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# Corporate Bodies

<b>Overview</b>	<b>2</b>
<b>Changes from Original RDA</b>	<b>2</b>
<b>Implementation with Metadata Examples</b>	<b>3</b>
Nomen	3
access point for corporate body	3
authorized access point for corporate body	4
identifier for corporate body	5
name of corporate body	6
preferred name of corporate body	6
Attribute	7
address of corporate body	7
category of corporate body	8
category of government	9
corporate history	10
field of activity of corporate body	11
language of corporate body	12
note on corporate body	13
number of conference	14
related entity of corporate body	14
Timespan	15
date of conference	15
date of establishment	15
date of termination	16
Place	17
place of conference	17
<b>Cataloger's Judgment Areas</b>	<b>18</b>

## Overview

Metadata Guidance Document for the Domain [Entity > Corporate Body](#) : A collective agent who is composed of persons who are organized for a common purpose or activity.

The MGD is subarranged by four Ranges, and under each Range, alphabetically by Element name, or by Agent *entity subtype*.

Elements under [Nomen](#) point to [Guidelines on normalized transcription](#), [MG: Access Point Syntax](#), or [MG: Transcription-Punctuation](#) as appropriate for MARC examples, transcription, and punctuation guidance.

Relationship elements are covered under the MGDs for Relationships (Agent-WEMI and Agent-Agent).

Elements under [Attribute](#) include MARC examples when necessary for illustration.

Instruction sheets for Corporate Body in the Library of Congress (LC) Guidelines for MARC 21 authority records, and the Descriptive Cataloging Manual (DCM) Z1, have been relocated to this MGD where appropriate.

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## Changes from Original RDA

Original RDA	Official RDA
Original RDA definition: An organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit.	Official RDA definition: A corporate body is a collective agent who is composed of persons who are organized for a common purpose or activity.
Gives instructions on record syntaxes for access point control.	Does not include instructions on coding of access points for corporate body.  The LC-NACO Authority File (NAF) is an example of a Vocabulary Encoding Scheme (VES). Vocabulary Encoding Schemes that are not based on RDA Reference Value Vocabularies are left to community practice.  See: <a href="#">MG: Access Point Syntax</a>

	See <a href="#">MG: Vocabulary Encoding Schemes</a>
Speaks in terms of “record” syntaxes.	Speaks in terms of “metadata description sets.”  An LC/NACO authority record (NAR) is an example of a metadata description set: “One or more metadata statements that describe and relate individual instances of one or more RDA entities.” A metadata statement is “A piece of metadata that assigns a value to an RDA element that describes an individual instance of an RDA entity.”
Date and place are attributes of conferences.	Date and place of conference are relationship elements (Domain: Corporate body - Range: Timespan and Range: Place, respectively).
Relationships are described using relationship designators, terms for which are contained in the appendices.	Relationships are described using relationship elements, which are more granular than relationship designators, and are integrated into the RDA text.
Original RDA specifies core elements, which could be supplemented by community core elements.	RDA does not specify any core elements. <a href="#">Minimum description of Corporate Body</a> prescribes at least one appellation element. Core elements are all defined in LC-PCC policy statements.

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## Implementation with Metadata Examples

### Nomen

#### access point for corporate body

##### Guidance

- Access point for corporate body has two subelements: Corporate Body: [authorized access point for corporate body](#), and Corporate Body: [variant access point for corporate body](#).

- Most of the Options for this element are applied. The LC-PCC PSs refer to MGDs for more instructions.
- All access points connected by predecessor/successor references (MARC 5XX) for corporate bodies must be represented by a name authority record in the LC/NAF.
- See [MG: Access Point Syntax](#) for guidance at Corporate Body: access point for corporate body. [Format of base access points for corporate body](#).

#### MARC 21

- See [MG: Access Point Syntax](#)

#### BIBFRAME

- Record an IRI for the instance of a Nomen as a real-world object.
- NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.

#### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.2.2.4 11.13			

### authorized access point for corporate body

#### Guidance

- The LC-PCC PSs for this element reflect name authority policies and practices used under Original RDA.
- Most of the other Options for this element are applied.
- See Corporate Body: authorized access point for corporate body. [General guidelines for constructing authorized access points for subordinate or related corporate bodies](#) for more information.
- All bodies that are part of an established hierarchy; e.g., when establishing a corporate entity that is entered subordinate to its parent body, the parent body must also be established. In other words, if an NAR for the parent body or an intervening subunit is not present in the LC/NAF, it must be established. This means that more than one NAR will be created for the LC/NAF, and some of those authorized access points will not be linked to bibliographic records when they are created, but may be used if/when needed.
- Jurisdictional names used as additions to an authorized access point (MARC 1XX field) must also be established before they can be used. For example, when using the name

of a city as a qualifier for a corporate body, the city must be represented in the authority file.

- For ongoing conferences, separate authority records may be created for the collective conference (typically made when cataloging a serial), an individual instance of an ongoing conference (typically made when cataloging a monograph), or both. These records may coexist in the LC/NACO authority file. A record for the collective conference should always be made to connect the earlier and later names of the collective conference.
- When modifying an NAR for any reason, delete a final mark of punctuation in the authorized access point unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging instructions (e.g., a parenthetical qualifier).
- LC/PCC practice: When creating a new NAR for a corporate body, and there are no additions readily available to differentiate the access point in the new NAR, make an addition to the existing authorized access point.
- Catalogers are urged to refrain from making unnecessary changes to 1XXs.
- See the [PCC Post RDA Test Guidelines](#) for up-to-date instructions on the issues related to RDA and AACR2 NARs and their use in bibliographic records.

#### MARC 21

- See [MG: Access Point Syntax](#).

#### BIBFRAME

- Record an IRI for the instance of a Nomen as a real-world object.
- NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.

#### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.13.1	11.13.1.1	1XX	<a href="#">PCC Post RDA Test Guidelines</a>

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## identifier for corporate body

### Guidance

- Library of Congress Control Numbers (LCCNs) are the primary identifier for corporate bodies in the NAF.

#### MARC 21

- LCCNs are recorded in the 010 field (Library of Congress Control Number).

- 016 field (National Bibliographic Agency Control Number) may appear in NARs for corporate bodies emanating from national bibliographic agencies. Do not modify or delete this field.
- 024 field (Other Standard Identifier) may be recorded in the NAF for other identifiers for a corporate body. Follow the guidelines in [NACO Best Practices for the 024 Field](#).
  - As a general rule, limit the number of 024 fields in an NAR to five. Do not routinely delete or change existing 024 fields when adding new ones.
  - LC/PCC catalogers are not required to maintain identifiers coded in the 024 field of NARs. When an 024 identifier is present in an NAR that is being reported for deletion (for example, in the case of a duplicate), LC/PCC catalogers should transfer the field to the record that is to be retained. When two NARs are being collapsed into one, and each record has a different 024 field, LC/PCC catalogers should include both 024 fields in the updated record.
  - Do not use subfields \$c, \$d, \$q, \$z, \$6, \$8.

#### BIBFRAME

- Record an IRI for the instance of a Nomen as a real-world object.
- NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.

#### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.12		024	<a href="#">NACO Best Practices for the 024 Field</a>

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### name of corporate body

#### Guidance

- This element refers to the “usage” form(s) of a corporate body’s name.

#### MARC 21

- The OPTION at Corporate Body: name of corporate body. [Recording an unstructured description](#) to use any source of information, and record the form found in the source of information, is applied according to the LC-PCC PS. The 670 field is used to record forms of name found and the source of information.
- See the Descriptive Cataloging Manual (DCM) Z1, 670 instruction sheet, for best practices and examples of the 670 field used in NAF records.

## BIBFRAME

- Record an IRI for the instance of a Nomen as a real-world object.
- NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.2	11.2	670 instruction sheet	

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## preferred name of corporate body

### Guidance

- This element refers to the “usage” form of a corporate body’s name that is selected for preference in a specific application or context.
- Most of the LC-PCC PSs for this element are applied, or are based on cataloger’s judgment.
- This element describes decisions that need to be made when:
  - Selecting the preferred name of corporate body when there is more than one form of the same name.
  - Selecting the preferred name of corporate body when there is more than one language associated with the corporate body.
  - The name of corporate body is in a non-preferred script.
    - Follow the guidance at: [MG: Person: Preferred Name of Person: Names written in a non-preferred script.](#)
  - The name of corporate body is in two or more spellings.
- See Transcription Guidelines: [Guidelines on normalized transcription](#) for punctuation of the preferred name of corporate body.

