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B18.1 INTRODUCTION

These instructions apply to books with accompanying electronic resources (ERs). The instructions about the bibliographic record may be applied to all books with accompanying ERs. However, the holdings and item record instructions vary depending on the custodial division.

DCM B18.2.1 provides guidelines pertaining to the description of accompanying ERs in the bibliographic record. This section serves only as a supplement to existing instructions in RDA and the LC-PCC PSs. B18.2.2 provides some general information about holdings and item records. However, because the procedures for holdings and item records vary depending upon the intended shelving location, specific instructions are given in B18.3. B18.3 is divided into sections based on custodial divisions and shelving locations. Other workflow issues are covered in B18.4 and B18.5.

Accompanying electronic resources are usually in the form of a computer disc. Most commonly today, these are CD-ROMs or DVD-ROMs (not the same as DVDs). Other types of computer discs include floppy disks (5 1/4 in. or 3 1/2 in.) and Zip disks. Other types of electronic resources include USB flash drives and external hard disk drives. Less common formats include computer tape reels and computer tape cartridges.

Audio CDs and videodiscs (including DVDs) are NOT electronic resources. See DCM B20 for instructions on accompanying audio CDs and B21 for instructions on accompanying videodiscs. See the Accompanying Disc Decisioner for help in determining the nature of the disc.

For serials with accompanying electronic resources, see the following document: http://www.loc.gov/staff/lstraining/abawkflow/ser/cat/PrintSerialswNonPrintAccMat.pdf.

Books with information about supplementary online resources (e.g., a textbook with a registration code used on a website to access quizzes, videos, and other content) are not covered in this document. They are cataloged and housed according to the regular procedures for books.

B18.2 CATALOGING AND END-STAGE PROCESSING

B18.2.1 Bibliographic Record

Perform cataloging in the usual manner for the book. Add information about the accompanying electronic resource in the 300 field and/or 500 field. Dimensions are not required for accompanying ERs. If provided, give dimensions for CD-ROMs and floppy disks in inches.

Examples:

```
300 ## $a 433 pages ; $c 25 cm + $e 1 USB flash drive
300 ## $a 200 pages ; $c 24 cm + $e 1 floppy disk (3 1/2 in.)
300 ## $a 100 pages ; $c 20 cm + $e 1 CD-ROM (4 3/4 in.) + 2 floppy disks (3 1/2 in.)
```

Catalogers may provide a 538 note recording an equipment or system requirement (see RDA 3.20) for the accompanying ER.
Examples:

538 ## $a System requirements for accompanying floppy disk: IBM
compatible PC with 386 microprocessor or better running at
25 MHz; DOS.

538 ## $a System requirements for accompanying USB flash drive: MS
Word, MS PowerPoint, software capable of reading PDF and JPEG
files.

538 ## $a System requirements for accompanying floppy disks: Sun
Microsystems SPARC workstation; UNIX with X Window System
installed.

538 ## $a System requirements for accompanying CD-ROM: Microsoft
Windows 2000 or XP or Mac OS9 or OSX; Internet browser with
Java Virtual Machine; monitor with video resolution of 1024 x
768 or better.

Catalogers may provide additional 337 and 338 fields for the accompanying ER in addition to
fields for book.

Examples:

337 ## $a unmediated $b n $2 rdamedia
337 ## $a computer $b c $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
338 ## $a computer disc $b cd $2 rdacarrier
(The second 337 and 338 fields reflect the media type and carrier type for an
accompanying CD-ROM)

337 ## $3 book $a unmediated $b n $2 rdamedia
337 ## $3 USB flash drive $a computer $b c $2 rdamedia
338 ## $3 book $a volume $b nc $2 rdacarrier
338 ## $3 USB flash drive $a computer disc $b cd $2 rdacarrier
(Subfield $3 may be used to specify to which part of the resource the field applies)

If the content type for the book and the accompanying ER is the same, use the same 336 field to
represent the content type of both. Otherwise, catalogers may provide an additional 336 field appropriate
for the content type contained in the ER.

B18.2.2 Holdings and Item Records (HR/IR)

The instructions in B18 represent initial HR/IR treatment of books with accompanying electronic
resources. In those custodial divisions undergoing the transfer of digital data on tangible media to the
Content Transfer System, the HR/IR complement will be changed appropriately after transfer.

