Access Point Syntax

Overview

This instruction sheet covers access point syntax in MARC bibliographic and authority records for the following entities: works, expressions, manifestations, persons, corporate bodies, families, and places. It addresses order of elements, spacing, punctuation, and MARC content designation (tags, indicators, and subfield codes). It does not cover how to choose preferred titles or base access points for agents, nor does it prescribe how to choose what attribute elements to include in an access point. It also does not address capitalization or transcription. Finally, this instruction sheet does not address specialized instructions for musical, legal, or religious works or expressions. See corresponding MGDs for these topics.

Access points can be categorized as authorized access points or variant access points. An authorized access point is a standardized access point representing an entity. A variant access point is an alternative to the authorized access point representing an entity. In this instruction sheet, all three types of access points are grouped together for each entity. The guidance and examples are interwoven, and examples demonstrating each type of access point are presented for each entity. When the phrase *access point* is used it refers to both authorized access point and variant access point, unless otherwise specified.

BIBFRAME examples are not given here because authority work continues to be done in MARC only. The MARC examples use a dollar sign ($) to represent the delimiter and the pound or hash symbol (#) to indicate when an indicator value is blank. The examples show a space between ending punctuation and subsequent delimiter and subfield code. When an access point without a corresponding authority record is entered in BIBFRAME, it follows the MARC access point syntax for order of elements, punctuation, and spacing.

Instructions and examples are adapted from Original RDA, Original RDA LC-PCC PSs, NACO training materials, DCM Z1, and MARC format documentation.

Changes from Original RDA

Access points created with Official RDA will be identical to those created with Original RDA; although some terminology has changed.

Original RDA	Official RDA
Access point syntax is found in Appendix E: Record Syntaxes for Access Point Control	Access point syntax, or string encoding schemes, are left up to individual communities. Official RDA defines an

	SES as: "A set of string values and an associated set of rules that describe a mapping between that set of strings and a value of an element."

Implementation with Metadata Examples

General guidance for access point syntax

In order to minimize the impact of database maintenance with associated bibliographic records and/or related authority records, catalogers are urged to refrain from making unnecessary changes to 1XXs.

This section describes punctuation and spacing conventions that are applicable to all types of access points in name authority and bibliographic records. The information and examples below are also in MG: Transcription-Punctuation in a different form. These general conventions are applicable to MARC fields 1XX, 4XX, 5XX in authority records and MARC fields 1XX, 240, 6XX, 70X-75X, and 8XX in bibliographic records.

1. Punctuation/spacing within access points. Use internal punctuation to set off unambiguously the units of access points (including name/title portions of name/title fields). The marks of punctuation for this purpose are a period (.), a comma (,), a quotation mark ("), a question mark (?), an exclamation mark (!), and a hyphen (-).
   a. Spaces following periods. Leave one space after a period or other mark of ending punctuation that serves to separate units of access points. If the period or other mark of ending punctuation is followed by a subfield code, the space can be generated on display. If no subfield code follows, e.g., as in units within parenthetical qualifiers, input the space.

Examples	
MARC	Example 1 `240 10 $a Bohème. $p Sono andati? $l English`

```
100 1# $a Caesar, Julius. $t Anticato

110 1# $a Great Britain. $b Sovereign (1707-1714 :
        Anne)
```

b. Ampersand. Input one space on either side of an ampersand or an ampersand equivalent used in an access point.

Examples	
MARC	Example 2
	`130 #0 $a R & D report (University of Texas at` `Austin. Research and Development Center for` `Teacher Education)`

c. Parenthesis. If a unit of an access point other than the last ends in a closing parenthesis, input after the closing parenthesis the same punctuation, usually a period that would be used if there were no parenthesis.

Examples	
MARC	Example 3
	`110 2# $a New York (State).$b Governor (1929-1932 :` `Roosevelt)`

d. Quotation mark. Use double quotation marks instead of other forms of quotation marks. If a unit of an access point other than the last ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.

Examples	
MARC	Example 4

> **110 2# $a Casa de la Cultura Ecuatoriana "Benjamin Carrión." $b Núcleo de Bolívar**

   e. Open date. Leave one space between an open date and any data that follow it within the same subfield. When a subfield code immediately follows an open date, do not leave a space.

Examples	
MARC	Example 5 **110 2# $a Virginia. $b Governor (2018- : Northam)** **600 10 $a McCullough, Colleen, $d 1937- $t Thorn birds**

2. Ending mark of punctuation. For access points, an ending mark of punctuation is a period (.), closing parenthesis ( )), closing bracket ( ]), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; usually used at the end of an open date).

   a. Name authority records. Do not end access points with an ending mark of punctuation except when it is part of the data (e.g., a period in an abbreviation) or is called for by the cataloging instructions (e.g., an element enclosed within parentheses).

