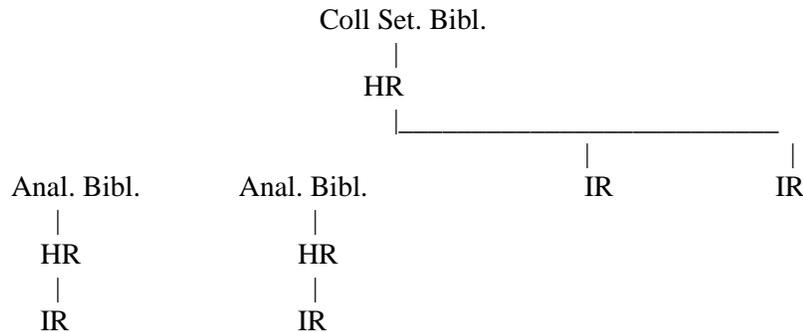
The holdings record for the collected set bibliographic record for the multipart item/monographic series will have no item records linked to it. Each item record will be linked to the holdings record which is attached to the specific analytic bibliographic record.



Classification decision = classified as a collection and analysis decision = analyzed in part

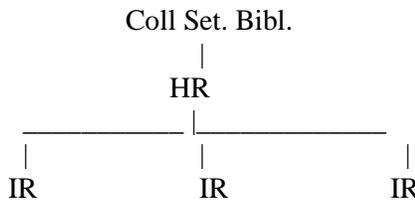
The holdings record for the collected set bibliographic record for the multipart item/monographic series will have linked to it the item records for the parts/volumes that are not analyzed.

For the parts/volumes that are analyzed, each item record will be linked to the holdings record which is attached to the specific analytic bibliographic record.



Classification decision = classified as a collection and analysis decision = not analyzed

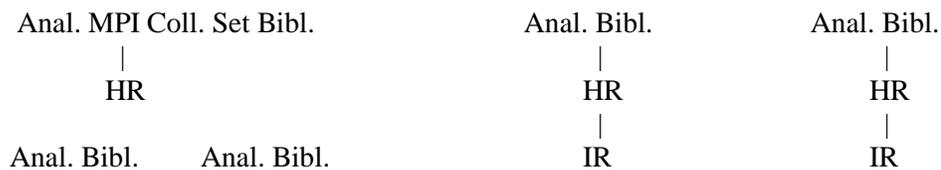
The holdings record for the collected set bibliographic record for the multipart item/monographic series will have linked to it the item records for all the parts/volumes because there will be no analytic records.



Analytic is a multipart item

The same guidelines stated above for classification/analysis decisions for single monograph analytics in a multipart item apply to the holdings and items records for analytics that are multipart items in either a larger multipart item or in a monographic series.

one example: Larger MPI Coll Set. Bibl.
 |
 HR



HR	HR
IR	IR

Technical Report Monographic Series

Decisions and series authority record

The “technical report” workflow at LC handles a brief, unbound item in a numbered series published outside the United States in a roman alphabet language or in Japanese, which comprises an interim report of ongoing research in the general areas of science and technology. (Works in the “soft” sciences and social sciences are generally excluded.) The report is usually of immediate research value only and is often superseded by a journal article or other more formal publication. Items not treated as technical reports include periodicals, unnumbered series, monographs issued in parts, reprints on clinical medicine and agriculture. (Print copies of technical reports published in the U.S. are cataloged and housed in the general collection; the Science, Technology, and Business Division’s collection of U.S. technical reports is on microfiche.)

Technical reports are kept as a special collection in the Science, Technology, and Business Division (or in the Asian Division when they are in Japanese). Most technical reports are not analyzed, but are kept in numerical order and are accessible to the user through listings in abstracting and indexing services. The Technical Reports Section of the Science, Technology, and Business Division (ST&B) is responsible for determining which series are treated as technical reports and deciding which items in technical report series are to be analyzed. Items selected for analysis by the Technical Reports Section will contain a technical report slip with the box checked “This technical report is selected for analysis.” (This applies to items in Japanese also, even though the items will be in the custody of the Asian Division.)

The Germanic and Slavic Division (GS) will have internal procedures for handling known and possible technical report issues.

Local serial bibliographic record

ST&B staff (and occasionally ASME catalogers) will process new technical report series by creating brief local serial records by using (a) acquisitions records if they are available, or (b) a technical report local serial record template.

The location code in the holdings record 852 \$b generates a display in the LC OPAC indicating that the publications are in the Asian Division or in the Science, Technology, and Business Division, as appropriate.

The local serial records will not be distributed. By exception, the local serial records will be maintained as part of regular maintenance in the LC Database (906 \$g = y-gencatlg).