### MARC 21

- A corporate body has a real or official name and a conventional name. When a corporate body is frequently identified by a conventional name in sources of information in a language of the corporate body, record the conventional name. MARC field 670 is used to record forms of name found and the source of information.
- See the Descriptive Cataloging Manual (DCM) Z1, 670 instruction sheet, for best practices and examples of the 670 field used in NAF records.

## BIBFRAME

- Record an IRI for the instance of a Nomen as a real-world object.
- NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.2.2	11.2.2.5 11.2.2.6 11.2.2.8 11.2.2.12 11.2.2.14 11.2.2.18 11.2.2.19 11.2.2.22 11.2.2.26 11.2.2.27 11.2.2.29	670 instruction sheet	

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## Attribute

### address of corporate body

#### Guidance

- Supply based on cataloger's judgment, if the information is readily available and not already being recorded in field 370 subfield \$e (Place of residence/headquarters).
- Catalogers are not required to maintain address information when updating a record that contains an address.
- See [MG: Timespan](#) for guidance on recording start and end dates associated with address of corporate body.

#### MARC 21

- Record in the MARC 371 field.
- In cases where subfield \$a (address information preceding the name of the city or town) is not recorded, include at a minimum subfield \$m (Electronic mail address) or subfield \$b (City).
- Repeatability: Record multiple addresses, with or without ranges of dates, in separate occurrences of the 371 field.
- Do not use subfields \$4, \$6, \$8.



Examples	
MARC	<p>Example 1</p> <p>371 ## \$a BBC Broadcast Centre, 201 Wood Lane \$b London \$d England \$e W12 7TP</p>
BIBFRAME	<ul style="list-style-type: none"> <li>Record an IRI for the instance of a Nomen as a real-world object.</li> <li>NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.9		371	

## category of corporate body

### Guidance

- Prefer controlled vocabulary for terms.
- Capitalize the first word in each term recorded.
- When terms do not come from a controlled vocabulary, use a singular form.
- Can include designations indicating the type of corporate body or jurisdiction, or other attributes.
- Record the category of corporate body in English.
- See [MG: Timespan](#) for guidance on recording start and end dates associated with category of corporate body.

### MARC 21

- Record in the 368 field, subfield \$a (Type of corporate body).
- When using a vocabulary encoding scheme (VES) term in subfield \$a, record the source in subfield \$2.
- Repeatability: Repeat the field when needed for clarity.
- Do not use subfields \$6, \$8.

Examples	
MARC	Example 1

	<p>110 2# \$a Freer Gallery of Art  <b>368 ## \$a Art museums (institutions) \$2 aat</b></p> <p>Example 2</p> <p>110 2# \$a Indiana (Battleship : BB-50)  <b>368 ## \$a Battleships \$2 lcsb</b></p>
BIBFRAME	<ul style="list-style-type: none"> <li>Record an IRI for the instance of a Nomen as a real-world object.</li> <li>NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.7.1.4	11.7.1.4	368	

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## category of government

### Guidance

- Prefer controlled vocabulary for terms.
- Capitalize the first word in each term recorded.
- When terms do not come from a controlled vocabulary, use a singular form.
- Can include designations indicating the type of corporate body or jurisdiction, or other attributes.
- Record the category of government in English.
- See [MG: Timespan](#) for guidance on recording start and end dates associated with category of government.

### MARC 21

- Record in the 368 field, subfield \$b (Type of jurisdiction).
- When using a vocabulary encoding scheme (VES) term in subfield \$b, record the source in subfield \$2.
- Repeatability: Repeat the field when needed for clarity.
- Do not use subfields \$6, \$8.

Examples	
MARC	<p>Example 1</p> <pre>151 ## \$a France 368 ## \$b Countries (sovereign states) \$2 aat</pre>
BIBFRAME	<ul style="list-style-type: none"> <li>Record an IRI for the instance of a Nomen as a real-world object.</li> <li>NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.7.1.5	11.7.1.5	368	

## corporate history

### Guidance

- Use cataloger's judgment for whether to record information about the history of a corporate body.

### MARC 21

- The 678 field is used to record historical information for a corporate body. Construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.