Because books with accompanying electronic resources are treated differently by different
custodial divisions, detailed instructions are provided in B18.3 based on the intended location. See
http://www.loc.gov/staff/ils/multites/index.htm for a list of valid locations and sublocations. In Voyager,
a list of valid holdings locations may be viewed by using hotkey Ctrl + L from the 852 field of the HR.

For custodial divisions in which the ER is represented by its own holdings record/item record
(HR/IR complement), there may be exceptional circumstances when the book and ER are to be housed together. In these cases, use one HR/IR, adjust the “Pieces” in the IR to reflect the book and ER, and use the Note (icon looks like a quill with a red “X”) feature in the IR to provide an instruction that upon reassignment to a new location, the book and ER may require physical separation with separate HR/IR complements in the usual manner.

Note: This procedure does not apply to books with CD-ROMs with location “r-LL … $m GLOBAL.” See B18.3.6.1 for HR/IR instructions for those resources

B18.2.3 Labeling

Generally, when the main resource (i.e., the book) and the accompanying ER are shelved together (e.g., in MRC), the main resource has a spine label and item barcode (see DCM E4 for instructions), and the accompanying ER does not.

Generally, when the main resource and the accompanying ER are shelved separately (e.g., in Asian Division), both the main resource and the accompanying ER have spine labels and item barcodes. The main resource is labeled in the usual manner (see DCM E4 for instructions). Unless another workflow has been arranged with BCCD or the custodial division, apply these instructions to labeling accompanying ERs housed in jewel cases:

1) Affix the spine label in the top left corner of the front of the jewel case so that the spine label is vertical and near the top hinge;
2) Affix the item barcode in the top right corner of the front of the jewel case so that the item barcode is parallel to the spine label.

Note: Music Division applies a local workflow for labeling that is different from the procedure described here.

B18.2.4 Electronic Resource Missing At Time of Receipt of Book

If the accompanying electronic resource is missing at the time of cataloging of the book, follow the procedures in DCM D22 (Procedures for Handling Imperfect Copies). If the decision is not to seek a perfect copy or if the decision is to “catalog as is,” (cf. D22.2.2), note the fact that the ER is missing in a copy specific note using a 500 field and a subfield $5 containing “DLC” showing that the condition stated applies to the LC copy:

500 ## $a LC copy imperfect: accompanying CD-ROM wanting. $5 DLC

This will alert users of the bibliographic record that it does not represent a description of the complete bibliographic entity as issued.

When the ER is missing and the decision is to “catalog as is,” do not apply the HR/IR instructions for books with accompanying ERs. Instead, follow the normal end stage processing instructions for books without accompanying ERs. For example, if a book with accompanying ER would normally be assigned to c-MRC and the ER is missing, assign to c-GenColl instead.

B18.3 LOCATIONS

B18.3.1 Machine Readable Collection (MRC)

Book accompanied by electronic resources that are treated as part of the general collections and serviced by the Collections Management Division (CMD) are shelved together. If accompanying ERs are
not securely housed in the book itself (e.g., a CD-ROM in a pocket affixed to the inside cover), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. For other conditions not treated here, consult PSD.

Apply these instructions to a single-part monograph or an analyzed multipart monograph (a separate bibliographic record for each volume) with an accompanying ER:

- Create one HR/IR complement for each copy of the resource.
- In the HR, use “c-MRC” in the 852 subfield $b:

  852 0# $b c-MRC $h FL192.C8 $i C83 2016 $t Copy 1

- In the IR Perm. Loc., use “c-Machine Read Coll/HSS” and Item Type “Book:”

- In the IR, adjust the Pieces box to account for both the book and the ER as appropriate (see SCM:SL (ILS supplement) Workflow #15):

  Copy: 1  Pieces: 2

For non-analyzable multipart monographs, only those volumes accompanied by an electronic resource are located in MRC. Other volumes are represented on a separate HR. Indicate the volume(s) in MRC using $3 in the holdings record for the volume or volumes with accompanying ER.

Example:

852 0# $b c-GenColl $h NA324 $i .A87 2012 $t Copy 1
(HR for volumes with no accompanying ER; item records for volumes linked)

AND

852 0# $3 v. 2 $b c-MRC $h NA324 $i .A87 2012 $t Copy 1
(HR for volume with accompanying ER; one item record linked)

B18.3.2 Reading Rooms

Book with accompanying electronic resources that are assigned to reading rooms other than those in Music Division, Asian Division, and Law Library are housed together. In the IR, use Item Type “Book” and adjust the Pieces box to account for both the book and the ER.