Workflow for creation of a local serial bibliographic record

Determine if there is an “acquisition-use” serial collected set bibliographic record (906 \$b = acq) for the technical report series in the LC Database (note: title of technical report series is 245 title in the serial bibliographic record.)

Search first for the corporate body because the title is often not distinctive; if that search isn't successful (a 710 may not be in the “acq” record), use a title search to look for the record.

A. “Acquisition-use” serial bibliographic record is in the LC Database (906 \$b = acq):

1. Because these “acq” records are not necessarily AACR2 records, delete/modify existing data elements if they represent egregious violations of AACR2 conventions. Do not, however, spend much time/energy on such modifications because these records will not be distributed.

a. Ensure that the Leader has the following values

- (1) Status = n
- (2) Type = a
- (3) Bib/1 = s
- (4) Arch = blank
- (5) Enc/1 = 3
- (6) Form = a

b. Accept 008 as coded.

c. Add a missing 130 field if series title needs a qualifier to break a conflict.

d. Add/adjust 260 \$ab; delete 260 \$c if it is present even if first issue is in hand.

e. Add 500 “Technical report” note via macro “Alt+Shift+F5.”

f. As the last note, add 500 “Description based on:” via macro “Alt+Shift+F4.”

Use information from the issue to complete the numbering in the 500 note.

g. Add 710(s) for body(ies).

h. Delete data in existing 906 field and replace it via macro “Alt+Shift+F1” with the following information:

- (1) \$a = 0
- (2) \$b = bbc
- (3) \$c = serials
- (4) \$d = u
- (5) \$e = ncip
- (6) \$f = 19
- (7) \$g = y-gencatlg

i. Add/adjust 92X field to read:

- (1) \$a = acquire
- (2) \$b = 1 shelf copy
- (3) \$x = policy default

j. Add 955 field or modify existing 955 field to show “To Asian” or “To ST&B” with cataloger's code and date.

k. Ensure that the bibliographic record is not suppressed from display in the

OPAC.

2. Modify the holdings record for that bibliographic record.
 - a. If the location in 852 \$b is not the appropriate location (either “c-Asian” or “c-TRS/ST&B”), delete the inappropriate location. Input the correct location or select it by keying “Ctrl-I” (cursor must be in the data column) and then clicking on the appropriate line.
 - b. Add “UNCLASSSED” in 852 \$h; there will be no 852 \$i.
3. Do not create any item records; if item records linked to the collected set serial record holdings record already exist, do not modify them except to ensure that the “Perm. Loc.” location given in the item records matches the location in the holdings record.
4. If Acquisitions created individual volume “acq” bibliographic records for volumes in the series, ignore those bibliographic records except to ensure that the appropriate location is given in the holdings records’ 852 \$b and in the “Perm. Loc.” box in the item records for those bibliographic records.
5. Send publication(s) to custodial location.

B. Other LC serial bibliographic record (906 \$b = ibc, bbc, cbc, or par) already in the LC Database: send printouts of that bibliographic record with issue(s) to ABA Policy.

C. No serial bibliographic record in the LC Database:

1. Create serial bibliographic record by using bibliographic template “Techreport.tem.”
 - a. Code following 008 information (ignore others):
 - (1) Place of publication
 - (2) Language
 - b. Give the series title in the 245 field. If a qualifier is needed to break a conflict, add a 130 field with the series title plus a qualifier.
 - c. Input 260 \$ab; there will be no 260 \$c even if first issue is in hand.
 - d. Supply height in 300 \$c. Do not supply number of volumes in \$a and do not supply \$b.

Example:

300 \$a v. \$c 28 cm.

- e. In 500 “Description based on” note, add information from the issue to give the numbering to complete the note.
- f. Add 710(s) for body(ies).
- g. Complete 955 field by adding appropriate location with cataloger's code and date.

2. Create holdings record for the bibliographic record.
 - a. If you did not change the default location in your session defaults and preferences, delete the default location in 852 \$b. Input the correct location (either “c-Asian” or “c-TRS/ST&B”) or select it by keying “Ctrl-I” (cursor must be in the data column) and then clicking on the appropriate line.

b. Add ""UNCLASSSED"" in 852 \$h; there will be no 852 \$i.

3. Do not create item record(s).

4. If Acquisitions created individual volume "acq" bibliographic records for volumes in the series, ignore those bibliographic records except to ensure that any holdings and items records for those individual bibliographic records show the appropriate location.

