

# Establishing Certain Entities in the Name or Subject Authority File

H 405

## Table of Contents

Establishing Certain Entities in the Name or Subject Authority File .....	1
A. Background .....	1
B. Recent revisions .....	3
C. Establishment of heading .....	3
General rule .....	3
Group One Name Authority Headings.....	5
Group Two Subject Authority Headings .....	10
D. Revision history.....	15

## A. Background

Most headings fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, uniform titles, named meetings, etc., in the name authority file, or as topical headings, named objects such as automobiles, geographic features, etc., in the subject authority file. There are, however, certain named entities that have in the past been problematic as to

- whether the heading should go into the name authority file following descriptive cataloging conventions or the subject authority file following subject cataloging conventions; and
- how the heading should be tagged in both authority and bibliographic records.

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

- the responsibility for establishing the headings;

- the conventions to be used in formulating the headings;
- the tags to be used for content designation; and
- the file (name or subject authority) in which authority records for the headings should reside.

The guidelines originally developed by Desc Pol, Subj Pol, and the Director for Cataloging divided the problematic headings into three groups: (1) headings established according to descriptive cataloging conventions with authority records that always resided in the name authority file; (2) headings established according to subject cataloging conventions with authority records that resided in the subject authority file unless they were needed for use as descriptive access points; and (3) headings established in either the name or subject authority file depending upon need for their use as either descriptive access points or as subject headings.

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

Duplicate records were deleted from LCSH to the extent practical. A limited number of records were retained in order to preserve scope notes that provide instructions on assignment of the heading as a subject and/or to preserve general see also references. In addition, some records were retained in order to provide UFs for synonymous words or phrases, when those references would not be appropriate for the Name Authority File. Examples of records retained for these reasons include **\*Catholic Church\***; **\*Qur’an\***; and **\*Bible. English\***.

In 1995, the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group, PCC Task Group on Name Versus Subject Authorities, that considered those categories of headings characterized as Group 3 that could be established in either the name or subject authority file (cemeteries, city sections, concentration camps, and country clubs), headings for events, and tagging conventions for certain “geographic” entities. The task group recommended that the headings that were previously established in either the name or subject authority file be established only in the name authority file; that headings for events that are

formally convened, directed toward a common goal, capable of being reconvened, and that have a formal name be established in the name authority file instead of the subject authority file; and that certain entities that were formerly tagged as X51 be tagged as X10, including airports, arboretums, botanical gardens, cemeteries, concentration camps, country clubs, herbariums, and zoological gardens. The PCC approved the task group's recommendations, and the results are reflected in the lists below.

The revised guidelines divide the problematic headings into two groups:

1. Headings always established according to descriptive cataloging conventions with authority records that always reside in the name authority file.
2. Headings always established according to subject cataloging conventions with authority records that
  - reside in the subject authority file if used only as subject headings; or
  - reside in the name authority file if the headings are needed for use as descriptive access points.

Lists of the categories of headings falling into both these groups are on pages 4-15. This instruction sheet describes the procedures to be followed when it is necessary for a subject cataloger to establish a heading in one of these categories, or to request a descriptive cataloger to establish a heading for subject usage.

## **B. Recent revisions**

2024-12: Updated to new template. Added Treaties, etc. to Group 1 and corrected typo.

## **C. Establishment of heading**

General rule

1. Whenever a new heading is needed for a named entity, consult the two lists on pages 5-15 to determine whether the heading is categorized as a Group 1 or Group 2 heading. Follow the procedures appropriate to the group. If neither the precise category, nor a broader category that encompasses the precise category, nor a very closely analogous category is found in either of the two groups, bring the matter to the attention of the Policy, Training,

and Cooperative Programs Division (PTCP) for an interpretation and possible addition of the category to one of the lists.

*Group one headings*

2. First search to determine whether the required heading has already been established as an RDA name heading. If so, use the heading as established. If not, establish it as a name heading or request a descriptive cataloger to do so.

If a heading in this category has been established as a subject heading, submit a proposal to delete the subject authority record according to the procedures in H 193 after it has been established as a name heading.

- a. **Heading required for subject cataloging purposes.** First search to determine whether the entity has already been established as a name heading according to former guidelines. After making this determination, proceed as follows:

- i. **Name authority record not found.** Submit a proposal to establish the entity as a subject heading, following the standard procedures described in H 200, as well as any special procedures described in individual instruction sheets appropriate to particular categories of named entities, for example, H 1334 for buildings and structures, H 1925 for parks, etc.