B18.3.3 Music Division

Books scores, etc, with accompanying electronic resources in the custody of the Music Division (c-Music) or assigned to the Performing Arts Reading Room (r-PARRR) are shelved separately. Separate HR/IR complements are created for the main resource (e.g., book, score, manuscript) and the accompanying ER.
Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use an appropriate caption in subfield $3 for the main resource (e.g., “$3 Book only” or “$3 Score only”).
- In the IR, use the Item Type appropriate for the main resource.
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- Use first indicator “8” in field 852 of the HR.
- In the HR, use an appropriate caption in subfield $3 for the accompanying ER.
- From the stock of pre-printed shelf numbers, use a shelf number in subfield $h of the HR.
- Use sublocation $m Case MR in field 852 of the HR:

  852 8# $3 Accompanying CD-ROM $b c-Music $h CMR00520 $t Copy 1 $m Case MR

- In the IR, use the same Perm. Loc. as for the main resource and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

For situations not described here and for labeling procedures, follow local workflows.

**B18.3.4 African and Middle Eastern Division (AMED)**

Books with accompanying electronic resources that are in the custody of AMED are shelved together. If accompanying ERs are not securely housed in the book itself (e.g., a CD-ROM in a pocket affixed to the inside cover), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. One HR/IR complement is created for each copy of a single-part monograph with an accompanying ER.

**B.18.3.4.1 Near East Section**

Use in subfield $m the appropriate language designation followed by “-E” in the HR:

852 0# $b c-AMED $h DR479.P7 $i Y65 2014 $t Copy 1 $m Turk-E

In the IR, use “c-African & Mid East Div.” Apply the instruction in B18.3.1 for the Item Type and Pieces areas.

**B.18.3.4.2 Hebraic Section**

Use sublocation “$m Hebr” in field 852 of the HR.

In the IR, use “c-African & Mid East Div” for the Perm. Loc. Apply the instruction in B18.3.1 for the Item Type and Pieces areas.
Books with accompanying electronic resources that are in the custody of the Asian Division are shelved separately. Separate HR/IR complements are created for the main resource and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use an appropriate caption for the main resource in subfield $3 (e.g., “$3 Book only”).
- In the HR, use the appropriate $m sublocation (e.g., “$m Japan,” “$m China Ref”).
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- In the HR, use an appropriate caption for the accompanying ER in subfield $3, use “c-Asian” in subfield $b, and use the $m sublocation appropriate for the language followed by “CD-ROM:”

  852 0# $3 Accompanying CD-ROM $b c-Asian $h DS586 $i .K893 2015 $t Copy 1 $m Thai CD-ROM

- In the IR, use “c-Asian Division” for the Perm. Loc. and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

Note: Previous practice was to use a shelf number in subfield $i in the HR for the accompanying electronic resource. This practice was discontinued in 2016.

B18.3.6 Law Library

B18.3.6.1 GLOBAL
Books with accompanying electronic resources that are in the custody of the Law Library are shelved separately unless the location in the HR is “$b r-LL … $m GLOBAL.” Follow these instructions for books with accompanying ER assigned to this location.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use “r-LL” in subfield $b and use “$m Global:

  852 0# $b r-LL $h KZA1125 $i .J26 2017 $t Copy 1 $m GLOBAL

- In the IR Perm. Loc., use “r-Law Library Ref Coll” and Item Type “Book.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:
• Create an HR/IR complement for the accompanying ER.
• In the HR, use the same 852 field that is used for the main resource:
• In the IR Perm. Loc., use “r-Law Library Ref Coll” and Item Type “Computer File.”
• Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

Note: When the book and accompanying ER are taken off the reference collection, a Law Library staff member will adjust the HR/IRs for the book and accompanying ER. The accompanying ER will eventually be shelved in “c-LL … $m AUTO” with other ERs.

B18.3.6.2 Other Books with Accompanying Electronic Resources
Follow these instructions for other books with accompanying ER. Separate HR/IR complements are created for the main resource (i.e., the book) and the accompanying ER.

