

## Forenames and Surnames H 1629.5

**BACKGROUND:** *Headings for forenames (a.k.a. given names) and surnames in LCSH are assigned to works about the etymology of names. This instruction sheet provides guidelines for establishing headings for forenames and surnames.*

**1. General rule.** For works about the etymology of a forename or surname, establish the name as a topical heading. Use the most common form of the name as the heading, and qualify it with the term “name.” *Examples:*

```
150 $a Elizabeth (Name)
150 $a MacCarthy (Name)
```

Establish similar-sounding names with different meanings and similar names from different ethnic backgrounds as separate names. *Examples:*

```
150 $a Marii`a` (Name)
150 $a Mary (Name)
```

For names in foreign languages that appear in inflected forms, generally prefer the singular nominative form for forenames and the masculine, singular, nominative form for surnames.

**2. UF references.** Make UF references from alternate spellings of the name. Qualify each reference with the term “name.” Do not make UF references from nicknames or diminutive forms of the name. If required for the work being cataloged, establish a separate heading for the nickname or diminutive form. *Examples:*

```
150 $a Ann (Name)
450 $a Anne (Name)

150 $a Jack (Name)

150 $a John (Name)
[not 450 $a Jack (Name)]
```

**3. BT references.** Provide the BT reference **Names, Personal**.

**4. Existing headings.** Some existing headings contain UF references for nicknames, diminutives, and/or similar names from different ethnic backgrounds. Continue to use the headings. Remove such UFs and establish them as separate headings only as required for new cataloging.