DCM	Title	Action/Change
C8	Procedures Applicable to Materials in Off-Site/Fixed Locations	Revised to reflect new procedures involving Collections Management Division; expanded scope to include fixed locations. Replace.
Z1	Name and Series Authority Records	046 – Special Coded Dates. Added sections on repeatability, conflicting dates, and uncertain dates resulting from date calculations. Replace.
Z1	Name and Series Authority Records	670 – Source Data Found. Added instruction for subfield $u. Replace.
Supplement to the MARC 21 Format for Authority Data	022 International Standard Serial Number	Added instructions for subfields $0, $1. Replace.
Supplement to the MARC 21 Format for Authority Data	046 Special Coded Dates	Added instructions for subfields $x, $z, $3. Replace.

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C8.1   BACKGROUND
              Abbreviations used:

              BR = bibliographic record
              HR = holdings record
              IR = item record
              PTCP = Policy, Training, and Cooperative Programs Division
              CMD = Collections Management Division

        Materials are stored off-site in various facilities.   The three that most directly impact cataloging are the ones at Cabin Branch, Ft. Meade, Landover.   They are identified in field 852 of the HR as follows:

        Cabin Branch:
        852 subfield $b (Location) contains the code "s-CB/ ..."; the "name counterpart of the code begins "s-CabinBranch ..."; subfield $m contains "CABIN BRANCH"

        Ft. Meade:
        852 subfield $b (Location) contains the code "s-FM/ ..."; the "name counterpart of the code begins "s-FtMeade ..."; subfield $m contains "FT MEADE"

        Landover:
        852 subfield $b (Location) contains the code "s-LCA/ ..."; the "name counterpart of the code begins "s-Landover ..."; subfield $m contains "LANDOVR" (some records contain "LANDOVER"). Note: The Library is no longer adding materials to this location, though the location is valid in existing records.

        Materials are also stored in Fixed Location Shelving, identified in field 852 of the HR as follows:

        852 subfield $b (Location) contains the code "c-FL ..."; the "name counterpart of the code begins "c-FixedLocation ..."; subfield $m contains "OVERFLOW …"

        Occasionally work related to cataloging newly received materials or work related to maintenance to existing records in the LCDB involves materials stored in off-site or fixed locations. The purpose of this DCM is to provide guidance for specific situations with a view to minimizing the need either to obtain material from off-site or fixed locations or to formally withdraw material from these locations.   The situations covered are as follows:

        1)   **an added copy to a single-part monograph:** a newly received copy is to be added; one or more copies are stored in off-site or fixed locations; follow standard procedure and add the copy (do not attempt to assign to the off-site or fixed location);

        2)   **a monograph has now become a serial:** one or more items cataloged as a monograph are now being recataloged as a serial; one or more issues of the serial

are stored in off-site or fixed locations; by exception, these issues will remain in the off-site or fixed location (in other circumstances duplicate issues would be withdrawn from the collections because the Library holds the requisite number of shelf copies (one set)); follow the procedures in C8.2 to make the needed adjustments to reflect this condition;

3) **an item, usually cataloged as MLC, is discovered to be a duplicate:** by exception, it will remain off-site (in other circumstances an MLC duplicate would be withdrawn from the collections because the Library holds the requisite number of shelf copies (one copy)); follow the procedures in C8.3 to make the needed adjustments to reflect this condition;

4) **a change in call number:** it is necessary to change a call number because it was incorrect when originally assigned; change the call number in the bibliographic record only; follow the procedures in C8.4 to make the needed adjustments to reflect this condition;

5) **multipart monographs:** a volume newly received is associated with a multipart monograph, some or all of whose volumes are stored in off-site or fixed locations; follow the procedures in C8.5;

6) **a change in location/custody:** a reading room or division that services materials wants custody transferred from an off-site or fixed location to that division; the material needs to be formally withdrawn from the off-site or fixed location so that the holdings and items records can be adjusted as needed to reflect the change in location; follow the procedures in C8.6;

7) **other situations:** consult PTCP.