Examples	
MARC	Example 6 **100 1# $a Smith, John** **100 1# $a Smith, John A.** **100 1# $a Smith, J. A. $q (John A.)** **100 1# $a Smith, John, $d 1924-** **110 1# $a New York (State).$b Governor (1929-1932 : Roosevelt)**

```
130 #0 $a Collection "Bibliothèque des matières
        premières."$p Série "Energie"
```

b. Bibliographic records. Generally, end authorized access points with either a period or other ending mark of punctuation. End a 240 field for a work or expression with an ending mark of punctuation only when such a mark of punctuation is part of the data. If an authorized access point is followed by subfield $5 (institution to which field applies), do not include punctuation at the end of the field.

Examples	

MARC	Example 7
	
	 `100 1# $a Smith, John.`
	
	 `100 1# $a Smith, John A.`
	
	 `100 1# $a Smith, J. A. $q (John A.)`
	
	 `100 1# $a Smith, John, $d 1924-`
	
	 `110 1# $a New York (State). $b Governor (1929-1932 :`
	`        Roosevelt)`
	
	 `100 1# $a Maugham, W. Somerset $q (William Somerset),`
	`        $d 1874-1965, $e author.`
	`240 1# $a Cakes and ale`
	
	 `100 0# $a Virgil.`
	`240 1# #a Aeneis. $n Liber 1-6. $l English $s`
	`        (Butler)`
	
	 `700 1# $a Jefferson, Thomas, $d 1743-1826, $e former`
	`        owner. $5 DLC`

c. When an authorized access point in a bibliographic record ends in a quotation mark, place any mark of final punctuation that is also part of the data inside the quotation mark. Otherwise, place a period inside the mark of punctuation.

Examples	
MARC	Example 8 `110 2# $a Moskovskĭ fotoklub "Novator."`

d. Relationship designators in bibliographic access points. Relationship designators that follow authorized access points are not capitalized and are always preceded by a comma, unless the authorized access point ends in an open date.

Examples	

MARC	Example 9
	
	`100 1# $a Jones, Saeed, $e author.`
	
	`700 1# $a Brett, Jan, $d 1949- $e illustrator.`
	
	`700 1# $a Hitchcock, Alfred, $d 1899-1980, $e`
	`        director, $e producer.`

e. When subfield $i for relationship designator is used, it is the first subfield, the first word is capitalized, and the subfield ends with a colon.

Examples	

MARC	Example 10
	
	`700 1# $i Libretto based on: $a Shakespeare, William,`
	`        $d 1564-1616. $t Othello.`
	
	`700 12 $i Part: $a Carson, Lorna. $t English fever.`

RDA Entity

access point for RDA entity
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC-PCC PS: Apply the option.

authorized access point for RDA entity

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option at access point for the appropriate entity subtype.

variant access point for RDA entity

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC-PCC PS: Apply the option at access point for the appropriate entity subtype.

Work

access point for work

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC-PCC PS: Apply the option.

authorized access point for work

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for work

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. An access point for work may be categorized as either an authorized access point for work or a variant access point for work.

2. Works in bibliographic records are coded in fields X00, X10, or X11; 1XX in combination with MARC 240; or X30.

Examples	

MARC	Example 11
	
	`100 1# $a Caesar, Julius, $e author.`
	`240 10 $a Anticato`
	
	`100 0# $a Saigyō, 1118–1190, $e author.`
	`240 10 $a Works`
	
	`600 10 $a Bascom, H. B. $q (Henry Bidleman), $d 1796–`
	`        1850. $t Methodism and slavery.`
	
	`730 0# $a Wait, wait-- don't tell me! (Radio program)`

3. Variant access points for works are coded in fields 400, 410, 411, and 430 in authority records.

Examples	

MARC	Example 12
	
	`400 1# $a Caesar, Julius. $t Anticatones`
	
	`410 1# $a United States. $b Department of Defense. $t`
	`        Department of Defense military commission`
	`        order`
	
	`430 #0 $a Liber de naturis bestiarum`

4. If the access point for work begins with the access point for agent, use the same MARC tag and identical subfield coding as the agent uses.

Examples

MARC	Example 13
	Authorized access point for person:
	`100 0# $a Elizabeth $b I, $c Queen of England, $d 1533-1603`
	Authorized access point for work:
	`100 0# $a Elizabeth $b I, $c Queen of England, $d 1533-1603. $t Correspondence. $k Selections`
	Authorized access point for corporate body:
	`110 2# $a United Nations`
	Authorized access point for work:
	`110 2# $a United Nations. $t ACCIS guides to United Nations information sources`

5. If the work does not have an explicit agent creator, use X30.
   a. For fields 130 and 730 in bibliographic records, the first indicator is "0" and the second is blank.
   b. For the 830 field in bibliographic records, the first indicator is "0" and the second is blank.
   c. For fields 130, 430, and 530 in authority records, the first indicator is blank and the second is "0."