Apply these instructions to the main resource:

• Create an HR/IR complement for each copy of the main resource.
• Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

• Rehouse the accompanying ER in a jewel case or other appropriate container.
• Create an HR/IR complement for the accompanying ER.
• In the HR, use “c-LL” in subfield $b and use “$m AUTO”:

852 0# c-LL $h KTA18.Z7 $i C37 2013 $t Copy 1 $m AUTO

• In the IR, use “c-Law Library” for the Perm. Loc. and use Item Type “Computer File.”
• Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

These instructions apply to both books with location c-LL and location r-LL without $m GLOBAL. Note that when the book is assigned to r-LL, the HR for the book will have “r-LL” and the HR for the accompanying ER will have “c-LL … $m AUTO.”

B18.3.7 Locations Not Addressed in These Guidelines
For books accompanied by electronic resources in the custody of locations not mentioned above, contact PSD for instructions.

B18.4 GUIDELINES FOR FORWARDING BOOKS WITH ACCOMPANYING ELECTRONIC RESOURCES
Place the materials on the appropriate shelf in the division’s outgoing distribution area. For a list of ABA division distribution areas, see http://www.loc.gov/staff/aba/psd/movement.pdf.

See http://staff.loc.gov/sites/aba/2014/05/19/usprll-dewey/ for categories of books with accompanying electronic resources that should be forwarded to the Dewey Section after cataloging and end stage processing are complete. For resources in which the book and accompanying ER are shelved together (most likely in MRC), send both of them to the Dewey Section. For resources in which the book
and the ER are separated, send **only** the book to the Dewey Section. Track the location of each in the 955 field.

*Examples:*

$e$ td15 2017-04-01 book to Dewey; accompanying disk to Music Division

$e$ td02 2017-03-11 book to Dewey $a$ td07 2017-03-20 CD-ROM to LL

**B18.5  SUBSEQUENT COPIES**

If additional copies of the same manifestation are received either simultaneously with, or subsequent to, processing of the first copy, the bibliographic record for the manifestation will reflect the selection decision. The cataloging staff processes subsequent copies according to the selection decision in that record.
375 Gender

General

Do not use this field in new authority records. Whenever an existing record must be changed for any reason, delete any occurrence of field 375.
385 Audience Characteristics

General

LC/PCC catalogers may use this field to record the intended audience of a work or expression.


Examples:

385 ## $a Preteens $2 lcdgt
385 ## $a Families of military personnel $2 lcsh
385 ## $a Education Majors $2 ericd
385 ## $a Prospective homebuyers
   (Uncontrolled term)

Repeatability:

In choosing between repeating a field and repeating subfield $a:

LC practice: Repeat the field.

PCC practice: If the vocabulary source differs or if some terms come from a controlled vocabulary and others are uncontrolled, repeat the field. Otherwise, if the only addition to an existing field is an additional term from the same vocabulary, either repeat subfield $a or repeat the field. Overall best practice: repeat the field when needed for clarity.

Examples:

385 ## $a English speakers $2 lcdgt
385 ## $a Merchants $2 lcsh
   (Terms from different controlled vocabularies)
385 ## $a French Creole speakers
385 ## $a Construction industry employees $2 lcdgt
   (Uncontrolled term and term from a controlled vocabulary)
385 ## $a Teenagers $a Children of divorced parents $2 lcdgt
   or
385 ## $a Teenagers $2 lcdgt
385 ## $a Children of divorced parents $2 lcdgt
Subfield $m – Demographic group term and Subfield $n – Demographic group code

Do not use these subfields, but do not remove them from existing records if they are correctly coded.
386 Creator/Contributor Characteristics

General

LC/PCC catalogers may use this field to record demographic characteristics of one or more creators or contributors associated with a work or expression, in particular for characteristics common to a group of creators or contributors associated with a work or expression. The field will most commonly be used in authority records for collection aggregates embodying two or more expressions of two or more independent works by different agents, and for individual works named by title alone (e.g., works of unknown authorship; monographic series).


Examples:

130 #0 $a Piano pieces by children
386 ## $a Children $2 lcdgt

130 #0 $a Beowulf
386 ## $a Anglo-Saxons $2 lcsh

130 #0 $a American Indian oral history collection
386 ## $a American Natives $2 mesh

130 #0 $a Contemporary Omani poetry in English
386 ## $a Omanis $2 unbist

130 #0 $a Spoke (Birstall, Kirklees, England)
386 ## $a Queer people $2 homoit
670 ## $a Spoke : new queer voices, 2014: $b title page (poetry, prose, drama, maps & prose)

670 ## $a Spoke : new queer voices, 2014: $b title page (poetry, prose, drama, maps & prose)

