

Update Information 2021 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	008/39 – Cataloging Source. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	010 – Library of Congress Control Number. Removed obsolete instructions for LC staff on downloading software. Clarified CDS acronym. Replace.
Z1	Name and Series Authority Records	016 – National Bibliographic Agency Control Number. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	035 – System Control Number. Clarified CDS and MUMS acronyms. Replace.
Z1	Name and Series Authority Records	042 – Authentication Code. Minor formatting changes. Replace.
Z1	Name and Series Authority Records	050 – Library of Congress Call Number. Added general instructions. Corrected examples. Replace.
Z1	Name and Series Authority Records	X00 – Personal Names – First Indicator Value for Surnames. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	100 – Heading – Personal Name. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	370 – Associated Place. Added guidance on changes of name. Added guidance on use of subfield \$c. Replace.

Update Information 2021 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	5XX – See Also From Tracings – General Information. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	500 – See Also From Tracing – Personal Name. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	510 – See Also From Tracing – Corporate Name. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	511 – See Also From Tracing – Meeting Name. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	530 – See Also From Tracing – Uniform Title. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	640 – Series Dates of Publication and/or Volume Designation. Minor formatting changes. Replace.
Z1	Name and Series Authority Records	675 – Source Data Not Found. Removed statement on series practice. Replace.
Z1	Name and Series Authority Records	952 – Cataloger’s Permanent Note. Removed statement on series practice. Clarified MUMS acronym. Removed obsolete example. Updated LC Rare Materials Section practice. Replace.
Z1	Name and Series Authority Records	953 – Local Staff Codes. Removed statement on series practice. Clarified MUMS acronym. Replace.

Update Information 2021 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	958 – Note – Confidential Information. Minor formatting changes. Replace.
Z1	Name and Series Authority Records	985 – Record History. Clarified MUMS acronym. Replace.
Supplement to the MARC 21 Format for Authority Data	335 Extension Plan	New.
Supplement to the MARC 21 Format for Authority Data	375 Gender	Added instructions on use of \$0 and \$1 in name authority records. Replace.
Supplement to the MARC 21 Format for Authority Data	384 Key	Added instructions on use of \$0 and \$1 in name authority records. Replace.
Supplement to the MARC 21 Format for Authority Data	430 See From Tracing – Uniform Title	Minor formatting changes. Replace.

008/39 Cataloging Source

Whatever value is originally input into this field remains; do not change this value when updating a record unless the original value was incorrect.

LC catalogers working in the LC Database: Note that an authority record created using the LC ILS authority generation feature will have 008/39 set to value “d.” If the NAR macro is not used, this value must be changed manually to value “blank” (the appropriate value for new records created at LC).

010 Library of Congress Control Number

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.

When one authority record is being deleted in favor of another authority record, give the LCCN of the deleted record in subfield \$z of the 010 field in the retained record. This action may result in a mixture of old and new-structure LCCNs. When inputting the LCCN, follow the conventions appropriate to the structure of that LCCN. Do not convert old-structure LCCNs to new-structure LCCNs, or vice versa. (See DCM C3 for additional information.)

Examples:

[blank space = system-supplied space for clarity in display; “#” = space input by cataloger]

010 \$a n##99001234# \$z no#98222222# \$z n##99500045#
[all LCCNs are old-structure]

010 \$a nr2001040302 \$z n#2001000888
[all LCCNs are new-structure]

010 \$a n##99123456# \$z n#2001123456
[LCCN in subfield \$a is old-structure; LCCN in subfield \$z is new-structure]

010 \$a no2001333333 \$z nb#99000123#
[LCCN in subfield \$a is new-structure; LCCN in subfield \$z is old-structure]

Do not “re-use” an LCCN. Once an authority record for a specific entity is created and an LCCN is assigned to the record, do not change the data in that record to represent a DIFFERENT entity. For example, do not change an NAR for “Smith, John” to “Jones, Mary” (unless the person’s name has changed).

When a duplicate authority record is identified, delete the record. Do NOT “fix up” the record by deleting the 040 \$d in the record and keying in all new fixed and variable fields so that the record “looks” new. This action causes problems for LC, the [Cataloging Distribution Service \(CDS\)](#), the bibliographic utilities, and other libraries’ systems.