Example 14	
Access point for work in bibliographic record	Authorized access point for work in authority record
`130 0# $a Lord's prayer.`	`130 #0 $a Lord's prayer`
`730 0# $a Simpsons (Television program)`	`130 #0 $a Simpsons (Television program)`
`830 #0 $a Harvard historical monographs.`	`130 #0 $a Harvard historical monographs`

6. RDA attribute elements are used to distinguish the access point for work from another access point for work.
   a. Attribute elements are enclosed in parentheses after the preferred title of work, in subfield $a or $t.

Example 15	
Access point for work in bibliographic record	**Authorized access point for work in authority record**
`730 0# $a Godfather (Motion picture)`	`130 #0 $a Godfather (Motion picture)`
`100 1# $a Pollock, Jackson, $d 1912-1956, $e artist.` `240 1# $a Untitled (1936)`	`100 1# $a Pollock, Jackson, $d 1912-1956. $t Untitled (1936)`
`830 #0 $a African primary texts (Madison, Wis.)`	`130 #0 $a African primary texts (Madison, Wis.)`
`100 1# $a Cervantes Saavedra, Miguel de, $d 1547-1616, $e author.` `240 10 $a Don Quixote. $k Selections (Allen)`	Allen is the surname of the editor of this augmented work, and his name serves as the distinguishing characteristic of a work `100 1# $a Cervantes Saavedra, Miguel de, $d 1547-1616. $t Don Quixote. $k Selections (Allen)`
	Variant access points can also include qualifiers `400 1# $a Cervantes Saavedra, Miguel de, $d 1547-1616. $t Ingenioso Hidalgo Don Quijote de la Mancha (Allen)`
`830 0# $a Special report (Northern Illinois University. Center for Southeast Asian Studies)`	`130 #0 $a Special report (Northern Illinois University. Center for Southeast Asian Studies)`

`100 1# $a Wagner, Richard, $d`
`    1813-1883.`
`240 10 $a Meistersinger von`
`    Nürnberg (Libretto)`
	`100 1# $a Wagner, Richard, $d`
	`    1813-1883. $t`
	`    Meistersinger von`
	`    Nürnberg (Libretto)`

   b. When multiple qualifiers are enclosed in parentheses, separate them with a
       space, colon, space.
   c. Generally there is no priority order for multiple RDA attribute elements as
       qualifiers.
   d. Exception: "Series" almost comes first and is enclosed in its own set of
       parentheses.

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Example 16	
Access point for work in bibliographic record	Authorized access point for work in authority record

`130 0#  $a Catalyst`
`    (Choreographic work :`
`    Cranko)`
	`130 #0 $a Catalyst`
	`    (Choreographic work :`
	`    Cranko)`

`830 #0 $a Bulletin (Canadian`
`    Association of`
`    University Teachers :`
`    1973)`
	`130 #0 $a Bulletin (Canadian`
	`    Association of`
	`    University Teachers :`
	`    1973)`

`730 0# $a Othello (Television`
`    program : 1963 : WOR-TV`
`    (Television station :`
`    New York, N.Y.))`
	`130 #0 $a Othello (Television`
	`    program : 1963 : WOR-TV`
	`    (Television station :`
	`    New York, N.Y.))`

`830 #0 $a WP (Series) (United`
`    States. Bureau of the`
`    Census)`
	`130 #0 $a WP (Series) (United`
	`    States. Bureau of the`
	`    Census)`

7. An access point for work may represent one or more parts of a work.
    a. Precede a designation and/or title for a part or parts of a work by a full stop and a
        space.

Example 17	
Access point for work in bibliographic record	Authorized access point for work in authority record
`130 0# $a Bible. $p Psalms.`	`130 #0 $a Bible. $p Psalms`
`830 #0 $a Department of State publication. $p East Asian and Pacific series.`	`130 #0 $a Department of State publication. $p East Asian and Pacific series`
`100 0# $a Homer.` `240 1# $a Odyssey. $n Book 1-5`	`100 0#  Homer. $t Odyssey. $n Book 1-5`
`100 1# $a Merrill, James, $d 1926-1995, $e author.` `240 10 $a Poems. $k Selections`	`100 1# $a Merrill, James, $d 1926-1995. $t Poems. $k Selections`

Expression

access point for expression

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC-PCC PS: Apply the option.

authorized access point for expression

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for expression

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. An access point for expression may be categorized as either an authorized access point for expression or a variant access point for expression.
2. Expressions in bibliographic records are coded in fields X00, X10, or X11; 1XX in combination with MARC 240; or X30.

Examples	
MARC	Example 18 **100 1# $a Hillern, Wilhelmine von, $d 1836-1916. $t Und sie kommt doch! ‡l English.** **130 #0 $a Bible. $p New Testament. $l Dakota.**

3. Variant access points for expressions are coded in fields 400, 410, 411, and 430 in authority records.

Examples	
MARC	Example 19 **400 1# $a Shakespeare, William, $d 1564-1616. $t Complete works of Shakespeare**

4. The access point for expression always begins with the access point for work.
    a. Record it in 1XX exactly as it was recorded in the description of the work.