5. Send publication(s) to custodial division.

Contents of template for technical report local serial bibliographic record:

Leader:

Status = n
 Type = a
 Bib/l = s
 Arch = blank
 Enc/l = 3
 Form = a

008:

Publication status = u
 Date 1 = uuuu
 Date 2 = uuuu
 Place of publication = ||| [to be filled in by cataloger]
 Frequency = blank
 Regularity = u
 ISSN Center = |
 Type of serial = m
 Original item = blank
 Form of item = blank
 Nature of entire work = blank
 Nature of contents = blank for all three boxes
 Govt. publication = |
 Conf. publication = |
 Alphabet = |
 Type of entry = 0
 Language = ||| [to be filled in by cataloger]
 Modified record = blank
 Cataloging source = blank

906 \$a 0 \$b bbc \$c serials \$d u \$e ncip \$f 19 \$g y-gencatlg
 92_ \$a acquire \$b 1 shelf copy \$x policy default
 955 \$a To

130 0 \$a
 245 \$a
 260 \$a \$b

300	\$a v. \$c
500	\$a Technical report
500	\$a Description based on:
710	\$a

Multiple 050 Fields in Bibliographic Records

In order to have all the assigned call numbers in the shelflist browse index and to have a consistent policy for all multipart item records, multiple 050 fields will be used in all multipart item collected set records when the parts have different call numbers. Serial records already use multiple 050 fields in such situations. The following information, from the CSM: Shelflisting, explains the procedures for multiple 050 fields.

From CSM ILS Supplement Workflow #4 for a new multipart item classified as a collection:

"1.c. If some volumes in the multipart item are in a larger multipart item/monographic series with a classification decision of "classified as a collection" and the other volumes in the multipart item either are not in a larger multipart item/monographic series or are in a larger multipart item/monographic series with a classification decision of "classified separately,"

(a) Formulate the call number for the volumes in the "classified as a collection" larger multipart item/monographic series based on that collected set call number.

(b) Formulate the call number for the volumes not in a larger multipart item/monographic series or for the volumes in the "classified separately" larger multipart item/monographic series based on those volumes.

(c) In the multipart item record:

(i) Give multiple 050 fields containing the different call numbers for the volumes, with the 050 fields in call number order.

(ii) Ensure that the call number for each collected larger multipart item/monographic series is also given in \$1 of the 490 for each larger multipart item/monographic series."

From CSM ILS Supplement Workflow #8 for an analytic of a multipart item or monographic series:

"2.c. Analytics in more than one multipart item/monographic series

...

(5) If different volumes of a classed-together multipart item analytic or serial analytic are in different larger multipart item/monographic series and the classification decision for one is "classified as a collection" and the classification decision for the other is "classified separately,"

(a) Formulate the call number for the volumes in the "classified as a collection" larger multipart item/monographic series based on that collected set call number.

(b) Formulate the call number for the volumes in the "classified separately" larger multipart item/monographic series based on the analytic.

(c) In the multipart item analytic record:

- (i) Give multiple 050 fields containing the different call numbers for the volumes of the multipart item analytic, with the 050 fields in call number order.
- (ii) Ensure that the call number for each collected larger multipart item/monographic series is also given in \$1 of the 490 for each larger multipart item/monographic series.

(d) In the serial analytic record:

- (i) Give multiple 050 fields containing the different call numbers for the volumes of the serial analytic, with the call number for the most current volume as the first 050 field.
- (ii) Ensure that the call number for each collected monographic series is also given in \$1 of the 490 for each series.”

The “Catalog” for Cataloging Purposes *

For all LC catalogers establishing new name, title, and name/title headings, the local catalog (or “catalog for cataloging purposes”) includes authority records and the bibliographic records in the LC database (including old PREMARC records) which have cbc, cbu, rip, rix, par, or vip in 906 \$b. For LC catalogers working in OCLC, the “catalog for cataloging purposes” includes the above plus the bibliographic records in the OCLC database.

*The “catalog” is defined as the database against which searching is performed in order to determine conflicts.

New Headings Matching Entries With “[from old catalog]”

If searching in the local catalog in conjunction with establishing a new name, title, or name/title heading finds entries in old PREMARC records for what looks like the same heading plus “[from old catalog],” determine whether the new heading represents the same entity as the old heading with “[from old catalog].”

If the new heading represents the same entity as the old heading with “[from old catalog]”:

- Establish the new heading according to the appropriate standards, instructions, and procedures
- Modify the entries in the old PREMARC records as necessary to have the newly established heading and remove the “[from old catalog]” labels.

If the new heading represents a different entity from the old heading with “[from old catalog]”:

1. Establish the new heading, including qualifying information to break the conflict between it and the old heading, according to the appropriate standards, instructions, and procedures.
2. Do not modify the entries with “[from old catalog]” in the old PREMARC records.