Note that materials stored in off-site or fixed locations may be ordered through the standard Automated Call Slip (ACS) procedure. If they are obtained for consultation, they are returned in the standard manner as for other materials.

C8.2   MONOGRAPH BECOMES A SERIAL
This is a condition that must be dealt with by staff who catalog serials or resolve serial treatment questions in LC. In this situation, leave any issues in off-site or fixed locations. If the issue described by the monograph BR is also recorded on the HR for the serial BR, it is a duplicate, but, by exception to the general selection policy for serials of only keeping one set, it will be retained in the off-site o fixed location. In such cases an issue will be recorded both on the HR for the serial BR and also on the monograph HR, which will be relinked to the Serial BR.

If a monograph in an off-site or fixed location becomes a serial, a staff member who catalogs serials ensures a BR exists for the serial or creates one. Staff then do the following:

1) relink the monograph HR for the off-site or fixed location issue to the serial BR (this can be done without off-site or fixed location security);

2)   request a staff member in CMD with off-site or fixed location security (Tina Johnson, tbol@loc.gov) to do the following to the off-site or fixed location HR:

    a)   retain all existing data in the HR;
    b)   add a subfield $3 as the first subfield in the 852 field; record in subfield $3 the enumeration and chronology of the issue;
    c)   add to the 852 field a subfield $x containing "Do not add any holdings to this record in an 866 field; book still marked with monograph call number. [date] [code]";

3)   request a staff member in CMD with off-site or fixed location security (Tina Johnson, tbol@loc.gov) to do the following to the off-site or fixed location IR:

    a)   change the "Item Type" to "Serial/Newspaper";
    b)   based on information in the monograph BR, add the number for the serial in the "Enum:" area and/or the date for the serial in the "Chron:" area of the IR; if the serial only has a year for the date, record it in the "Enum:" area of the IR (this makes the ACS display intelligible).

4)   after the off-site or fixed location HR/IR are relinked to the serial BR, cancel the monograph BR and track the LCCN in 010 $z of the serial BR; if the monograph BR has a purchase order associated with it, follow the procedures in DCM C7.3 (Bibliographic Record Retained for Audit Trail) applicable to the monograph BR. Once those steps have been followed, forward a printout of the monograph BR to the appropriate Acquisitions division as a notice that the monograph BR has been "canceled" in favor of a serial BR.

If staff who do not catalog serials in LC encounter a possible situation in which a monograph in an off-site or fixed location may be a serial, they alert staff who resolve serial treatment questions for their division or unit. If those staff judge the monograph has become a serial, they follow the procedures described above.

C8.3   DUPLICATE CATALOGING--AT LEAST ONE ITEM IN AN OFF-SITE OR FIXED LOCATION
There are duplicate bibliographic records for the same title, and at least one of the copies is in an off-site or fixed location (sometimes the off-site copy is MLC). Do the following:

1)   determine which bibliographic record to retain; if one contains a regular call number and another an MLC shelf number, retain the former;
2)   leave all copies in an off-site or fixed location under the existing call/shelf numbers;
3)   relink an HR as needed to ensure all HRs are linked to the retained BR; if one or both copies are MLC, by exception, retain any that are in an off-site location (the regular retention policy for MLC items is one shelf copy);
4)   cancel the BR not to be retained; if that BR has a purchase order associated with

it, follow the procedures in DCM C7.3 (Bibliographic Record Retained for Audit
Trail) applicable to the BR;

5)   send an e-mail to CMD (Tina Johnson, tbol@loc.gov) with the subject: "Still
marked"; provide in the message the LCCN of the retained BR.

C8.4   CHANGE IN CALL NUMBER
It is necessary to change a call number because the call number was incorrect when
originally assigned.   This process applies when one or more copies is in an off-site or fixed location.
Do the following:

1)   change the call number in the BR;
2)   email the LCCN to CMD (Tina Johnson, tbol@loc.gov) with the subject: "Still
marked". CMD will add a subfield $x to the HR with the "Still marked"
information and update the call number;
3)   if the item has been obtained from an off-site or fixed location, return it to the
shelves.