010 Guidelines for Library of Congress Staff:**Generation of Library of Congress Control Numbers (LCCNs) for name authority records**

LCCNs for name authority records (“n” numbers) are assigned through software (called “**NAR-SAR LCCN** Generator”) developed for this purpose.

When a name authority record is needed, before creating it, click on the Generator icon:



The Generator displays a new LCCN for a name authority record:



There is no need to write down the LCCN because it is automatically copied to the clipboard and is ready to paste into an authority record. Initiate creation of the authority record. However this is done, immediately paste the LCCN into field 010 to avoid accidentally erasing the LCCN from the clipboard by using the clipboard for another purpose. Insure that field 010 exists and contains subfield \$a. Paste the LCCN in the 010 \$a subfield; it will be properly structured according to the conventions of MARC 21 for LCCNs in field 010. (Note: pasting must be done within the Voyager screen; pasting into another application like Notepad may result in the LCCN not being visible.)

CAUTION: It is critical that the “Authority Import/Replace Profile” under the “General” tab of the “Session Defaults and Preferences” window under “Options --> Preferences” is set to “ARLCCNadd” to avoid pasting the same LCCN into another authority record and saving more than one record with the same LCCN.

016 National Bibliographic Agency Control Number

| This field may appear in authority records emanating from national bibliographic agencies. Do not modify or delete this field.

035 System Control Number

As part of the conversion from **LC's previous system (MUMS) to the current LC Database**, 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 the overseas offices or the NACO nodes as part of the load process.

The DLC 035 is deleted programmatically by **LC's Cataloging Distribution Service (CDS)** when the record is distributed.

Do not add, change, or delete 035 fields. Catalogers have no responsibility for the 035 field.

042 Authentication Code

This field may appear in authority records emanating from national bibliographic agencies. Do not modify or delete this field.

050 Library of Congress Call Number

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

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

General

The 050 field may be added to SARs only if a series classification decision recorded in the 646 field is “c” or “m”.

PCC participants use a second indicator value of “4” and include their MARC 21 organization code in subfield \$5. SARs created prior to June 1, 2006, may reflect LC encoding practices.

Punctuation

Use periods after the terms listed below. Use periods for abbreviations in non-English languages according to the usage in those languages.

fol.
no.
pt.
subser.
Suppl.
vol.

Use of “subser.”

If a subseries (numbered or unnumbered, established subordinately or independently) is classified with the main series, the call number of the main series plus “subser.” is the call number given in the 050 field on the subseries SAR; the abbreviation “subser.” is part of subfield \$b.

main series SAR: 050 #4 \$a AS36.I92 \$b A2 \$5 ____
 646 ## \$a c \$5 ____

subseries SAR: 050 #4 \$a AS36.I92 \$b A2 subser. \$5 ____
 646 ## \$a m \$5 ____

The abbreviation “subser.” appears in the 050 field of the collected set bibliographic record for a numbered subseries. The call number of the main series appears in the 050 field of a monograph analytic bibliographic record for a volume of the subseries; the volume number of the main series given in the 4XX field of the bibliographic record replaces “subser.” in the call number in the bibliographic record.

main series collected set record: 050 #4 \$a AS36.I92 \$b A2
numbered subseries collected set record: 050 #4 \$a AS36.I92 \$b A2 subser.

```
monograph analytic record: 050 #4 $a AS36.I92 $b A2 no. 63
(if subseries unnumbered) 490 1# $a [main series title] ; $v no. 63.
                           $a [subseries title]
```

periodical in a collected series: 050 #4 \$a P9 \$b .A24 subser.
245 ## \$a Linguistica generalia.
490 1# \$a Acta Universitatis Carolinae.
Philologica

When a numbered multipart item is in a monographic series or in a more comprehensive multipart item that is classified as a collection, a collected set bibliographic record is also prepared for the smaller multipart item as a whole. The call number in the 050 field of that bibliographic record consists of the call number of the main/another series plus the volume number of the main/another series (not the volume number of the smaller multipart item) that constitutes the first or earliest known volume of the smaller multipart item, followed by the abbreviation “etc.” That call number is the one given in the 050 field of the SAR for the smaller multipart item.