LC ILS Authority Validation

Saving Bibliographic Records in LC ILS

The prescribed “Bypass Authority Control Validation” setting on the Validation tab of Session Defaults and Preferences in the LC ILS cataloging module (see DCM M6) is “**not checked**” (that is, authority control validation **not** bypassed).

Consequently, the LC ILS runs authority validation on a new or modified bibliographic record before saving it in the LC ILS database and the result is a display like the following:

Heading	Tag(s)	Validation	Bib Heading	Near Heading
Name	710	Nonexistent Heading	‡a North American Milk Bottle Association.	
Subject	650	Partial Heading Validation	‡a Milk bottles ‡x Collectors and collecting ‡z United States.	‡a Milk bottles [2]
Subject	651	Nonexistent Heading	‡a United States.	
Subject	651	Heading Validated	‡a Canada.	‡a Canada

Buttons: Create auth, Retrieve auth, Copy, Search..., Continue, Close

Do not rely on this LC ILS authority validation or on information in this display as satisfactory confirmation that headings in the bibliographic record are valid and under authority control. Instead, do that by finding and looking at the authority records for each heading individually and by consulting descriptive cataloging guidelines and subject heading instructions, as necessary. (In many cases, this validation is done in the course of preparations for the new record or modifications.)

This authority validation display can be of assistance in the following ways:

- If LC ILS authority validation matched a heading with an authority record (fully or partially, through an established heading or through a reference), you can retrieve the authority record and look at it by selecting the heading’s line in the authority validation display and clicking “Retrieve auth.”
- In some cases, “Nonexistent Heading” under Validation may be a clue that there is a typographical error in the heading in the bibliographic record. If you determine that is the case, correct the error.
- In other cases, “Nonexistent Heading” may signal that you need to create an authority record or ask a cataloger to create one. Search to confirm that before initiating creation of an authority record

- If you are creating the new name authority record, you can initiate the NAR process by selecting the heading's line in the authority validation display and clicking "Create auth." (Also see the "Authority Generation/Templates/Macros" section below)

Right-Click Validating Single Headings in LC ILS

You can get a validation message from LC ILS for a single heading field in an LC ILS bibliographic record by selecting the field (that is, by putting the cursor in the gray box to its left), "right clicking" the mouse, and clicking "Validate Heading in this field" from the resulting choices. Possible results are "This heading is validated" or a browse list of headings from bibliographic and authority records (none exactly matching the selected heading).

Do not rely on either result as satisfactory confirmation that the selected heading is valid and under authority control or not. Instead, obtain that confirmation by finding and looking at the authority record for the heading (for example, by clicking **Record / Retrieve authorities** on the menu bar and then selecting the authority record's line on the resulting list) or by searching to determine that there is no authority record.

Authority Generation/Templates/Macros

Reminder: The Voyager authority generation feature cannot be used to create NARs for entities that are not access points in bibliographic records (e.g., parent bodies or qualifiers found in access points).

LC-created templates for NARs are located in the "RDAtemplates" subfolder of the "VoyagerTemplates" folder in Voyager. LC-created macros for NARs are can be found in the "Authorities" folder in Macro Express.

Use the appropriate macro if you create an NAR using the authority generation feature. After saving the bibliographic record to the Voyager database, highlight the relevant access point in the Authority Validation window, and invoke the macro.

NAR macro ("Ctrl+F5")

Macro triggers the "Create auth" function in Voyager, updates 008/39; adds \$b in 040; adds tag 010 and LCCN via NAR-SAR LCCN Generator.

Note: When generating an NAR, be sure to proofread the record and make adjustments as needed (add cross references, update 670, etc.). In NARs for works and expressions, delete any commas that the macro may have inserted directly preceding the subfield \$t in the 1XX and 4XX fields. Replace them by periods as appropriate.

Example:

Bibliographic record used to generate an NAR:

100 1# \$a Rivero Cabrera, Arelis, \$e author.

240 10 \$a Orden de San Francisco en la sociedad colonial cubana (1531-1842). \$l English
245 10 \$a Commitment beyond rules ...

NAR generated with incorrect comma before subfield \$t:

100 1# \$a Rivero Cabrera, Arelis, \$t Orden de San Francisco en la sociedad colonial cubana (1531-1842). \$l English
400 1# \$a Rivero Cabrera, Arelis, \$t Commitment beyond rules

NAR after editing:

100 1# \$a Rivero Cabrera, Arelis. \$t Orden de San Francisco en la sociedad colonial cubana (1531-1842). \$l English
400 1# \$a Rivero Cabrera, Arelis. \$t Commitment beyond rules

008/06 Direct or Indirect Geographic Subdivision

NACO:

Generally use code “n”. Certain corporate names (110), such as religions or religious orders, used as subject access points may be subdivided by place; such corporate names may use code “i” in byte 008/06. Consult the *LC Subject Headings Manual* instruction sheet H 475 for a list of these corporate bodies.