C8.5   MULTIPART MONOGRAPHS
The procedures applicable to multipart monographs vary, depending upon the character
of the multipart.

C8.5.1   **Multipart Monograph Title Recorded In 4XX Field**
This is the kind of multipart whose title is (or will be) recorded in a 4XX field.

C8.5.1.1   *Existing multipart monograph*
Process newly received volumes and added copies of volumes according
to normal procedures.

C8.5.1.2   *Single part monograph becomes multipart monograph*
If the title of the now multipart will be recorded in a 4XX field, leave any
volume in an off-site or fixed location under the call/shelf number assigned to the volume.   Adjust the
BR of the volume in the off-site or fixed location to add a bracketed 4XX to show that the volume is now
part of a multipart monograph.   Catalog any newly received volumes according to normal procedures.

C8.5.2   **Multipart Monograph Title Recorded In 245 Field**
This is the kind of multipart whose title is (or will be) recorded in a 245 field.
Examine all instances of such multipart monographs (for which some or all of the volumes are in an off-
site or fixed location) to see if they have a c-GenColl HR.   These include:

1)   a single part monograph that has now become a multipart monograph (a volume, usually
the one that is to become volume 1, is stored at an off-site or fixed location);
2)   added volumes, some or all of which are in an off-site or fixed location;
3)   added copies of added volumes, some or all of which are in an off-site or fixed location.

If the resource has a c-GenColl HR:
1) Link the IR of the added volume to the existing HR;
2) Check the off-site or fixed location HR for a subfield $3 that indicates what volumes are included in that HR;
3) If you have retrieved the physical volume from the off-site or fixed location, send the volume to CMD (Tina Johnson, tbol@loc.gov) for handling; or
4) If you have not retrieved the physical volume, or there is no subfield $3 in the HR, email CMD (Tina Johnson, tbol@loc.gov) the information about the added volume so that CMD can update the HR.

If the resource does not have a c-GenColl HR:
1) Ensure that the BR has been updated to reflect the added volume:
   a. 008, 020 for the added volume, 264, 300, 505 (when present)
2) Send the volume to CMD (Tina Johnson, tbol@loc.gov) for handling.
   a. CMD will add an IR for each volume and add a subfield $3 if necessary to the HR.

C8.5.2.1   *Overseas offices*
For conditions covered by the initial points 1)-2) under C8.5.2 above, overseas offices are asked to:

1)   add the temporary 955 field tracking the forwarding of an added volume;
2)   annotate the printout inserted in the volume "off-site multipart" or "fixed location multipart"; if the BR is updated in the overseas office, also highlight the changes on the printout (usually fields 008, 020, 264, 300, 505) to alert Washington staff of the changes made;
3)   send the volume to the Washington cataloging unit that receives other books from the overseas office;
4)   that Washington unit deletes the temporary 955 field and incorporates the volume(s) added into the permanent 955 field; sends the volume(s) and printout to CMD (Tina Johnson, tbol@loc.gov) for processing as described in C8.5.2 (after updating the BR to reflect the added volume if it has not already been done so by the overseas office).

C.8.6   WITHDRAWAL FROM AN OFF-SITE OR FIXED LOCATION
CMD limits withdrawals from an off-site or fixed location to requests from reading rooms or divisions that service materials who now wish to take custody of an item. In such cases, PTCP works with CMD to complete the withdrawal procedure. If a cataloging section receives such a request, consult PTCP.

046 Special Coded Dates

General

Best practice: When encoding date information, give the fullest information about the date that is readily available (the date in field 046 may be more precise than a date used in the 100 subfield $d). When revising existing authority records, record dates in field 046 even if the heading itself does not have dates in 100 subfield $d, when the information is readily available.