For the volume number of the main/another series, use the numbering designation already established as shown in the 642 of the SAR or in subfield \$v of 4XX/8XX fields in analytic bibliographic records. If that information is not available (e.g., the only existing analytic record is a nonanalyzable series or the series was previously not analyzed), always use the English abbreviations “vol.,” “no.,” and “pt.” for “volume,” “number,” and “part” or for any equivalents in the vernacular.

<u>item in hand:</u>	“vypusk 5” of the multipart item constitutes “tom 17” of the main series
<u>data base:</u>	pre-AACR 2 analytic record for “vypusk 1” of the multipart item shows that it constitutes “tom 6” of the main series and “t. 6” has been added as an integral part of the call number of the analytic record
<u>add in 050:</u>	t. 6, etc.

<u>item in hand:</u>	“1. Teil” of the multipart item constitutes “Band 9” of the main series
<u>data base:</u>	no analytic records
<u>add in 050:</u>	vol. 9, etc.

Following are records showing the interrelationship of the fields in an SAR for a series classified as a collection, an SAR for a multipart item in that series, the multipart item collected set bibliographic record, and a multipart item analytic bibliographic record.

series SAR: 050 #4 \$a QE75 \$b .B9 \$5 ____
 130 #0 \$a U.S. Geological Survey bulletin
 642 ## \$a 1749 \$5 ____
 646 ## \$a c \$5 ____

multipart SAR: 050 #4 \$a QE75 \$b .B9 no. 1749, etc. \$5 ____
 130 #0 \$a Mineral resources of wilderness study areas--west-central Utah
 430 #0 \$a U.S. Geological Survey bulletin. \$p Mineral resources of wilderness study areas--west-central Utah
 642 ## \$a ch. A \$5 ____
 646 ## \$a m \$5 ____

Note: If a volume number consists of only an arabic numeral (i.e., designation is lacking), "no." is given with the arabic numeral at the end of a call number so that volume number doesn't look like a date.

multipart collected set record:

050 #4 \$a QE75 \$b .B9 no. 1749, etc.
 245 00 \$a Mineral resources of wilderness study areas--west-central Utah.
 490 1# \$a U.S. Geological Survey bulletin ; \$v 1749
 505 0# \$a ch. A. Mineral resources of the Swasey Mountain and Howell Peak Wilderness study areas, Millard County, Utah / by David A. Lindsay ... [et al.]

analytic record:

050 #4 \$a QE75 \$b .B9 no. 1749-A
 245 00 \$a Mineral resources of the Swasey Mountain and Howell Peak wilderness study areas, Millard County, Utah / \$c by David A. Lindsey ... [et al.]
 490 1# \$a Mineral resources of wilderness study areas--west-central Utah ; \$v ch. A

Unnumbered multipart item classified with main or another series

No collected set bibliographic record is prepared for an unnumbered multipart item in a monographic series or in a more comprehensive multipart item classified as a collection.

So, in the 050 field of the SAR give the call number of the main or another series without an addition of the volume designation of the main/other series. The 050 field in each bibliographic record has the specific volume number of the main/other series.

main/other series SAR: 050 #4 \$a Q11 \$b .K84 \$5 ____
 646 ## \$a c \$5 ____

unnumbered multipart item SAR: 050 #4 \$a Q11 \$b .K84 \$5 ____
 646 ## \$a m \$5 ____

multipart analytic record: 050 #4 \$a Q11 \$b .K84 no. 47
 490 1# \$a [main/other series title] ; \$v
 no. 47
 490 1# \$a [multipart item title]

Exceptions to use of call number

If, by exception, a subseries has a classification decision different from that of the main series or a serial analytic has a classification decision different from that of the series, explain the exception in the 050 subfield \$d.

main series SAR:

050 #4 \$a ____ \$b ____ \$d all vols. except [title of subseries]
 \$5 ____
 646 ## \$a c \$d all vols. except [title of subseries]
 \$5 ____
 646 ## \$a s \$d [title of subseries] \$5 ____

subseries SAR:

646 ## \$a s \$5 ____

series SAR:

050 #4 \$a ____ \$b ____ \$d [title of serial] \$5 ____
 646 ## \$a s \$d all vols. except [title of serial] \$5 ____
 646 ## \$a c \$d [title of serial] \$5 ____