Proposals of this type appear in the main alphabetical section of the tentative list and are treated as subject headings.

- ii. **RDA or AACR2 name authority record found.** If the record does not have a 667 field with the notation *Subj Headings Manual/RDA*, consult the Policy, Training, and Cooperative Programs Division to determine whether it should be canceled as a name heading and re-established as a subject heading.
- iii. **Pre-AACR2 name authority record found.** Submit a proposal to establish it as a subject heading, as described in sec. 2.a.i above. Notify the Policy, Training, and Cooperative Programs Division of the invalid name heading so that the name authority record can be deleted.

- b. **Heading needed for use as descriptive access point.** Follow the guidelines in the *Descriptive Cataloging Manual*, Z1, Appendix 1: *Ambiguous Entities*, sec. 1.2 and sec. 3.1.

Group One Name Authority Headings

Named entities always established according to descriptive cataloging conventions with authority records that always reside in the name authority file.

<b>Group 1 Category</b>	<b>MARC tag</b>
Abbeys	110
Academies	110
Airplanes, Individual	110
Airports	110
Almshouses	110
Animals, Named	100
Aquariums, Public	110
Arboretums	110
Armories	110
Arsenals	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens	110
Broadcasting stations	110
Business parks	110
Cathedrals	110
Cemeteries <sup>1</sup>	110
Chambers of commerce	110
Chapels <sup>2</sup>	110

---

<sup>1</sup> Headings in this category are for named cemeteries as corporate bodies. Headings for cemeteries that are archaeological sites include the term Site in the heading and are Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

<sup>2</sup> Headings in this category are for chapels that are free-standing; that is, they are not building details nor parts of complex structures. Headings for chapels that are building details or parts of complex structures are in Group 2, established as subject headings, and tagged 150. See H 1334 sec. 5-6 for information on establishing building details and parts of complex structures.

<b>Group 1 Category</b>	<b>MARC tag</b>
Churches (in use or ruins)	110
Circuses	110
City sections <sup>3</sup>	151
Collective settlements	151
Colleges	110
Comarcas	151
Comic strips	130 <sup>4</sup>
Communes	151
Competitions	111
Computer programs and software	130 <sup>5</sup>
Concentration camps	110
Concert halls	110
Conservation districts	151
Contests	111
Convents	110
Correctional institutions	110
Country clubs	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, for example, Catholic Church. Diocese of Basel (Switzerland); Constantinople (Ecumenical patriarchate)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events <sup>6</sup>	111
Exhibitions	111

---

<sup>3</sup> This category includes historic districts and special economic zones in cities.

<sup>4</sup> Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

<sup>5</sup> Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

<sup>6</sup> Events that are formally convened, directed toward a common goal, capable of being reconvened, and that have a formal name. See H 1592 for a list of types of events to be established in the name authority file.

<b>Group 1 Category</b>	<b>MARC tag</b>
Expeditions, Military <sup>7</sup>	111
Expeditions, Scientific	111
Experiment stations	110
Expositions	111
Factories	110
Fairs	111
Festivals and celebrations	111
Fictitious characters (Individual) <sup>8</sup>	100
Fish hatcheries	110
Folk festivals and celebrations	111
Forest districts	151
Forests (Administrative agencies) <sup>9</sup>	110
Funds	110
Funeral homes, mortuaries	110
Galleries	110
Games (Events)	111
Gangs	110
Gods (Individual) <sup>10</sup>	100
Halfway houses	110
Helplines, hotlines	110
Herbariums	110
Hospitals	110
Hotels	110
Housing projects	110
Individual works of art	100, 110, 130
Industrial districts	110
Internment camps	110
Jurisdictions, Ancient (other than cities)	151
Jurisdictions, Medieval and modern (including former jurisdictions)	151

---

<sup>7</sup> Headings in this category are military expeditions that are not campaigns, battles, sieges, etc. Military expeditions that are campaigns, battles, sieges, etc., are Group 2 and established as subject headings tagged 150.

<sup>8</sup> Headings in this category are for individual fictitious characters. Headings for groups of fictitious characters are established as subject headings, tagged 150, and qualified by (Fictitious characters).