SACO:

Use “i” or blank as appropriate for “May Subd Geog” or “Not Subd Geog” respectively. If neither code is appropriate, use the fill character.

Do not use codes:

d

LC:

NAMES/SERIES:

Generally use code “n”. Certain corporate names (110), such as religions or religious orders, used as subject access points may be subdivided by place; such corporate names may use code “i” in byte 008/06. Consult the *LC Subject Headings Manual* instruction sheet H 475 for a list of these corporate bodies.

Do not use codes:

d, fill character

SUBJECTS:

Do not use codes:

d

| **008/16 Heading Use – Series Added Entry**

NACO:

Do not use codes:
fill character

SACO:

| Always use code “b”.

LC:

NAMES/SERIES:

Do not use codes:
fill character

SUBJECTS:

| Always use code “b”.

| **008/17 Type of Subject Subdivision**

NACO:

| Use either code “n” or a fill character in this character position.

Do not use codes:

a, b, c, d, e

SACO:

Do not use codes:

fill character

LC:

NAMES/SERIES:

| Always use code “n”.

SUBJECTS:

Do not use codes:

fill character

| **008/18-27 Undefined Character Positions**

NACO:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

SACO:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

LC:

NAMES/SERIES:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

SUBJECTS:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

| **008/28 Type of Government Agency**

NACO:

There are no special NACO requirements for this character position. Use the appropriate code or the fill character.

SACO:

Always use the fill character.

LC:

NAMES/SERIES:

Always use the fill character.

SUBJECTS:

Always use the fill character.

008/29 Reference Evaluation

NACO:

Do not use codes:

fill character

Code “b” may occur in records created before the adoption of AACR 2 in Jan. 1981 and will continue to exist until any records containing reference tracings have been evaluated and the authority record updated. Code “b” will also occur in all name/series records with non-Latin script references until guidelines for evaluating non-Latin script references are developed. When code “b” is used in this latter case, assure that a 667 note with the statement: "Non-Latin script reference not evaluated" is also present in the NAR.

SACO:

Do not use codes:

fill character

LC:

NAMES/SERIES:

Do not use codes:

fill character

Code “b” may occur in LC records created before the adoption of AACR 2 in Jan. 1981 and will continue to exist until any records containing reference tracings have been evaluated and the authority record updated. Code “b” will also occur in all name/series records with non-Latin script references until guidelines for evaluating non-Latin script references are developed. When code “b” is used in this latter case, assure that a 667 note with the statement: "Non-Latin script reference not evaluated" is also present in the NAR.

SUBJECTS:

Do not use codes:

fill character

008/30 Undefined Character Position

NACO:

Do not use the fill character in this undefined character position. This position should contain blank.

SACO:

Do not use the fill character in this undefined character position. This position should contain blank.

LC:

NAMES/SERIES:

Do not use the fill character in this undefined character position. This position should contain blank.

SUBJECTS:

Do not use the fill character in this undefined character position. This position should contain blank.

| **008/31 Record Update in Process**

NACO:

There are no special requirements for this character position. Note: Follow NACO procedures for updating existing name authority records.

Do not use codes:

fill character

SACO:

Do not use codes:

b, fill character

LC:

NAMES/SERIES:

Do not use codes:

fill character

SUBJECTS:

Do not use codes:

b, fill character

| **008/32 Undifferentiated Personal Name**

NACO:

Do not use codes:
fill character

SACO:

Do not use codes:
b, fill character

LC:

NAMES/SERIES:

Do not use codes:
fill character

SUBJECTS:

Do not use codes:
b, fill character

008/34-37 Undefined Character Positions

NACO:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

SACO:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

LC:

NAMES/SERIES:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

Positions 35-37 were defined as Language of heading code, prior to 1986. LC never coded positions 35-37 for the language of heading. Fill characters were recorded in these positions.

SUBJECTS:

Do not use the fill character in these undefined character positions. These positions should contain blanks.

Positions 35-37 were defined as Language of heading code, prior to 1986. LC never coded positions 35-37 for the language of heading. Fill characters were recorded in these positions.

| **008/38 Modified Record**

NACO:

Always use blank.

SACO:

Always use blank.

LC:

NAMES/SERIES:

Always use blank.

SUBJECTS:

Always use blank.

008/39 Cataloging Source

NACO:

National bibliographic agencies use blank; other NACO participants use code “c”.

Do not use codes:

d, u, fill character

SACO:

Always use the fill character. Prior to December 2020, code “c” was recorded in this position.

LC:

NAMES/SERIES:

Always use blank.