X00 Personal Names – First Indicator Value for Surnames

In 1996, the first indicator value 2 (Multiple surname) in X00 fields in MARC 21 was made obsolete. Value 1 (Single surname) was redefined as “surname” to be used for headings with either single or multiple surnames. At the time value 2 was made obsolete, various factors contributed to a delay in implementation, including the installation of the LC ILS. (By exception, the change was implemented by the British Library and three NACO libraries (National Library of Scotland, Cambridge, and Oxford) linked with the BL in a UK cooperative called the Copyright Libraries Shared Cataloguing Programme (CLSC), and the UK's National Art Library. Authority records contributed by the Dance Heritage Coalition also contained the change.) Although LC and the rest of NACO began implementing the change on January 1, 2000, OCLC subsequently converted all name authority records with first indicator value 2 in authority fields 100, 400, and 500 later that year.

LC practice for bibliographic records:

The implementation of the indicator change in corresponding bibliographic records has been treated independently, i.e., there has been no attempt to keep authority and bibliographic records in synchronization. Although value 2 has been removed from all authority records, it remains in many bibliographic records.

The following guidelines apply to the treatment of fields 100, 400, 600, 700, and 800 in bibliographic records:

1. Newly created bibliographic records. Discontinue using value 2 in newly created bibliographic records.

2. Existing bibliographic records. Limit changes to those encountered in regular work, i.e., do not look for changes in the indicator value *per se*; but, if changing the record for another reason, change the value 2 to 1 in all candidate fields as needed.

100 Heading – Personal Name**Authorized access points for families****General**

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

Subfield instructions

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

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

Example:

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

Authorized access points for persons**General**

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

Subfield instructions

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

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

Example:

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

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

Example:

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

BUT

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

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

370 Associated PlaceGeneral

For jurisdictions or other place names with authority records in the LC/NAF, use the authorized access point form as found, recording the source in subfield \$2. The form of place name in the 370 field may differ from the form of place name added to a preferred name of place or an access point per RDA and LC-PCC PS instructions.

Examples:

Geographic name in LC/NAF:

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

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

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

Geographic name in LC/NAF:

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

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

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

Geographic name in LC/NAF:

151 ## \$a Shiner (Tex.)

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

Authorized access point recorded in 370:

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

Form of name as an addition in an access point:

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

(Preferred name of local place modified per RDA 16.2.2.4)

Other place name in LC/NAF:

110 2# \$a Auschwitz (Concentration camp)

Authorized access point recorded in 370:

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

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

If the name of the associated place has changed, the name of the place that applied in the time of the entity being established in the 1XX may optionally be recorded in place of, or in addition to, the current form of name. It is not necessary to follow subject cataloging policies to use the latest form of name only.

Examples:

370 ## \$a Calcutta (India) \$c India \$2 naf

(For a person born in the city of Calcutta before its name changed to Kolkata; cataloger has chosen to record the form of name that applied at the time the person was born)

370 ## \$c Italy \$e Milan (Italy) \$2 naf

(For a person residing in the city of Milan during the Renaissance, prior to the formation of the modern country of Italy; cataloger has chosen to record the current form of name for the country)

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

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

Repeatability:

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

Subfield \$c – Associated country

Generally, do not use subfield \$c to record places that are not sovereign entities. Such places may be recorded in subfield \$f or other subfields as appropriate.

Example:

370 ## \$c France \$f Martinique \$2 naf
(Martinique is an overseas department of France)

However, if a sovereign entity has (or previously had) one or more constituent countries, any of the constituent countries associated with the 1XX may optionally be recorded in subfield \$c in addition to, or instead of, the larger sovereign entity.

Examples:

370 ## \$c Great Britain \$c Wales \$2 naf
(For a person associated with Great Britain who has strong ties to Wales; cataloger has chosen to record both places)

370 ## \$c Soviet Union \$c Kirghiz S.S.R. \$2 naf
(For a person associated with the Soviet Union, particularly the Kirghiz Soviet Socialist Republic; cataloger has chosen to record both places)

370 ## \$c Aruba \$2 naf
(For a person associated with Aruba, a constituent country of the Netherlands; cataloger has chosen not to record the Netherlands)

370 ## \$c India \$2 naf
(For a person associated with India prior to its independence from Great Britain; cataloger has chosen not to record Great Britain)

Consider Indian tribes recognized by the U.S. government as legal entities and Canadian First Nation entity names to be eligible for inclusion in subfield \$c.