When recording dates in field 046, use the Extended Date Time Format (EDTF) schema in all cases except for centuries; supply dates using the pattern yyyy, yyyy-mm, or yyyy-mm-dd. See date table in LC-PCC PS 9.3.1.3. For the full EDTF specification, see https://www.loc.gov/standards/datetime/.

Examples:

```
046 ## $f 1884-10-11 $g 1962-11-07 $2 edtf
100 1# $a Roosevelt, Eleanor, $d 1884-1962
670 ## $a When you grow up to vote, 1932: $b t.p. (Eleanor Roosevelt
        (Mrs. Franklin D. Roosevelt))
670 ## $a Wikipedia, viewed on July 21, 2010 $b (Eleanor Roosevelt;
        Anna Eleanor Roosevelt; born Oct. 11, 1884 in New York City
        in Manhattan; died Nov. 7, 1962)


046 ## $f 1946-06 $2 edtf
100 1# $a Vickers, Roy Henry, $d 1946-
670 ## $a Solstice, c1988: $b t.p. (Roy Henry Vickers) jkt. (native
        Indian artist; b. June, 1946, Greenville, British Columbia)


046 ## $k 1981 $2 edtf
100 1# $a Allende, Isabel. $t Casa de los espíritus
670 ## $a Cox, Karen Castellucci. Isabel Allende, 2003: $b p. 4-5 (in
        1981 Allende began writing a fictionalized version of stories
        she had heard growing up, which was published in Spain in
        1982)


046 ## $s 194X $2 edtf
100 1# $a Hicks, Johnny $c (Saxophonist)
670 ## $a Bryant, W. Blues around the clock [SR] 1945: $b label (Johnny
        Hicks, tenor sax)
670 ## $a Discogs website, May 27, 2021 $b (Johnny Hicks; tenor sax
        player who performed with Tab Smith in the 1940s)
```

When recording B.C. dates in the 046 field, precede the digits by a hyphen (minus sign). Because there is no year "zero" in the common era calendar, subtract one year from the actual B.C. date, e.g., the year 50 B.C. is recorded -0049.

Example:

```
046 ## $s -0199~ $2 edtf
```

```
100 0# $a Hellanicus $c (Grammarian), $d active approximately 200 B.C.
670 ## $a Brill's new Pauly, viewed on Aug. 2, 2011 $b (Hellanicus;
        Alexandrian grammarian; ca. 200 BC)
```

When recording a century in the 046 field, use the first two digits of the hundred year span (e.g., use "16" to represent the 17th century, 1600–1699).

Example:

```
046 ## $s 17
100 1# $a Turner, Elizabeth, $d active 18th century
670 ## $a Cohen, A.I. Int'l encycl. of women composers, 2nd ed. $b
        (Turner, Elizabeth, 18th cent. English composer)
```

Note that the 1st century A.D. is represented by value "00" and B.C. centuries have a hyphen (minus sign) before the digits (e.g., "-04" for the 5th century B.C.). An approximate century (e.g., active approximately 12th century) cannot be recorded in the 046 field.

Repeatability:
Field 046 is repeatable, but the 046 subfields used to record the dates are not repeatable. Generally, one 046 field with dates conforming to the EDTF schema should be sufficient. However, century dates follow the ISO 8601 standard, not EDTF. When recording century dates in addition to more precise dates, it is therefore necessary to repeat the 046 field.

Conflicting dates

In some situations, resources consulted may present conflicting dates (e.g., conflicting birth or death dates for a person, or start or end dates for a corporate body). In these situations, the 046 field should reflect the cataloger's evaluation of the conflicting date information. It is not necessary to record all the conflicting dates using field 046, nor is it necessary to give a 046 field for each resource consulted. Evaluation of the conflicting dates should generally result in a single 046 field, containing the date(s) the cataloger judges to be most accurate in representing the entity. At the cataloger's discretion, the date(s) recorded in that 046 field may incorporate the conflicting date information and need not correspond exactly to the date(s) selected for the authorized access point.