SUBJECTS:

Always use the fill character. Prior to December 2020, blank was recorded in this position.

010 Library of Congress Control Number

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

LC practice for this field is described under the section for field 010 in the main text of the format.

SUBJECTS:

LC practice for this field is described under the section for field 010 in the main text of the format.

014 Link to Bibliographic Record for Serial or Multipart Item

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

016 National Bibliographic Agency Control Number

NACO:

Field 016 may be supplied only by national bibliographic agencies. Other NACO participants should not supply, update, or delete this field when found in Name/Series authority records.

Do not use subfields:
\$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.

022 International Standard Serial Number

NACO:

Use this field in series authority records only.

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

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

SUBJECTS:

Do not use this field.

024 Other Standard Identifier

NACO:

Do not use subfields:

\$c, \$d, \$q, \$z, \$6, \$8

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Until further notice, do not use this field. An announcement will be made when **LC** catalogers may use this field again.

Do not use subfields:

\$c, \$d, \$q, \$z, \$6, \$8

SUBJECTS:

Do not use this field.

031 Musical Incipits Information

NACO:

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

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

SUBJECTS:

Do not use this field.

035 System Control Number

NACO:

The use of field 035 is determined by each contributor's system.

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

As part of the conversion of data to its current system, an 035 field was added to every Name/Series authority record. An 035 is also added to all new and updated authority records coming into the LC database from other systems as part of the load process.

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

SUBJECTS:

Do not use this field.

045 Time Period of Heading

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

052 Geographic Classification

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

066 Character Sets Present

NACO:

Do not use this field. Alternate graphic representation fields are not within the scope of the present NACO program.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

073 Subdivision Usage

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Use instruction sheet numbers H 1095 to H 1200 from the *Subject Headings Manual* as the source for information in subfield \$a.

Do not use subfields:
\$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.

086 Government Document Call Number

NACO:

Field 086 may be supplied only by the U.S. Government **Publishing** Office in series authority records. Other NACO participants should not supply, update, or delete this field when found in Name/Series authority records.

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.

148 Heading – Chronological Term

NACO:

Do not use this field.

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.

180 Heading – General Subdivision

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

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

181 Heading – Geographic Subdivision

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

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

182 Heading – Chronological Subdivision

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

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

185 Heading – Form Subdivision

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

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

Tracings and References – General Information – 4XX Fields

NACO:

Subfield Codes

Do not use subfield \$i, \$4, or subfield \$w code r in 4XX fields.

\$w - Control subfield in 4XX See From Tracing

____/0 Special relationship

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

____/1 Tracing use restriction

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

____/2 Earlier form of heading

Use code n (Not applicable) when neither code a nor code e applies and a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

____/3 Reference display

Code n (Not applicable) allows the generation of a cross reference display and need not be coded in subfield \$w/3. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

SACO:

SACO participants should follow the LC Subject usage guidelines that follow.

LC:

NAMES/SERIES:

Subfield Codes:

Do not use subfield \$i, subfield \$4, or subfield \$w code r in 4XX fields.

\$w - Control subfield in 4XX See From Tracing fields

____/0 Special relationship

Do not use the following codes:

- | | |
|-------------------------|--|
| a - Earlier heading | g - Broader term |
| b - Later heading | h - Narrower term |
| d - Acronym | i - Reference instruction phrase in subfield \$i |
| f - Musical composition | r - Relationship designation in \$i or \$4 |
| | t - Immediate parent body |

Code d may occur in LC records created before 1981.

____/1 Tracing use restriction

Do not use the following codes:

- | | |
|---|--|
| a - Name reference structure only | e - Name and series reference structures |
| b - Subject reference structure only | f - Subject and series reference structures |
| c - Series reference structure only | g - Name, subject, and series reference structures |
| d - Name and subject reference structures | |

____/2 Earlier form of heading

Do not use the following code:

- o - Earlier established form of heading (other authority file)

Use code a (Pre-AACR 2 form of heading (national name authority file)) when the tracing is for a linking reference from a pre-AACR 2 heading.

Use code e (Earlier established form of heading (national authority file)) in the LC/NAF primarily when a reference from the former heading is appropriate. This includes former headings where code c (AACR 2) or code d (Non-AACR 2 form used with AACR 2) were used. Do not automatically make a reference from the former heading in order to supply code e.

The following obsolete codes may appear in LC records created before the adoption of AACR 2 in January 1981 until these records have been evaluated (008/29, Reference evaluation is changed to code a) and the authority record updated.