Example:

370 ## \$c Musqueam First Nation \$2 naf

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

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

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

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

SARs

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

PCC series practice: Record the place of origin of the work in field 370, unless it is merely a place of publication or other place associated with a manifestation (use field 643, when appropriate, for the latter). Although the “place of origin” of a serial work may be the same as the place of publication of the component part for which the SAR (or serial bibliographic record) was created, use judgment in distinguishing between place of origin of the work and a place of publication not actually related to the work itself.

5XX See Also From Tracings – General InformationGeneral

When otherwise modifying a NAR that contain codes that are no longer used such as subfield \$w position zero (0) code “d” or “f,” LC/PCC catalogers should upgrade the NAR to RDA.

LC/PCC catalogers applying RDA instructions may use subfield \$i in conjunction with subfield \$w code “r” for relationship designators. When applying RDA relationship designators in 5XXs, supply terms from Appendix I, J or K; capitalize the initial letter of the term and follow the term with a colon.

For information on the use of relationship designators and/or \$w codes in a specific 5XX field, see the specific DCM Z1 section for that field.

Subfield \$w – Control subfield

Follow the conventions in the authority format for use of subfield \$w. Do not supply subfield \$w unless a value other than “n” would be appropriate in one of the positions. When supplying subfield \$w, give it as the first subfield in the field. Supply character positions preceding, but not succeeding, the value, e.g.,

\$w a = to indicate a reference from an earlier authorized access point

\$w b = to indicate a reference from a later authorized access point

\$w r = to indicate that a subfield \$i or subfield \$4 is used to denote relationship information

\$w nnnc = to indicate a see also reference for multiple pseudonyms (record also contains a 663 field)

NARs

A see also reference tracing (5XX) must not normalize to the same as another see also reference in the same authority record, unless both 5XX fields contain a relationship designator in subfield \$i, and the texts of the relationship designators are different.

500 See Also From Tracing - Personal NameGeneral

LC/PCC catalogers may use subfield \$i with subfield \$w coded “r” when providing relationship links between a personal name and 1) the name of another person, family, or corporate body or 2) the authorized access point for a work or expression. This technique may also be used to relate authorized access points for works and expressions containing personal names. When using a term from Appendix I, J or K in subfield \$i, use a capital letter for the first letter of the term and follow the term with a colon.

Examples:

```
130 #0 $a Yentl (Motion picture)
500 1# $w r $i Film director: $a Streisand, Barbra

100 1# $a Alcott, Louisa May, $d 1832-1888. $t Little men
500 1# $w r $i Sequel to: $a Alcott, Louisa May, $d 1832-1888.
    $t Little women
```

When recording pseudonymous relationships for personal names when only two authority records are involved, LC/PCC catalogers may either 1) use subfield \$i and code “r” in subfield \$w or 2) use simple see-also references. For more information on these techniques and instructions on recording multiple pseudonyms (i.e., those involving a 663 field), see the *FAQ – LC/PCC RDA Practice for Creating NARs for Persons Who Use Pseudonyms* available at: <http://www.loc.gov/catdir/cps/pseud.pdf>

LC/PCC catalogers are reminded that when a variant name (400) and an authorized access point (100) are in conflict an addition should be made to either the 400 or 100 to resolve the conflict (e.g., fuller form of name, date of activity, etc.); the previous practice of changing the 400 to a 500 to resolve the conflict is no longer an option. When catalogers encounter a variant form in a 500 field in the course of updating a NAR, they should resolve the conflict and change the field to a 400.

510 See Also From Tracing - Corporate Name*General*

Follow instructions provided in the PCC Guidelines for the Application of Relationship Designators in NACO Authority Records

(<http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/PCC%20SCS%20SCT%20Relationship%20Designators%20in%20NACO%20Authority%20Records-2018-11.docx>).

511 See Also From Tracing - Meeting Name*General*

Follow instructions provided in the PCC Guidelines for the Application of Relationship Designators in NACO Authority Records

(<http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/PCC%20SCS%20SCT%20Relationship%20Designators%20in%20NACO%20Authority%20Records-2018-11.docx>).

See LC-PCC PS 11.13.1.8 for guidance on relating authority records for ongoing conferences.