Examples	
MARC	Example 20 Access point for work: **100 0# $a Homer. $t Odyssey** Access point for expression:

	`100 0# $a Homer. $t Odyssey. $l Armenian`

5. If the access point for expression begins with the access point for agent, use the same MARC tag and identical subfield coding as the agent uses (X00, X10, or X11).

Examples	
MARC	Example 21
	Access point for person:
	`100 1# $a Goncourt, Edmond de, $d 1822-1896`
	Access point for expression:
	`100 1# $a Goncourt, Edmond de, $d 1822-1896. $t Art` `        du dix-huitième siècle. $l English`

6. If the expression does not have an explicit agent creator, use X30.

Examples	
MARC	Example 22
	Access point for expression in bibliographic record:
	`730 0# $a Qur'an. $l Bengali`
	Authorized access point for expression in authority record:
	`130 #0 $a Qur'an. $l Bengali`

7. RDA attribute elements are used to distinguish the access point for expression from another access point for work when necessary.
   a. Language
      i. Add the name of the language in subfield $l to the access point for the work.
      ii. Precede the language by a period unless another mark of ending punctuation is present.

Examples	
MARC	Example 23 Access point for expression in bibliographic record: **130 0# $a Revista de política y derecho ambientales en América Latina y el Caribe. $l English.** Authorized access point for expression in authority record: **130 #0 $a Revista de política y derecho ambientales en América Latina y el Caribe. $l English** Example 24 Access point for expression in bibliographic record: **700 02 $a Phaedrus. $t Fabulae. #l French.** Authorized access point for expression in authority record: **100 0# $a Phaedrus. $t Fabulae. #l French**

   b. Date of expression
      i.   Add the date of expression in subfield $f to the access point for expression.
      ii. Precede the date of expression by a period unless another mark of ending punctuation is present.

Examples	
MARC	Example 25 Access point for expression in bibliographic record: **100 1# $a Shakespeare, William, $d 1564-1616, $e author.** **240 10 $a Works. $f 1832** Authorized access point for expression in authority record:

> ```
> 100 1# $a Shakespeare, William, $d 1564-1616. $t
>         Works. $f 1832
> ```
>
> Example 26
>
> Access point for expression in bibliographic record:
>
> ```
> 130 0# $a Bible. $l English. $f 1791.
> ```
>
> Authorized access point for expression in authority record:
>
> ```
> 130 #0 $a Bible. $l English. $f 1791
> ```

   c.   Designation of version
       i.   Add the designation of version in subfield $s to the access point for expression.
      ii.   Enclose in parentheses and precede by subfield $s (except for expressions of religious works).

Examples	

MARC	Example 27
	
	Access point for expression in bibliographic record:
	
	`100 1# $a Paine, Thomas, $d 1737-1809. $t Works $s`
	`        (Blanchard)`
	
	Blanchard is the compiler
	
	Authorized access point for expression in authority record:
	
	`100 1# $a Paine, Thomas, $d 1737-1809. $t Works $s`
	`        (Blanchard)`
	
	Example 28
	
	Access point for expression in bibliographic record:
	
	`130 0# $a Bible. $p Psalms. $l English. $s Smith.`
	
	Authorized access point for expression in authority record:

	`130 #0 $a Bible. $p Psalms. $l English. $s Smith`

    d. Content type
        i.   Add the content type in subfield $s to the access point for expression.
       ii.   Enclose in parentheses and precede by subfield $s.

Examples	
MARC	Example 29
	Access point for expression in bibliographic record:
	`100 1# $a Austen, Jane, $d 1775-1817, $e author.` `240 10 $a Persuasion. $s (Spoken word)`
	Authorized access point for expression in authority record:
	`100 1# $a 100 1# $a Austen, Jane, $d 1775-1817. $t` `        Persuasion. $s (Spoken word)`

  8. Multiple RDA attribute elements
      a. Separate elements of an access point for expression with a space, period, space unless another mark of punctuation is present.
      b. Language of expression is first, in subfield $l.