- b - AACR 1 [OBSOLETE]
- c - AACR 2 [OBSOLETE]
- d - Non-AACR 2 form used with AACR 2 [OBSOLETE]

____/3 Reference display

Do not use the following codes:

- b - Reference not displayed, field 664 used
- c - Reference not displayed, field 663 used
- d - Reference not displayed, field 665 used

LC has not actively supplied field 664 or 665 since the 1980's; if these fields or code b or d are found in 4XXs, upgrade the NAR to the current practice. Use code a (Reference not displayed) when appropriate for suppressing a cross reference display.

SUBJECTS:

\$w - Control subfield in 4XX See From Tracing fields

____/0 Special relationship

Use code n (Not applicable) in this position.

____/1 Tracing use restriction

Use code n (Not applicable) in this position.

____/2 Earlier form of heading

Use code e (Earlier established form of heading (national authority file), or code n (Not applicable) in this position.

____/3 Reference display

Use code n (Not applicable) in this position.

448 See From Tracing – Chronological Term

NACO:

Do not use this field.

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.

Tracings and References – General Information – 5XX Fields

NACO:

Subfield Codes:

\$i - Relationship information

This subfield may be used in either AACR2 or RDA NARs to indicate relationships between authorized access points.

\$4 - Relationship

Consult LC's Policy, Training, and Cooperative Programs Division before using this subfield.

\$w - Control subfield in 5XX See Also Tracing fields

____/0 Special relationship

Use code n (Not applicable) when neither code a nor b nor r applies and a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

____/1 Tracing use restriction

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

____/2 Earlier form of heading

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

____/3 Reference display

Code n (Not applicable) allows the generation of a cross reference and need not be coded in subfield \$w/3. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

SACO:

All SACO participants should follow the LC Subject guidelines which follow.

LC:

NAMES/SERIES:

Subfield Codes:

\$i - Relationship information

LC catalogers applying RDA instructions may use \$i to provide relationship information in either AACR2 or RDA NARs to indicate relationships between authorized access points.

\$w - Control subfield in 5XX See Also Tracing fields

____/0 Special relationship

r – must be used when subfield \$i or \$4 are used in NARs.

Do not use the following codes:

- d - Acronym
- f - Musical composition
- h - Narrower term
- i - Reference instruction phrase in subfield \$i
- t - Immediate parent body

Codes d and f may occur in LC records created before 1981.

____/1 Tracing use restriction

Do not use the following codes:

- | | |
|---|--|
| a - Name reference structure only | e - Name and series reference structures |
| b - Subject reference structure only | f - Subject and series reference structures |
| c - Series reference structure only | g - Name, subject, and series reference structures |
| d - Name and subject reference structures | |

Code b may occur in LC records created before 1988.

____/2 Earlier form of heading

Do not use the following codes:

- a - Pre-AACR 2 form of heading (national name authority file)
- e - Earlier established form of heading (national authority file)
- o - Earlier established form of heading (other authority file)

____/3 Reference display

Do not use the following codes:

- b - Reference not displayed, field 664 used
- d - Reference not displayed, field 665 used

LC has not used field 665 since mid-Feb. 1981. Records created before that time may contain code d in subfield \$w/3.

Use code a (Reference not displayed) or c (Reference not displayed, field 663 used) when appropriate for suppressing a cross reference display.

SUBJECTS:

\$w - Control subfield in 5XX See Also Tracing fields

Tracings and References 5XX
LC Guidelines

____/0 Special relationship

Use code g (Broader term) or code n (Related term) **in this position.**

____/1 Tracing use restriction

Use code n (**Not applicable**) in this position.

____/2 Earlier form of heading

Use code n (**Not applicable**) in this position.

____/3 Reference display

Use code n (**Not applicable**) in this position.

500 See Also From Tracing – Personal Name

NACO:

Use first indicator value 3 in RDA name and series authority records when providing relationship links to and from family names.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$e, \$j, \$v, \$x, \$y, \$z, \$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:

\$e, \$g, \$h, \$i, \$j, \$0, \$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:

Use first indicator value 3 in RDA name authority records when providing relationship links to and from family names.

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

Do not use subfields:

\$e, \$j, \$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:

\$e, \$g, \$h, \$i, \$j, \$0, \$4, \$5, \$6, \$8

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

510 See Also From Tracing – Corporate Name

NACO:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$e, \$v, \$x, \$y, \$z, \$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:

\$e, \$h, \$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:

\$e, \$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:

\$e, \$h, \$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*.

511 See Also From Tracing – Meeting Name

NACO:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$j, \$v, \$x, \$y, \$z, \$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, \$h, \$i, \$j, \$k, \$l, \$q, \$s, \$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:

\$j, \$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, \$h, \$i, \$j, \$k, \$l, \$q, \$s, \$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*.