<sup>9</sup> Headings in this category are always qualified by the term (Agency). Headings for forests as geographic entities are in Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

<sup>10</sup> Headings in this category are for individual gods. Headings for groups of gods are established as subject headings, tagged 150, and qualified by (... deities).

<b>Group 1 Category</b>	<b>MARC tag</b>
Laboratories	110
Legendary characters (Individual). <sup>11</sup>	100
Libraries	110
Library districts	110
Markets	110
Military installations (active; also all after 1899)	151
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums	110
Mythological figures (Individual). <sup>12</sup>	100
Named collections	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera companies	110
Parades	110
Park districts	151
Parks (Administrative agencies). <sup>13</sup>	110
Planetariums	110
Planned communities	151
Plans (Programs)	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, Plans, etc.	110
Public celebrations, pageants, anniversaries	111

---

<sup>11</sup> Headings in this category are for individual legendary characters. Headings for groups of legendary characters are established as subject headings, tagged 150, and qualified by (Legendary characters).

<sup>12</sup> Headings in this category are for individual mythological figures. Headings for groups of mythological figures are established as subject headings, tagged 150, and qualified by (... mythology).

<sup>13</sup> Headings in this category are always qualified by the term (Agency). Headings for parks as geographic entities are in Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

<b>Group 1 Category</b>	<b>MARC tag</b>
Publishers' imprints	110
Pueblos	151
Races (Contests)	111
Radio programs	130
Railroads	110
Recreation districts	151
Refugee camps	110
Religious denominations	110
Research parks <sup>14</sup>	110
Research stations	110
Reserves (Administrative agencies) <sup>15</sup>	110
Restaurants	110
Sanatoriums	110
Sanitation districts	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shopping centers	110
Shows (Exhibitions)	111
Software, Computer	1303
Sound recording labels	110
Space vehicles	110
Sporting events	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Telescopes	110
Television programs	130
Temples (in use; excludes temples in ruins)	110

---

<sup>14</sup> Headings in this category are for areas of land that are devoted to institutions carrying out academic or industrial research. Geographic headings for parks intended for recreation, conservation, etc., are Group 2.

<sup>15</sup> Headings in this category are always qualified by the term (Agency). Headings for reserves as geographic entities are in Group 2, established as subject headings, tagged 151, and qualified according to subject cataloging conventions.

<b>Group 1 Category</b>	<b>MARC tag</b>
Theater companies	110
Tournaments	111
Treaties, etc.	130, 110, 111
Tribes (as legal entities only; U.S. and Canada only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts	151
Video games, Individual. <sup>16</sup>	130
Water districts	151
Web sites	130
Works of art, Individual	100, 110, 130
Zoological gardens	110

#### Group Two Subject Authority Headings

Named entities always established according to subject cataloging conventions with authority records that reside in either the name authority file or the subject authority file.

<b>Group 2 Category</b>	<b>MARC tag</b>
Amusement park rides	110, 150 30
Amusement parks	151
Apartment houses	110
Aqueducts	151
Arches	150
Arenas	110
Artists' groups. <sup>17</sup>	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110

---

<sup>16</sup> Headings for individual video games are in Group 1 and established as titles. Headings for video game franchises are in Group 2, established as topical subject headings.

<sup>17</sup> Headings in this category include artists', composers', etc., groups that are often informally organized, may not be self-named, and do not play a role in collectively promoting and marketing their work. Headings for artists', composers', etc., groups that are self-identified by a particular name and function as a business firm in creating, publishing, promoting, and marketing their works are established as corporate entities according to descriptive cataloging conventions.

<b>Group 2 Category</b>	<b>MARC tag</b>
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150 <sup>18</sup>
Buildings, Private	110
Buildings occupied by corporate bodies <sup>19</sup>	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles	110
Celestial bodies	151
Cemetery sites, Archaeological <sup>20</sup>	151
Chapels (building details or parts of complex structures) <sup>21</sup>	150
Cities, Extinct (Pre-1500)	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collective farms	151
Community centers	110
Composers' groups <sup>22</sup>	150

---

<sup>18</sup> Although headings in this category are generally tagged 150, headings that belong to a different category on this list may be tagged 110 (e.g., Auditoriums).

<sup>19</sup> This category consists of buildings known by different names from the corporate bodies that occupy them. For buildings that are known by the same name as the bodies that occupy them, see H 1334, Background statement.