Examples	
MARC	Example 30
	Access point for expression in bibliographic record:
	`130 0# $a Bible. $p Mark. $l English. $s Douai.`
	Authorized access point for expression in authority record:
	`130 #0 $a Bible. $p Mark. $l English. $s Douai`
	Example 31
	Access point for expression in bibliographic record:
	`100 0#  $a Hippocrates, $e author.`

```
240 10 $a De morbis II. $l Greek. $s (Potter)
```

Authorized access point for expression in authority record:

```
100 0#  $a Hippocrates. $t De morbis II. $l Greek. $s
        (Potter)
```

Manifestation

access point for manifestation
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: For manuscripts and manuscript groups, apply the option. Use the access point of the manifestation as the basis for Work: authorized access point for work and Manifestation: authorized access point for manifestation IF: 1. the preferred title for the work is the same as that of the physical manuscript; 2. the work has no known creator; AND 3. the manuscript does not contain a sacred or liturgical work.

authorized access point for manifestation
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option for manuscripts only. Do not create authorized access points for other manifestations.

variant access point for manifestation
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. Construct an access point for manuscript with the following elements:
   a. a value of Corporate Body: access point for corporate body for a repository of a manuscript
   b. the term Manuscript

      c. a designation for a manuscript assigned by a repository

2. Separate each element with a period, space unless another mark of punctuation is present.

Examples	

MARC	Example 32
	
	`110 2#  $a Bodleian Library. $k Manuscript. $n`
	`       Ashmole 1511`

Item

access point for item
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Do not apply the option.

authorized access point for item
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Do not apply the option.

variant access point for item
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Agent

access point for agent
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Follow the Options for access point for the specific entity subtype: Collective agent or Person.

authorized access point for agent
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Follow the Options for authorized access point for the specific entity subtype: Collective agent or Person.

variant access point for agent
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Follow the Options for variant access point for the specific entity subtype: Collective agent or Person.

Person

access point for person
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

authorized access point for person
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for person

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. An access point for person may be categorized as either an authorized access point for person or as a variant access point for person
2. Access points for persons are coded in X00
   a. In bibliographic record use fields 100, 600, 700, or 800
   b. In authority records use fields 100, 400, or 500
3. If the name consists of several parts, record as the first element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country of residence or activity, followed by other parts of the name.

Examples	

MARC	Example 33
	
	`100 1# $a Gilbert, Grove Karl, $d 1843-1918`
	
	`100 1# $a Gómez de Avellaneda, Gertrudis, $d 1814-`
	`       1873`
	
	`100 1# $a Borges, Rita de Cássia Pereira`

4. Indicators
   a. Use first indicator value "0" for a forename or a name consisting of words, phrases, initials, separate letters, or numerals that are formatted in direct order. Omit an initial article when recording a phrase naming another work by the person.

Examples	
MARC	Example 34 `100 0# $a Cher, $d 1946-`

```
100 0# $a Every Other Dad

100 0# $a Philologus Latinus, $d 1790 or 1791-1870
```

Name on title page: The Author of The gentleman's medical pocket-book

```
100 0# $a Author of The gentleman's medical pocket-
         book

100 0# $a H. D.

100 0# $a 61648 $c (Writer)
```

b. Use "1" in field 100 when creating a NAR for a person with a surname or a compound surname formatted in inverted order (*surname*, *forename* or *surname surname, forename*) or a name without forename(s) which is known to be a surname.

Examples	
MARC	Example 35
	`100 1# $a Caesar, Julius`
	`400 1# $a Cordero, Hanoi Pérez, $d 1976-`
	`100 1# $a Brossard Duharte, Janette, $d 1973-`
	`100 1# $a Seuss, $c Dr.`
	Name without forename known to be a surname:
	`100 1# $a Smith, $d active 1813`

5. Subfield instructions

    a. There is no prescribed MARC order for the subfields beyond subfield $a in the X00 fields. When providing multiple additions to the name generally follow these guidelines:

        i. Subfield $d (date) should always be the last element in a 100 string unless the term (Spirit) is being added to the name. Add $c (Spirit) as the last element in a 100 string.

Examples	
MARC	Example 36 `100 1# $a Garland, Judy $c (Spirit)`

        ii. Generally add subfield $c before subfield $q when also adding words, numerals, etc. indicating relationship.

Examples	

MARC	Example 37
	
	The term Jr. indicates a relationship
	
	`100 1# $a McCauley, Robert H., $c Jr. $q (Robert`
	`        Henry), $d 1913–1979`
	
	but
	
	`100 1# $a M. Alicia $q (Mary Alicia), $c Sister,`
	`        S.C.N.`

6. Initials, letters, or abbreviations
    a. Periods. If the name of a person consists of or contains initials, input a period after an initial if it is certain that the letter is an initial. In case of doubt, do not input a period.

Examples	

MARC	Example 38
	`100 0# $a H. D.`
	`100 0# $a X Y Z`

b. Spacing. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, input a single space between the initials/letters in all cases (regardless of whether they are followed by periods or not).

Examples	
MARC	Example 39
	`400 1# $a Kammings, E. E. ‡q (Edvard Estlin), $d` `        1894-1962`
	`700 0# $a H. D.`
	`100 0# $a X Y Z`

7. Other elements in authorized access point
   a. Periods. With initials, include periods unless the author's predominant usage makes it clear that the author omits them.
   b. Spaces. Do not leave spaces between single initials/letters.