530 See Also from Tracing – Uniform title*General*

LC/PCC catalogers may use subfield \$i with subfield \$w coded "r" when providing relationship links between authorized access points for works or expressions. When supplying RDA Appendix J terms in subfield \$i, use a capital letter for the first letter of the term and follow the term with a colon.

640 Series Dates of Publication and/or Volume Designation

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.

Do not search just to provide information for this field; give the information if it is available from the item in hand or incidentally from the publisher. Do not give information about the first volume if it is the issue given in the 642 field. Search for information if needed to break a conflict.

675 Source Data Not Found

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

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

Examples:

```
675 ## $a Oxford classical dictionary, 1996
675 ## $a GEOnet, viewed April 2, 2014
```

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

952 Cataloger's Permanent NoteContent Designation

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Cataloger's permanent note

General

This is a local LC field.

This field is repeatable.

Use this field to record information about special local decisions made regarding the record.

```
952 ## $a eb02 consulted
```

A note "Online," used for a period of time to identify newly created records that were candidates for unobtrusive quality review, was deleted programmatically during the conversion from **LC's previous system (MUMS) to the current LC Database**.

During the conversion from MUMS, a 952 note "RETRO" was added to records that had value "b" in MUMS fixed field box 43. This identifies records originally created as part of the retrospective project to convert manual LC authority cards to machine-readable form. The records may not contain all notes and references found on the original 3x5 cards.

Previously, LC's Rare Materials Section (formerly Rare Book Team) used this field in some records to specify the subcollection name in the Rare Book and Special Collections Division.

```
110 2# American Imprint Collection (Library of Congress)
952 ## RBSCD subcollection name = 852 $m: Am Imp
```

This information is now maintained in the ILS Locations Authority File rather than the 952 field.

953 Local Staff Codes

As of November 20, 2012, this local LC field is not actively applied.

Content Designation

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Code of staff creating record
\$b	Code of staff modifying record

General

This field is a local LC field.

This field is not repeatable.

This field contains the cataloger codes of LC staff creating or modifying the record in the LC Database. This field is added or updated only by catalogers working in the LC Database.

When creating a new record, input your cataloger's code in 953 \$a. When revising a record that has a 953 field, add or adjust the code in 953 \$b; if there is an existing code in 953 \$b, replace it with your own code. When revising a record that does not already have a 953 field, add only a 953 \$b; do not "make up" a 953 \$a.

Input codes as four characters: two lowercase letters and two numerals, e.g., ta18.

During the conversion from **LC's previous system (MUMS)**, data in MUMS fixed field box 25 was transferred to 953 \$a and data in MUMS fixed field box 26 was transferred to 953 \$b. If there was no data in MUMS fixed field box 25, a "dummy" code of xx00 was generated in 953 \$a.

958 Note – Confidential Information*Content Designation*

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Confidential information

General

This is a local LC field.

This field is not repeatable.

Use this field for confidential information that should be preserved in the record but should not be distributed outside LC, e.g.

958 ## \$a d. of b., 1902, not to be used until after death of author,
per author's request, Jan. 23, 1957--LC manual auth. cd.

985 Record HistoryContent Designation

Indicators:	Both indicators are undefined.
Subfield codes: \$a	Agency that keyed record/Record history
\$b	Network used for first level of keying
\$c	Network transmitting record to LC
\$d	Date record entered in original or transmitting network
\$e	Responsible LC application

General

This is a local LC field.

This field is repeatable.

This field is generated for *new* records contributed from the NACO nodes or LC's overseas offices or loaded as a special project.

985 fields containing outdated information about the contractor that originally keyed the record were deleted programmatically during the conversion from **LC's previous system (MUMS) to the current LC Database.**

Do not change or delete this field.

335 Extension Plan

NACO:

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

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

SUBJECTS:

Do not use this field.

375 Gender

NACO:

Field 375 may be supplied in name authority records in the LC/NACO Authority File.

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

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Field 375 may be supplied in name authority records in the LC/NACO Authority File.

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

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

SUBJECTS:

Do not use this field.

384 Key

NACO:

Field 384 may be supplied in name authority records in the LC/NACO Authority File.

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

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

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Field 384 may be supplied in name authority records in the LC/NACO Authority File.

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

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

SUBJECTS:

Do not use this field.

430 See 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.

Do not use subfields:

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

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX 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, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX 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.

Do not use subfields:

\$i, \$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-4XX 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, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.