Similarly, any dates added to the authorized access point should reflect the cataloger's evaluation of the conflicting date information, recorded in conformance with the instructions in RDA and the LC/PCC Policy Statements. If one date predominates in the resources consulted, that date may be considered the most appropriate to use in the authorized access point. If a single date does not predominate, the cataloger may decide to use the "approximately yyyy", "yyyy?", or "yyyy or yyyy" format in the authorized access point. In some cases, dates corresponding to the period of activity of the person (RDA 9.19.1.5) may be considered the best choice.

Examples:

```
046 ## $f -0156~ $g -0085-01-13 $2 edtf
100 1# $a Marius, Gaius, $d approximately 157 B.C.-86 B.C.
670 ## $a Enc. Brit., 1980 $b (Marius, Gaius; b. ca. 157 B.C.; d.
```

```
                        1/13/86 B.C.)
    670 ## $a Enc. Amer., 1980 $b (Marius, Gaius; Roman general; b. ca. 155
                        B.C.; d. 1/13/86 B.C.)
    670 ## $a Collier's enc., 1981 $b (Marius, Gaius, 157-86 B.C.)
    670 ## $a Dictionary of African Biography, accessed February 25, 2014,
                        via Oxford African American Studies Center database: $b
                        (Marius, Gaius; foreign military officer, political figure;
                        born c. BCE 157 […] died 13 January BCE 86)
```
(Cataloger has chosen 157 B.C. as the approximate date of birth in both the authorized access point and field 046 because it occurs most frequently in the sources consulted)

```
    046 ## $f 1907-05-12 $g 2003-06-29 $2 edtf
    100 1# $a Hepburn, Katharine, $d 1907-2003
    670 ## $a A life in pictures, 1998: $b CIP t.p. (Katharine Hepburn)
                        galley (Katharine Houghton Hepburn, b. May 12, 1907)
    670 ## $a Contemporary theatre, film & television, c1996 $b (Katharine
                        Houghton Hepburn, b. Nov. 9, 1909 in Hartford, Conn.)
    670 ## $a Biog. resource center, July 2, 2003 $b (Katharine Hepburn
                        (American actress, 1907-2003) ; Contemp. authors: Katharine
                        (Houghton) Hepburn; b. May 12, 1907, Hartford, Conn.; d. June
                        29, 2003, Old Saybrook, Conn.; Complete Marquis who's who:
                        Katharine Hepburn; b. May 12, 1907, Hartford, Conn.)
    670 ## $a IMDb, July 2, 2003 $b (Katharine Hepburn; b. May 12, 1907,
                        Hartford, Conn.; d. June 29, 2003, Old Saybrook, Conn.)
    670 ## $a Wikipedia, 29 July 2019 $b (Katharine Houghton Hepburn (May
                        12, 1907-June 29, 2003) was an American actress […])
```
(Cataloger has chosen 1907 as the date of birth in both the authorized access point and field 046 because it occurs most frequently in the sources consulted)

```
    046 ## $f [1907-05-12,1909-11-09] $g 2003-06-29 $2 edtf
    100 1# $a Hepburn, Katharine, $d 1907-2003
```
(Same example as above, reflecting a different decision the cataloger might have made for recording 046 subfield $f)

Because the 046 field will be based on information from multiple sources, justification cannot be accurately expressed in subfield $v/$u at the end of the 046 field. The conflicting dates should be recorded in 670 fields. If an existing record has subfield $v/$u as 046 field justification, and the 046 field is being updated as described above, the subfield $v/$u should be removed, and the justification converted to a 670 field, if the conflicting dates are not already justified in an existing 670 field.

<u>*Uncertain dates resulting from date calculations*</u>

In some situations, a calculation may be required to determine which dates to record in the 046 field and the authorized access point. Such calculations may result in uncertain dates.

If the consulted resources provide only the person's date of death and their age (in years) at the time of death, as often happens with obituaries, their year of birth will correspond to one of two consecutive years. To calculate those years, first subtract the age from the year of death, then use the resulting year plus its preceding year as the two alternatives for the year of birth.