While this field will be used primarily for aggregated works and for individual works named by title alone, there are situations when it will be appropriate for an individual work by one or more named creators. For example, for a musical work composed during childhood or adolescence, it would not be appropriate to record “Children” or “Teenagers” as a characteristic in the composer’s authority record. Instead, demographic characteristics applicable to only some of a creator’s works should be recorded in the authority records for those works.
Example:

100 1# $a Greenberg, Jay, $d 1991- $t Symphonies, $n no. 5
386 ## $a Teenagers $a Boys $2 lcdgt
   (Work composed 2003-2005, completed when the composer was 14 years old)

Repeatability:

In choosing between repeating a field and repeating subfield $a:

**LC practice:** Repeat the field.

**PCC practice:** If the vocabulary source differs or if some terms come from a controlled vocabulary and others are uncontrolled, repeat the field. Otherwise, if the only addition to an existing field is an additional term from the same vocabulary, either repeat subfield $a or repeat the field. Overall best practice: repeat the field when needed for clarity.

Examples:

130 #0 $a Latin American women writers
386 ## $a Latin Americans $2 lcsh
386 ## $a Women $2 lcdgt
   (Terms from different controlled vocabularies)

130 #0 $a Cowboy poetry from Utah
386 ## $a Cowboys $a Utahns $2 lcdgt
   or
386 ## $a Cowboys $2 lcdgt
386 ## $a Utahns $2 lcdgt

130 #0 $a Voices from the valley (Granada Hills, Los Angeles, Calif.)
386 ## $a Angelenos
386 ## $a High school students $a Teenagers $a Californians $2 lcdgt
   or
386 ## $a Angelenos
386 ## $a High school students $2 lcdgt
386 ## $a Teenagers $2 lcdgt
386 ## $a Californians $2 lcdgt
670 ## $a Voices from the valley, 2020: $b page 4 of cover (collection of essays written by Granada Hills Charter High School students during the early months of the SARS-Co-V-2 pandemic of 2020)
   (Uncontrolled term and terms from one controlled vocabulary)

**Subfield $i – Relationship information**

Optionally, use subfield $i to record a term designating the nature of the relationship between the demographic groups recorded in the field and the work or expression. Prefer a term from a controlled vocabulary, such as the MARC relator terms, RDA relationship designators, or RBMS relationship designators. Capitalize the first letter of the relationship term and record it in the singular. Follow the relationship term with a colon.
Examples:

130 #0 $a Best of Indian English poetry
386 ## $i Author: $a Indians (India) $2 lcdgt

130 #0 $a Private worlds (Exhibition catalog : 1998)
386 ## $i Artist: $a Europeans $2 lcdgt

Do not record multiple subfield $i’s in a single 386 field. If multiple relationship terms apply to a single group of creators or contributors (e.g., a work with authors and artists from the same demographic group or an expression with editors and translators from the same demographic group), repeat the field, using different relationship terms.

Example:

130 #0 $a City lights (Greater Brockton Society for Poetry and the Arts (Mass.))
386 ## $i Author: $a Bay Staters $a Bay Staters $2 lcdgt
386 ## $i Artist: $a Bay Staters $2 lcdgt
670 ## $a City lights, 2009: $b title page (an anthology of poetry and art from the Greater Brockton Society for Poetry and the Arts; Sheila Mullen Twyman, editor)

(A compilation of works by authors and artists from Massachusetts)

If different relationship terms apply to some of the creators and contributors (e.g., authors are in one demographic group and artists are in another), repeat the field, using different relationship terms. If the same relationship term applies to more than one demographic group, either repeat subfield $a in one field, or repeat the field. For clarity, when in doubt, repeat the 386 field as necessary.

Example:

130 #0 $a 50 German songs (High voice)
386 ## $i Composer: $a Germans $a Austrians $2 lcdgt
386 ## $i Lyricist: $a Germans $a Austrians $2 lcdgt
or
386 ## $i Composer: $a Germans $2 lcdgt
386 ## $i Composer: $a Austrians $2 lcdgt
386 ## $i Lyricist: $a Germans $2 lcdgt
386 ## $i Lyricist: $a Austrians $2 lcdgt

(Score containing works by Schubert, Schumann, Franz, Brahms, Wolf, Mahler, and Strauss, with lyrics also printed as text in German and English translation)

Subfield $m – Demographic group term and Subfield $n – Demographic group code
Do not use these subfields, but do not remove them from existing records if they are correctly coded.
Introduction

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

Scope of LC Guidelines

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

- LC/NACO Authority File (LC/NAF)
- Library of Congress Subject Headings (LCSH)
- Library of Congress Genre/Form Terms (LCGFT)
- Library of Congress Medium of Performance Terms (LCMPT)
- Library of Congress Demographic Group Terms (LCDGT)

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

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

Direction for use of LC Guidelines

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

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

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

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

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

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

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

NACO:

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

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

Do not use subfields:
   $6, $8

SACO:

Always use second indicator value 0.