Examples	
MARC	Example 40
	`100 0# $a Angela, $c Sister, O.S.B.`

8. Abbreviated or missing portions of name. If a part of a name is abbreviated (two or more

letters present as opposed to a single letter used as an initial), or if a forename is missing from a name entered under surname, do not leave open space after the abbreviation or missing forename.

Examples	
MARC	Example 41 **100 1# $a Corpeleijn, W. F. Th.** **100 1# $a Jones, Th., $d 1910-** Name without forename known to be a surname: **100 1# $a Tissot**

9. Prefixes (articles and prepositions) in certain names
    a. Prefix immediately follows the first element. If the first element of an access point for person is followed directly by a prefix without intervening data (e.g., forename(s), forename initial(s)), separate the prefix from the first element by a comma and place the prefix in the MARC record as part of subfield $c.

Examples	
MARC	Example 42 **100 1# $a Walle-Lissnijder, $c van de** Authorized access point for person

    b. Prefixes in names lacking forenames, but containing words or phrases associated with an access point. Formulate such access points with the prefixes following any words or phrases associated with the name, with both words or phrases and the prefix in subfield $c.

Examples	
MARC	Example 43 **100 1# $a Winter, $c Doctor de** Authorized access point for person

    c. Prefixes in names lacking forenames: Formulate the data constituting the access points according to the pattern:
        i.   first element of the access point,
       ii.   words or phrases associated with the name,
      iii.   prefix,
      iv.   qualifier,
       v.   date.

Examples	
MARC	Example 44 **100 1# $a Lettow-Vorbeck, $c General von $q (Paul Emil), $d 1870-1964**

10. Dates
    a. If giving both a date of birth and a date of death or giving a span of dates for period of activity, separate the dates with a hyphen.

Examples	
MARC	Example 45 **100 1# $a Hemingway, Ernest, $d 1899-1961** **100 1# $a Smith, John, $d approximately 1837-1896**

	100 1# $a Lerma y Villegas, Francisco José de, $d active 1719-1753

b. If giving only a date of birth, use a hyphen after the date; do not use the term "born" with the date,

Examples	
MARC	Example 46 100 1# $a Gregory, John, $d 1783- 700 1# $a Smith, John, $d 1900 January 10-

c. If giving only a date of death, use a hyphen before the date, do not use the term "died" with the date.

Examples	
MARC	Example 47 100 1# $a Byrd, Sigman, $d -1987

d. If giving a date or dates for period of activity, use "active" and "century" rather than the abbreviations "fl." and "cent." The term "active" should appear before the first period of activity date (e.g., "active 12th century) unless another term such as "jin shi" is used.

Examples	
MARC	Example 48 100 1# $a Wittenweiler, Heinrich, $d active 15th century

<table>
<tr><td></td><td>

```
700 0# $a Joannes, ‡c Actuarius, ‡d active 13th
        century-14th century

100 1# $a Bi, Sancai, $d jin shi 1589
```

</td></tr>
</table>

11. Fuller form of name
     a. Enclose a fuller form of name in parentheses.

Examples	
MARC	Example 49
	`100 1# $a Fein, David $q (David Jonathan)`
	`700 1# $a De Peyster, J. Watts $q (John Watts), $d` `        1821-1907`
	`100 1# $a Tolkien, J. R. R. $q (John Ronald Reuel),` `        $d 1892-1973`
	`400 0# $a D. C. H. $q (DeWitt C. Hitchcock)`
	`700 1# $a Clarke, Wm. L. $q (William L.)`

12. Titles and words associated with a name
     a. Precede a title of nobility by a comma and a space.

Examples	
MARC	Example 50
	`100 0# Fawziya, $c Queen, consort of Mohammad Reza` `        Pahlavi, Shah of Iran, $d 1921-2013`

     b. Numeration

i. Record numeration associated with a forename in subfield $b, preceded by a space.
ii. Numeration associated with a surname is recorded in subfield $c, preceded by a space and a comma

Examples	

MARC	Example 51
	
	`100 0# $a Benedict $b XVI, $c Pope, $d 1927-`
	
	`700 1# $a Appleton, Victor, $c II`

c. Precede the term Saint by a comma and a space.

Examples	

MARC	Example 52
	
	`400 10 $a Martin, Teresa, $c Saint, $d 1873-1897`
	
	`700 0# $a Fabius, $c of Caesaria, Saint`

d. Precede a title of royalty or religious rank, or a term of address for a person of religious vocation, or other term indicative of rank, honour, or office by a comma and a space.

Examples	

MARC	Example 53
	
	`100 1# $a Pufendorf, Samuel, $c Freiherr von, $d`
	`      1632-1694`
	
	`100 1# $a Prévost, $c abbé, $d 1697-1763`
	
	`400 0# $a Prévost d'Exiles, $c abbé, $d 1697-1763`

	100 1# Bradford, Mark, $c Reverend

e. Enclose a profession or occupation in parentheses.