Example:

```
046 ## $f [1778,1779] $g 1862 $2 edtf
100 1# $a Burgess, William, $d 1778 or 1779-1862
670 ## $a Two sermons, preached in the parish church of Kirby-Le-Soken,
        Essex ... 1834: $b t.p. (Rev. William Burgess, B.D., vicar of
        the parish)
670 ## $a Venn, J.A. Alumni Cantabrigienses $b (Burgess, William; d. 29
        Apr. 1862, aged 83, Thorpe, England; vicar)
```
(Cataloger subtracted 83, the age at death, from 1862, the year of death; the resulting year, 1779, and the year preceding it, 1778, represent the two possible alternatives for the year of birth)

If non-Gregorian dates are found in consulted resources, uncertain dates may result from calendar conversion differences. Gregorian calendar dates are used in the 046 field and authorized access point. A single date in a non-Gregorian calendar may correspond to one of two Gregorian dates.

Example:

```
046 ## $f [1719,1720] $g 1771-02-07 $2 edtf
100 1# $a Murādī, ʻAlī ibn Muḥammad, $d 1719 or 1720-1771
670 ## $a Murādī, ʻAlī ibn Muḥammad. al-Rawḍ al-rāʼiḍ fī ʻadam ṣiḥḥat
        nikāḥ ahl al-Sunnah lil-Rawāfiḍ, 2013: $b title page ([…]
        born 1132 H in Damascus, died 22 Shawwāl, 1184 H)
```
(The Hijri calendar date 1132 H converts to either 1719 or 1720 in the Gregorian calendar. The Hijri calendar date 22 Shawwāl 1184 H converts to February 7, 1771 in the Gregorian calendar)

Subfield $2 – Source of date scheme
Always add subfield $2 edtf except after a century.

Subfields $q – Establishment date, $r – Termination date, $s – Start period, and $t – End period
Until further notice <u>do not use</u> subfield $q or $r. Continue to use subfield $s and subfield $t for start and end periods for corporate bodies.

Before subfields $q, $r, $s, and $t can be used in authority records as defined in the current MARC 21 Authority Format, a programmatic change to the subfield coding of many existing name authority records must be made. Announcements will be made when the NACO nodes have implemented the new subfields and the legacy records have been changed.

For instructions on using $s and $t for start and end periods in fields 368, and 370-376, see the instructions provided in the 373 field.

Subfield $u – Uniform Resource Identifier and Subfield $v – Source of information
The following represents PCC practice on recording sources of information in $u and $v in fields where they are defined, and/or in field 670:

   1. 670s must be used to support information used as part of a heading in 1XX and 4XX fields.

2. For fields 046, 368, 370-378, and 381:

>   a. use of $v is optional if the same information/source is already cited in the 670

>   b. use $v if the information/source is not cited in a 670

>   c. use of $u is optional, and should always be preceded by $v.

Use a 670 field if needed to justify information recorded in other fields for which subfields $u and/or $v are not defined or defined differently.

Subfield $v – Source of information
Follow the same basic citation principles when recording data in subfield $v (Source of information) of fields 046, 368, 370-378, and 381 that currently apply to field 670 subfield $a (Source citation).

Supply specific citation information (page number, sub-page of website) in subfield $v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in fields 046, 368, 370-378, and 381 is in the same form as found in the source, there is no need to cite usage information. If the information recorded in those fields is in a different form from that in the source, use 670 $b (Information found).

For tangible sources:
If the information was derived from a tangible source (e.g., a print book, removable digital media) subfield $v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database. This can usually be limited to title proper and imprint or date. If that combination is not unique, the title citation may be preceded by the creator's name.

For online resources:
Provide information sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date accessed (for a less formal resource). Optionally include subfield $u.