Do not use subfields:
   $0, $1, $5, $6, $8

LC:

NAMES/SERIES:

Always use second indicator value 0.

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

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

SUBJECTS:

Do not use subfields:
   $0, $1, $5, $6, $8
072  Subject Category Code

NACO:

Do not use this field.

SACO:

Use this field in LCDGT authority records.

Do not use subfields (implementation decision not yet made):
$x, $6, $8

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Use this field in LCDGT authority records.

As of February 2011, this field may appear in LCSH authority records as part of a special project: https://www.loc.gov/catdir/cpso/field_072_announcement.pdf.

Do not use subfields (implementation decision not yet made):
$x, $6, $8
073 Subdivision Usage

NACO:
Do not use this field.

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

LC:

NAMES/SERIES:
Do not use this field.

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

Do not use subfields:
$6, $8
375  Gender

NACO:

Do not use this field.

This field may be found in older records. Whenever an existing record must be changed for any reason, delete any occurrence of field 375.

SACO:

Do not use this field.

---

LC:

NAMES/SERIES:

Do not use this field.

This field may be found in older records. Whenever an existing record must be changed for any reason, delete any occurrence of field 375.

SUBJECTS:

Do not use this field.
450 See From Tracing – Topical Term

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $b, $g, $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:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $b, $g, $i, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-4XX fields.
455  See From Tracing – Genre/Form Term

NACO:
Do not use this field.

SACO:
Do not use subfields:
   $i, $v, $x, $y, $z, $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:
Do not use this field.

SUBJECTS:
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.
480  See From Tracing – General Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $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:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-4XX fields.
481 See From Tracing – Geographic Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $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:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-4XX fields.
482  See From Tracing – Chronological Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $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:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-4XX fields.
485  See From Tracing – Form Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $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:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-4XX fields.
550  See Also From Tracing – Topical Term

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $b, $g, $i, $0, $1, $4, $5, $6, $8

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

---

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $b, $g, $i, $0, $1, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-5XX fields.
555  See Also From Tracing – Genre/Form Term

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $i, $v, $x, $y, $z, $0, $1, $4, $5, $6, $8

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $v, $x, $y, $z, $0, $1, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-5XX fields.
580  See Also From Tracing – General Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
    $i, $0, $1, $4, $5, $6, $8

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
    $i, $0, $1, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-5XX fields.
581  See Also From Tracing – Geographic Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $i, $0, $1, $4, $5, $6, $8

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $0, $1, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.
582  See Also From Tracing – Chronological Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $i, $0, $1, $4, $5, $6, $8

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

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $0, $1, $4, $5, $6, $8

Usage for subfield $w is given in the LC Guidelines section for Tracings and References-General Information-5XX fields.
585   See Also From Tracing – Form Subdivision

NACO:

Do not use this field.

SACO:

Do not use subfields:
   $i, $0, $1, $4, $5, $6, $8

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

---

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use subfields:
   $i, $0, $1, $4, $5, $6, $8

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

NACO:
Do not use this field.

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

LC:

NAMES/SERIES:
Do not use this field.

SUBJECTS:
Do not use subfields:
$5, $6, $8
681  Subject Example Tracing Note

NACO:
Do not use this field.

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

LC:

NAMES/SERIES:
Do not use this field.

SUBJECTS:
Do not use subfields:
  $6, $8
781 Subdivision Heading Linking Entry – Geographic Subdivision

NACO:

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

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

Do not use subfields:
   $v, $w, $x, $y, $0, $2, $5, $6, $8

SACO:

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

Do not use subfields:
   $i, $v, $w, $x, $y, $0, $1, $2, $4, $5, $6, $8

LC:

NAMES/SERIES:

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

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

Do not use subfields:
   $v, $w, $x, $y, $0, $2, $5, $6, $8

SUBJECTS:

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

Do not use subfields:
   $i, $v, $w, $x, $y, $0, $1, $2, $4, $5, $6, $8