<sup>20</sup> Headings in this category include the term Site in the heading and are qualified according to subject cataloging conventions. Headings for named cemeteries as corporate bodies are in Group 1, established as name headings, tagged 110.

<sup>21</sup> Headings in this category are for chapels that are building details or parts of complex structures. See H 1334 sec. 5-6 for information on establishing building details and parts of complex structures. Headings for chapels that are free-standing; that is, they are not building details nor parts of complex structures, are in Group 1, established as name headings, and tagged 110.

<sup>22</sup> Headings in this category include artists', composers', etc., groups that are often informally organized, may not be self-named, and do not play a role in collectively promoting and marketing their work. Headings for artists', composers', etc., groups that are self-identified by a particular name and function as a business firm in creating, publishing, promoting, and marketing their works are established as corporate entities according to descriptive cataloging conventions.

<b>Group 2 Category</b>	<b>MARC tag</b>
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings	110
Estates	151
Events <sup>23</sup>	150
Exhibition buildings	110
Expeditions, Military <sup>24</sup>	150
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fictitious characters (Groups) <sup>25</sup>	150
Fire stations	110\
Forests (Geographic entities) <sup>26</sup>	151
Fortresses (Structures)	151
Fountains	150
Gardens	151
Gates	150
Gods (Groups) <sup>27</sup>	150
Golf courses	151

---

<sup>23</sup> Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only. See H 1592 for a list of types of events to be established in the subject authority file.

<sup>24</sup> Headings in this category are military expeditions that are campaigns, battles, sieges, etc. Military expeditions that are not campaigns, battles, sieges, etc., are Group 1, established according to descriptive cataloging conventions, and tagged 111.

<sup>25</sup> Headings in this category are for groups of fictitious characters and are qualified by (Fictitious characters). Headings for individual fictitious characters are in Group 1, established as name headings, and tagged 100.

<sup>26</sup> Headings in this category are qualified according to subject cataloging conventions. Headings for forests as corporate bodies are in Group 1, established as name headings, tagged 110, and qualified by the term (Agency).

<sup>27</sup> Headings in this category are for groups of gods and are qualified by (... deities). Headings for individual gods are in Group 1, established as name headings, and tagged 100.

<b>Group 2 Category</b>	<b>MARC tag</b>
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites (including historic districts not in cities)	151
Immigration stations	110
Islands, Nonjurisdictional	151
Land grants	151
Legendary characters (Groups) <sup>28</sup>	150
Lighthouses	110
Locks (Hydraulic engineering)	151
Locomotives	150
Manors	110
Mansions	110
Market buildings	110
Military installations (inactive pre-1900 installations)	151
Mine buildings	110
Mines	151
Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110
Mythological figures (Groups) <sup>29</sup>	150
Office buildings	110
Opera houses	110
Palaces	110
Parks (Geographic entities) <sup>30</sup>	151
Pavilions	110
Pipelines	151
Playgrounds	151
Plazas (Open spaces, squares, etc.)	151
Police stations	110
Pools, Public	110

---

<sup>28</sup> Headings in this category are for groups of legendary characters and are qualified by (Legendary characters). Headings for individual legendary characters are in Group 1, established as name headings, and tagged 100.

<sup>29</sup> Headings in this category are for groups of mythological figures and are qualified by (... mythology). Headings for individual mythological figures are in Group 1, established as name headings, and tagged 100.

<sup>30</sup> Headings in this category are qualified according to subject cataloging conventions. Headings for parks as corporate bodies are in Group 1, established as name headings, tagged 110, and qualified by the term (Agency).

<b>Group 2 Category</b>	<b>MARC tag</b>
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Ranger stations	110
Recreation areas	151
Remote-controlled vehicles	150
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shrines (not churches)	150
Spas	110
Sports arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, for example, towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151

<b>Group 2 Category</b>	<b>MARC tag</b>
Video game franchises <sup>31</sup>	150
Villas	110
Walls	150, 151 <sup>32</sup>
Waterways	151
Wells	151

#### D. Revision history

2024-12: Updated to new template. Added Treaties, etc. to Group 1 and corrected typo.

---

<sup>31</sup> Headings for individual video games are in Group 1 and established as titles. Headings for video game franchises are in Group 2, established as topical subject headings.

<sup>32</sup> Walls that were built as military installations (e.g., the Great Wall of China, Hadrian's Wall, individual city walls) are tagged 151. All other walls are tagged 150.