Example:

```
100 1# $a Lazzarini, Sérgio G.
372 ## $a Industrial relations $2 lcsh $v Lazzarini, Sergio G. CV-
        English, viewed Feb. 22, 2012 $u
        http://www.sergiolazzarini.insper.edu.br/indexelazza.html
670 ## $a Capitalismo de laçeos, 2011: $b t.p. (Sérgio G. Lazzarini)
```

670 Source Data Found

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

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

This 670 section covers the following topics:
- Introduction
- Format of 670 fields
- Recording names and titles
- Recording dates
- Justifying variant access points
- Justifying other elements
- Recording other data
- Special types of citations

Introduction

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

Functions of the 670 field:

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

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

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

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

Best practices for 670 fields:

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

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

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

Format of 670 fields

General

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

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

Example:

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

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

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

Example:

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

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

Subfield $a – Source citation

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

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

2) The date of publication.

Examples:

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

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

Also see the guidelines below for specific categories:

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

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

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

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

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

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

Subfield $b – Information found

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

1) The specific location(s) of the information found. For multipart resources with numbered parts, provide the designation of the part and the location within the part (e.g., v. 6, page 10; map recto, label). Abbreviations may be used (e.g., t.p., jkt., v. 6).

2) Information found. Following the location, cite the information found there, enclosed in parentheses. As appropriate, give multiple occurrences of information from the same source following the location of the information. (*Note:* In SARs, the parenthetical statement of the form of title proper was omitted until June 1989.)

Examples:

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

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

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

Also see the guidelines below for specific categories:

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

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

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

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

- **Multiple locations within a resource.**

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

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

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

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

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

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

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

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

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

If a URI is included in a 670, it must be given in subfield $u. The subfield $u should contain only the URI and no additional data (e.g., do not enclose the URI within parentheses and do not include words in the subfield $u).

Example:

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

Recording names and titles

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

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

Example:

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

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

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

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

Example:

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

Recording dates

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

Justifying variant access points

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

(1)   Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies;

(2)   A variant title derived from the resource being cataloged, from other resources cataloged under the same access point, or from information in standard reference sources;

(3)   References for authorized access points of corporate bodies reflecting changes due to national orthographic reform, changes in names due to an official language change, or changes involving only a parent body to which the body being established is subordinate.

(4)   Optional references from AACR2 or pre-AACR 2 forms on SARs and on retrospective NARs.

Justifying other elements

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

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

Recording other data

NARs. Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access point. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

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

Special types of citations

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

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

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

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

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

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

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

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

---

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

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

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

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

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

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

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

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

Citing other files or catalogs. If an access point is found in a manual catalog or online database, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

---

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

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

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

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

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

BGN. [4] Provide the name of the database and the date searched in subfield $a. For domestic names, cite GNIS. For foreign names, cite GEOnet. In subfield $b provide names given for the entity, feature designation or class (e.g., ADM1, PPL, civil) coordinates, and name of larger place if appropriate. (Other relevant information may also be provided.) For foreign names, convey the name type by adding within brackets after the name, e.g., [conventional], [approved], [short]. Repeat the brackets after each name of this type. Variant names (including non-roman script names) may be given in a single listing as shown below. If possible, use the degree sign (**not** superscript zero) to show degrees, use the miagkii znak (modifier letter prime) for minutes and the tverdyi znak (modifer letter double prime) for seconds.

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

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

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

Non-bibliographic sources. Give the non-bibliographic source, the date, and the information. The source can be given specifically ("Letter from author," "Phone call to publisher," etc.) or in general terms ("Information from author," "Information from publisher," etc.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization

---

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

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

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

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

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

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

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

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

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

022 International Standard Serial Number

NACO:

Use this field in series authority records only.

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

Do not use subfields (implementation decision not yet made):
$0, $1

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.

046   Special Coded Dates

NACO:

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

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

Do not use subfields:
> $6, $8

Do not use subfields (implementation decision not yet made):
> $x, $z, $3

SACO:

Contact LC's Policy, Training, and Cooperative Programs Division before using field 046.

LC:

NAMES/SERIES:

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

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

Do not use subfields:
> $6, $8

Do not use subfields (implementation decision not yet made):
> $x, $z, $3

SUBJECTS:

Contact LC's Policy, Training, and Cooperative Programs Division before using field 046.