Examples	
MARC	<p>Example 1</p> <pre>678 1# \$a The North Atlantic Treaty Organization (NATO) is a political and military alliance founded upon the signing of the North Atlantic Treaty on 4 April 1949. It has member countries from North America and Europe. Since 1999 several former Warsaw Pact countries have joined NATO including Hungary,</pre>

	Bulgaria, and Romania. Additional non-member countries participate in NATO programs such as the Partnership for Peace.
BIBFRAME	<ul style="list-style-type: none"> <li>Record an IRI for the instance of a Nomen as a real-world object.</li> <li>NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.11		678	

## field of activity of corporate body

### Guidance

- Most of the LC-PCC PSs for this element are based on cataloger's judgment.
- Prefer controlled vocabulary, such as LCDGT or MeSH.
- Capitalize the first word in each term recorded.
- See [MG: Timespan](#) for guidance on recording start and end dates associated with field of activity of corporate body.

### MARC 21

- Record in the 372 field.
- When using a vocabulary encoding scheme (VES) term, record the source in subfield \$2.
- If using an LCSH subject heading string, replace the subfield coding for the subdivision(s) with two hyphens and close up the spaces between the main heading and subdivision(s).
- If using an entity from the NAF, remove any subfield coding not authorized for use in the 372 field.
- Repeatability: Repeat the field when needed for clarity.
- Do not use subfields \$6, \$8.

Examples

MARC	<p>Example 1</p> <p><code>372 ## \$a Bluegrass music \$a Folk music \$2 lcs</code></p> <p>Example 2</p> <p>372 fields with terms from LCSH and a non-vocabulary encoding scheme (VES) term</p> <p><code>372 ## \$a Craft brewing</code></p>
BIBFRAME	<ul style="list-style-type: none"> <li>Record an IRI for the instance of a Nomen as a real-world object.</li> <li>NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.10		372	

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## language of corporate body

### Guidance

- Prefer language codes over language terms, using codes from the [MARC Code List for Languages](#).
- Use a language term only to provide information not available in the [MARC Code List for Languages](#).
- Encode multiple languages for a corporate body only if more than one language is used for publication, communication, etc.

### MARC 21

- Record in the 377 field.
- Do not record subfield \$2 (Source of code) when a code from the [MARC Code List for Languages](#) is used.
- Use subfield \$1 (Language term) only to provide information not available in the [MARC Code List for Languages](#).

- Record subfield \$2 (Source of code) when not using a code from the [MARC Code List for Languages](#).
- Repeatability: Repeat the field when needed for clarity.
- Do not use subfields \$6, \$8.

Examples	
MARC	<p>Example 1</p> <pre>110 2# \$a Canadian Standards Association 377 ## \$a eng \$a fre 377 #7 \$a en \$a fr \$2 iso639-1</pre>
BIBFRAME	<ul style="list-style-type: none"> <li>● Record an IRI for the instance of a Nomen as a real-world object.</li> <li>● NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.8		377	

## note on corporate body

### Guidance

- Instead of note on corporate body, prefer Corporate Body: [corporate history](#).
- LC/PCC practice: If it has been determined that the corporate body being established had earlier names that are unlikely to ever be used as access points, and a decision has been made not to establish the earlier names as authorized access points, then record the earlier names in the source citation along with an indication that separate records were not needed.

### MARC 21

- A corporate body has a real or official name and a conventional name. When a corporate body is frequently identified by a conventional name in sources of information in a language of the corporate body, record the conventional name. MARC Field 670 is used to record forms of name found and the source of information.

- See the Descriptive Cataloging Manual (DCM) Z1, 670 instruction sheet, for best practices and examples of the 670 field used in NAF records.

#### BIBFRAME

- Recording an IRI is not applicable to this element.
- NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.

#### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
none		670 instruction sheet	

### number of conference

#### Guidance

- Required element when readily ascertainable.
- LC/PCC practice: Use the form 1st, 2nd, 3rd, etc., for the English ordinal numeral when this element is used to construct a Corporate Body: [access point for corporate body](#) for a conference.

#### MARC 21

- Record in \$n of the 111 field.

Examples	
MARC	<p>Example 1</p> <p>111 2# \$a FroCoS (Symposium) \$n (12th : \$d 2019 : \$c London, England)</p>
BIBFRAME	<ul style="list-style-type: none"> <li>• Recording an IRI is not applicable to this element.</li> <li>• NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

#### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.6	11.6.1.3		

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## related entity of corporate body

### Guidance

- For broader elements, see Collective Agent: [related entity of collective agent](#)
  - For narrower elements, see Corporate Body: [related RDA entity of corporate body](#)
  - See also [MG: Relationships: Agent-WEMl](#) and [MG: Relationships: Agent-Agent](#)
- 

## Timespan

### date of conference

#### Guidance

- Required element when readily ascertainable.
- Record dates in terms of the Gregorian calendar.
- See [MG: Timespan](#) for additional guidance on dates in NARs for corporate bodies.