Examples	
MARC	Example 54
	100 1# $a Fraser, Caroline $c (Photographer)

f. Enclose a designation for a person named in a sacred scripture or an apocryphal book in parentheses.

Examples	
MARC	Example 55
	600 0# $a Adam $c (Biblical figure)

g. Enclose other designation in parentheses.

Examples	
MARC	Example 56
	100 1# $a Smith, John $c (Of Wells, Me.)
	700 1# $a Palmer, William E. $c (Of the North American Rockwell Corporation)
	100 1# $a Li, Weishi $c (Ph. D. in physics)

Collective Agent

access point for collective agent

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: If no authorized form has been established in the LC/NACO Authority file, apply the option by (1) establishing a value of Collective Agent: access point for collective agent as the authorized form in the LC/NACO Name Authority file, and/or (2) Recording a value of Collective Agent: access point for collective agent on a bibliographic record.

authorized access point for collective agent

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for collective agent

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Corporate Body

access point for corporate body

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: If no authorized form has been established in the LC/NACO Authority file, apply the option by (1) establishing a value of Collective Agent: access point for collective agent as the authorized form in the LC/NACO Name Authority file, and/or (2) Recording a value of Collective Agent: access point for collective agent on a bibliographic record.

authorized access point for corporate body

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for corporate body

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. An access point for corporate body may be categorized as either an authorized access point for corporate body or as a variant access point for corporate body
2. Corporate bodies are coded in X10

Examples	
MARC	Example 57 **110 2# \$a Historical Society of Pennsylvania**

3. Conferences, meetings, events, and expeditions in direct order are coded in X11

Examples	
MARC	Example 58 **111 2# \$a Anti-slavery Convention**

4. Indicators
   a. Use first indicator "1" for a jurisdiction name
   b. Use first indicator "2" for a name in direct order

Examples	
MARC	Example 59 **110 1# \$a Great Britain. \$b Parliament** Great Britain is the jurisdiction **710 2# \$a Columbia Records, Inc.**

5. Subordinate or related body
    a. Record the name of a subordinate or related body as a subdivision of the access point representing the higher or related body in subfield $b
    b. Precede a subordinate or related body by a full stop and a space.

Examples	
MARC	Example 60 **110 2# $a Hawaii Macadamia Nut Association. $b Annual Meeting** **110 1# $a Indonesia. $b President** **110 1# $a Philadelphia (Pa.). ‡b Councils**

6. Initials
    a. If the form of name in the access point consists of or contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

Examples	
MARC	Example 61 Source: F&H Denby **110 2# $a F & H Denby** Source: U. S. D. A. Symposium ... **110 2# $a U.S.D.A. Symposium …** Source: I E E E ... **110 2# $a IEEE ...**

7. Abbreviations
   a. Precede or follow abbreviations consisting of two or more letters with a space

Examples	
MARC	Example 62 **110 2# $a Ph. D. Associates**

8. Place name at end
   a. If the form of name in the access point includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the access point the punctuation as found.

Examples	
MARC	Example 63 **110 2# $a University College, London**

9. Additional elements and designations in access points for corporate body follow the base access point of corporate body in parenthesis

Examples	
MARC	Example 64 **110 2# $a TLC (Firm)** **110 2# $a Children's Center (Hamden, Conn.)** **110 2# $a National Portrait Gallery (Smithsonian Institution)**

```
110 2# $a Gesellschaft für Musikforschung (1868–1906)

110 2# $a Essex (Ironclad steamer)

110 2# $a Knights Templar (Masonic order). $b Grand
        Commandery (Ohio)
```

10. Multiple designations in access points for corporate body follow the base access point of corporate body in parenthesis and are separated by space, colon, space.

Examples	

MARC	Example 65
	
	 `110 2# $a Constitution Party (U.S. : 1952-1968)`
	
	 `110 2# $a Missouri (Battleship : BB-11)`
	
	 `110 2# $a All Hallows (Church : London, England :`
	 `        Honey Lane)`
	
	 `110 1# $a Indonesia. $b President (1949-1967 :`
	 `        Soekarno)`

11. Conferences and exhibitions
    a. Enclose the number, date, and location of a conference, etc., in parentheses.
    b. Separate the number, date, and location by a space, colon, space.
    c. Add the following elements to the name of a one-time conference, etc., if applicable and readily ascertainable. Add them in this order:
        i.   the number of the conference in subfield $n
        ii.   the date of the conference in subfield $d
        iii. the location of the conference in subfield $c

Examples	
MARC	Example 66

```
111 2# $a Olympic Winter Games $n (21st : $d 2010 :
        $c Vancouver, B.C.)

111 2# $a Chimney Design Symposium and Exhibition $d
        (1976 : $c Edinburgh, Scotland)
```

    d. Multiple locations are separated by semicolon, space

Examples	

MARC	Example 67
	
	`111 2# $a Tour de France (Bicycle race) $d (1970 : $c`
	`        France; $c Belgium; $c Germany)`

Family

access point for family

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements
- LC/PCC practice: If no authorized form has been established in the LC/NACO Authority file, apply the option by (1) establishing a value of Collective Agent: access point for collective agent as the authorized form in the LC/NACO Name Authority file, and/or (2) Recording a value of Collective Agent: access point for collective agent on a bibliographic record.

authorized access point for family

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for family

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. Families are coded in X00 with first indicator "3."