530 See Also From Tracing – Uniform Title

NACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

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

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

SACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$g, \$h, \$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:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

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:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$g, \$h, \$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*.

548 See Also From Tracing – Chronological Term

NACO:

Do not use this field.

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.

551 See Also From Tracing – Geographic Name

NACO:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$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*.

640 Series Dates of Publication and/or Sequential Designation

NACO:

Use this field in Series authority records only.

Always use First indicator value 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.

SUBJECTS:

Do not use this field.

641 Series Numbering Peculiarities

NACO:

Use this field in Series authority records only.

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.

SUBJECTS:

Do not use this field.

642 Series Numbering Example

NACO:

Use this field in Series authority records only.

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.

SUBJECTS:

Do not use this field.

643 Series Place and Publisher/Issuing Body

NACO:

Use this field in Series authority records only.

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.

SUBJECTS:

Do not use this field.

644 Series Analysis Practice

NACO:

Use this field in Series authority records only.

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.

SUBJECTS:

Do not use this field.

645 Series Tracing Practice

NACO:

Use this field in Series authority records only.

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.

SUBJECTS:

Do not use this field.

646 Series Classification Practice

NACO:

Use this field in Series authority records only.

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.

SUBJECTS:

Do not use this field.

663 Complex See Also Reference – Name

NACO:

Prefer simple cross references to complex cross references. Use field 663 only when the relationship of other names to the name contained in the 1XX Heading cannot be adequately expressed by simple see also cross references constructed from field 1XX and multiple 5XX See Also From Tracing fields.

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Prefer simple cross references to complex cross references. Use field 663 only when the relationship of other names to the name contained in the 1XX Heading cannot be adequately expressed by simple see also cross references constructed from field 1XX and multiple 5XX See Also From Tracing fields.

LC did not implement field 663 until March 1984. Before that time, LC used field 664 (Complex See Reference – Name) for all complex reference situations. These reference records contain an *established* heading in the 1XX field and a *see also* reference in field 664. The evaluation of references process in an existing authority record may result in the deletion of the reference record and either the addition of field 663 to the related established heading record or the adjustment of the subfield \$w coding in the existing 5XX fields.

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

SUBJECTS:

Do not use this field.

665 History Reference

NACO:

Do not use this field. Connect related headings with 5XX (See Also From Tracing) fields containing subfield \$w position 0 (Special relationship) appropriately coded.

This field may be found in older records. Whenever a record created prior to February 1981 must be changed for any reason, delete any occurrence of field 665 and add or adjust the 5XX fields to accommodate the information originally recorded in field 665.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field. Connect related headings with 5XX (See Also From Tracing) fields containing subfield \$w position 0 (Special relationship) appropriately coded.

This field may be found in older records. Whenever a record created prior to February 1981 must be changed for any reason, delete any occurrence of field 665 and add or adjust the 5XX fields to accommodate the information originally recorded in field 665.

SUBJECTS:

Do not use this field.

667 Nonpublic General Note

NACO:

Do not use subfields:
\$5, \$6, \$8

SACO:

Do not use subfields:
\$5, \$6, \$8

LC:

NAMES/SERIES:

Do not use subfields:
\$5, \$6, \$8

SUBJECTS:

Do not use subfields:
\$5, \$6, \$8

675 Source Data Not Found

NACO:

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

SACO:

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

LC:

NAMES/SERIES:

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

SUBJECTS:

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

678 Biographical or Historical Data

NACO:

The 678 field may be supplied in name authority records in the LC/NACO Authority File.

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

The 678 field may be supplied in name authority records in the LC/NACO Authority File.

The 678 field was previously used as originally defined to preserve useful biographical/historical information pertaining to the 1XX heading when manual NARs and SARs were converted to machine-readable form. Value blank was used in the First indicator position. Subfields \$b, \$u, \$6, \$8 were not used.

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

SUBJECTS:

Do not use this field.

680 Public General Note

NACO:

Do not use this field.

SACO:

Do not use subfields:
\$5, \$6, \$8

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
\$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.

681 Subject Example Tracing Note

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
\$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.

682 Deleted Heading Information

NACO:

Do not use this field.

SACO:

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

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

688 Application History Note

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

748 Established Heading Linking Entry – Chronological Term

NACO:

Do not use this field.

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.

750 Established Heading Linking Entry – Topical Term

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

755 Established Heading Linking Entry – Genre/Form Term

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

780 Subdivision Heading Linking Entry – General Subdivision

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

782 Subdivision Heading Linking Entry – Chronological Subdivision

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

785 Subdivision Heading Linking Entry – Form Subdivision

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

788 Complex Linking Entry Data

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

856 Electronic Location and Access

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.

880 Alternate Graphic Representation

NACO:

Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.