#### MARC 21

- Record in the 111 field, subfield \$d (Date of meeting or treaty signing).

Examples	
MARC	<p>Example 1</p> <pre>111 2# \$a FroCoS (Symposium) \$n (12th : \$d 2019 : \$c London, England)</pre>
BIBFRAME	<ul style="list-style-type: none"> <li>• Recording an IRI is not applicable to this element.</li> <li>• NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

## MAPPINGS



Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.4.2	11.4.1.3		

## date of establishment

### Guidance

- Required when needed to distinguish a corporate body from another corporate body with the same name.
- Record dates in terms of the Gregorian calendar.
- 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 [MG: Timespan](#) for additional guidance on dates in NARs for corporate bodies.

### MARC 21

- Record in the 046 field, subfield \$s (Start period). Until further notice do not use subfield \$q or \$r. Continue to use subfield \$s and subfield \$t for start and end periods for corporate bodies.
- Always add subfield \$2 edtf except after a century.
- When revising existing NARs, record dates in the 046 field, even if the authorized access point does not have dates when the information is readily available.

Examples	
MARC	<p>Example 1</p> <p><b>046 ## \$s 1923 \$t 1967 \$2 edtf</b> 110 2# \$a Warner Bros. Pictures (1923-1967)</p>
BIBFRAME	<ul style="list-style-type: none"> <li>• Recording an IRI is not applicable to this element.</li> <li>• NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.4.3	11.4.1.3	046	

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## date of termination

### Guidance

- Record dates in terms of the Gregorian calendar.
- 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 [MG: Timespan](#) for additional guidance on dates in NARs for corporate bodies.

### MARC 21

- Record in the 046 field, subfield \$t (End period).
- Always add subfield \$2 edtf except after a century.
- When revising existing NARs, record dates in the 046 field, even if the authorized access point does not have dates when the information is readily available.

Examples	
MARC	Example 1  <b>046 ## \$s 1923 \$t 1967 \$2 edtf</b> 110 2# \$a Warner Bros. Pictures (1923-1967)
BIBFRAME	<ul style="list-style-type: none"><li>• Recording an IRI is not applicable to this element.</li><li>• NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li></ul>

### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.4.4	11.4.1.3	046	

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## Place

### place of conference

#### Guidance

- Required element when readily ascertainable.

- For jurisdictions or other place names with NARs in the NAF, use the authorized access point form as found.
- If there is no authorized access point for the place in the NAF, it is not necessary to create an NAR.
  - Record the place following RDA and the LC-PCC PSs, including consulting appropriate sources and adding additional elements (e.g., type of jurisdiction) to break conflicts.
- If the name of the associated place has changed, the name of the place that applied in the time of the entity being established in the authorized access point may optionally be recorded in place of, or in addition to, the current form of name.
- For non-jurisdictions, prefer names from an authorized vocabulary such as LCSH.

#### MARC 21

- Record in the 111 field, subfield \$c (Location of meeting).

Examples	
MARC	<p>Example 1</p> <p>111 2# \$a FroCoS (Symposium) \$n (12th : \$d 2019 : \$c <b>London, England</b>)</p>
BIBFRAME	<ul style="list-style-type: none"> <li>• Recording an IRI is not applicable to this element.</li> <li>• NARs for corporate bodies will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</li> </ul>

#### MAPPINGS

Original RDA	Original RDA LC-PCC PS	DCM Z1	Other
11.3.2			

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## Cataloger's Judgment Areas

- Variant access point for corporate body if providing the variant access point supports the user tasks find and identify in a specific context or application
- Attribute elements of corporate body that are marked “Cataloger’s judgment” in the relevant LC-PCC PS
- Timespan elements of corporate body that are marked “Cataloger’s judgment” in the relevant LC-PCC PS
- Place elements of corporate body that are marked “Cataloger’s judgment” in the relevant LC-PCC PS
- Relationship elements that are marked “Cataloger’s judgment” in the [PCC Guidelines for the Application of Relationship Designators in NACO Authority Records](#)