Examples	
MARC	Example 68 **100 3# $a Branson (Family)**

2. Add the type of family following an opening parenthesis. There is no additional subfield coding.

Examples	
MARC	Example 69 **100 3# $a Donald (Clan)** **100 3# $a Bourbon (Royal house)**

3. Compound surnames and surnames with separately written prefixes are treated the same as for personal names.

Examples	
MARC	Example 70 **100 3# $a Lloyd George (Family)** **100 3# $a Von Braun (Family)**

4. There is no prescribed MARC order for the subfields beyond subfield $a in the X00 fields.
    a. Record the preferred name in direct order in subfield $a
    b. When providing multiple additions to the name generally follow these guidelines:
        i. Additions to the name are contained in a single set of parentheses separated by space, colon, space.

ii. The term for the type of family is added after the name and is contained in subfield $a.

iii. Subfield $d (date) follows the term for the category of family.

iv. Subfield $c is used for related place of family and follows the date.

v. Subfield $g is used for prominent member of family. Give authorized access point for the person as found in the 1XX of the NAR without any internal subfield coding.

Examples	

MARC	Example 71
	
	`100 3# $a Coniglio (Family : $d 1912- : $c`
	`        Robertsdale, Pa.)`
	
	`100 3# $a Coniglio (Family : $d 1912- : $g Coniglio,`
	`        Gaetano, 1889-1944)`
	
	`600 3# $a Linnell (Family : $d 1638- $c North`
	`        America)`
	
	`100 3# $a Hoopes (Family : $g Hoopes, Joshua, 1645-`
	`        1723)`

Nomen

access point for RDA entity of
- LC/PCC practice: Do not record the element. See access point for RDA entity.

authorized access point for RDA entity of
- LC/PCC practice: Do not record the element. See authorized access point for RDA entity.

variant access point for RDA entity of
- LC/PCC practice: Do not record the element. See variant variant access point for RDA entity.

Place

access point for place
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

authorized access point for place
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

variant access point for place
- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Apply the option.

Guidance

1. Places are coded in X51 field
   a. Use the 151 field with both indicators blank in authority records
   b. Use the 651 field with first indicator blank and second indicator "0" when access points for places are used as subjects in bibliographic records.

Examples	

MARC	Example 72
	
	`151 ## $a Manitoba`
	`651 #0 $a Manitoba.`

   c. When jurisdiction is the first part of an access point for a subordinate body or for a work/expression, code place names in X10 field, first indicator "1," and second

indicator blank

Examples	
MARC	Example 73 **110 1# $a Manitoba. $b Department of Education**

2. Record as part of a name of place the name of the larger place in which it is located or the larger jurisdiction to which it belongs in parentheses following the name of place all in subfield $a.

Examples	
MARC	Example 74 **151 ## $a Chicago (Ill.)** **651 #0 $a Budapest (Hungary)** **151 ## $a Fort Hood (Tex.)**

3. Record the category of government when required (ex. state, province, etc.) in parentheses following the larger place or jurisdiction separated by space, colon, space all in subfield $a.

Examples	
MARC	Example 75 **151 ## $a Darmstadt (Germany : Regierungsbezirk)** **651 #0 $a Cork (Ireland : County)**

4. For places within cities, add the city in parentheses.

Examples	
Examples	

MARC	Example 76
	451 ## $a Quartier du Montparnasse (Paris, France)
	651 #0 $a Loop (Chicago, Ill.)

Timespan

access point for timespan

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Do not apply the option.

authorized access point for timespan

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Do not apply the option.

variant access point for timespan

- OPTION: Construct an access point by applying a string encoding scheme to the values of one or more other elements.
- LC/PCC practice: Do not apply the option.

Cataloger's Judgment Areas

- Many types of variant access points are not prescribed, and are recorded per cataloger judgment.
- In general, use cataloger's judgment to determine what elements to add to access points for works and access points for expressions to distinguish.

Update History

Date	Action
2023-04-12	Corrected punctuation in Example 10 on p. 7
2023-01-18	Corrected typos on p. 7, p. 10, p. 13
2022-05-26	Corrected links
2022-01-31	Initial release

Document URL: https://www.loc.gov/aba/rda/mgd/mg-accessPointSyntax.pdf