# Descriptive Cataloging Manual

## Special Projects for Name Authority Records and Bibliographic Records

### October 2018

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z12.1</td>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Z12.2</td>
<td>BRITISH LIBRARY NAME AUTHORITY RECORDS</td>
<td>2</td>
</tr>
<tr>
<td>Z12.2.1</td>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>Z12.2.2</td>
<td>Editing Instructions</td>
<td>3</td>
</tr>
<tr>
<td>Z12.3</td>
<td>DANCE HERITAGE COALITION ACCESS PROJECT</td>
<td>4</td>
</tr>
<tr>
<td>Z12.3.1</td>
<td>General Information</td>
<td>4</td>
</tr>
<tr>
<td>Z12.3.2</td>
<td>Editing Instructions</td>
<td>5</td>
</tr>
<tr>
<td>Z12.4</td>
<td>OCLC CLAIMED MUSIC RECORDS</td>
<td>5</td>
</tr>
<tr>
<td>Z12.5</td>
<td>MACHINE-DERIVED AUTHORITY RECORDS</td>
<td>5</td>
</tr>
<tr>
<td>Z12.5.1</td>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Z12.5.2</td>
<td>Editing Instructions</td>
<td>6</td>
</tr>
<tr>
<td>Z12.6</td>
<td>PINYIN CONVERSION PROJECT</td>
<td>7</td>
</tr>
<tr>
<td>Z12.6.1</td>
<td>General Information</td>
<td>7</td>
</tr>
<tr>
<td>Z12.6.2</td>
<td>Editing Instructions</td>
<td>8</td>
</tr>
<tr>
<td>Z12.7</td>
<td>RDA CONVERSION PROJECT PHASE 1</td>
<td>8</td>
</tr>
<tr>
<td>Z12.8</td>
<td>RDA CONVERSION PROJECT PHASE 2</td>
<td>8</td>
</tr>
<tr>
<td>Z12.9</td>
<td>CANADIANA CONVERSION PROJECT</td>
<td>9</td>
</tr>
<tr>
<td>Z12.9.1</td>
<td>General Information</td>
<td>9</td>
</tr>
<tr>
<td>Z12.9.2</td>
<td>Editing Instructions</td>
<td>9</td>
</tr>
</tbody>
</table>
Z12.1 INTRODUCTION

This document provides information about special projects involving 1) authority records created and modified in the LC/NACO Authority File (LCNAF) and/or 2) LC bibliographic records. Records created or modified for these projects may contain some fields and values within fields that do not generally conform to current cataloging policies. For example, name authority records (NARs) that were part of the Pinyin Conversion Project have 008/07=c or 008/07=n instead of the fill character.

Editing instructions for these records are provided when needed so that these fields and values are retained. Other editing instructions are provided for fields catalogers may need to modify. Consult the appropriate section of the DCM Z1 (Name and Series Authority Records) for instructions about other fields.

Z12.2 BRITISH LIBRARY NAME AUTHORITY RECORDS

Z12.2.1 General Information

In 1994, name authority records from the British Library (BL) were added to the LCNAF. These records had these characteristics at the time they were created:

- LCCNs contained the “n##” prefix rather than the BL “nb#” prefix.
- Records were input by LC staff so field 040 contained “$c DLC.”
- A 667 note was added: “Data prepared by the British Library.”
- The first 670 field contained the title of the work being cataloged, but did not contain the publication date and usually did not contain subfield $b.
- Additional 670 fields did not provide data justifying the 1XX field.

Example:

```
008/39=c
010 ## $a n  94006071
040 ## $a Uk $c DLC
100 10 $a Scott, Anne, $d 1947-
667 ## $a Data prepared by the British Library
670 ## $a Hastings country park history and archaeology.
670 ## $a AL $b (Oct. 7)
```

Abbreviations and acronyms commonly used for reference sources in the 670 fields of these records include the following:

- **AcWW** Academic who’s who
- **AL** Author letter
- **Altmann** Kurzgefasstes Tonkünstler-Lexikon für Musik und Freunde der Musik
- **AMWS** American men and women of science
Z12.2.2 Editing Instructions

Retain the 667 field when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX and 4XX fields. If the work cataloged is in-hand, catalogers may modify the 670 field to conform to current practice, including adding the publication date and subfield $b$ with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies. If the record has not been modified since creation, perform the following steps as part of updating the record:

- Change 008/17 value to “n” if set to “***No information (obsolete).”
- Correct 1XX and 4XX second indicator values if necessary.
- Evaluate and recode the authority record to RDA.
Z12.3 DANCE HERITAGE COALITION ACCESS PROJECT

Z12.3.1 General Information

In 1994, the Dance Heritage Coalition, a group of several institutions including the Library of Congress, received funding for a project to prepare a catalog of primary research resources in dance history, including manuscript and archival materials, audio and videotape, printed texts and music, and visual collections. As part of the project, authority records for agents and choreographic works were added to the NAF. These records had these characteristics at the time they were created:

- 008/33 value was “d” for “Preliminary.”
- 040 field contained $a NN-PD $c NN-PD.
- A 667 note was added: “Data contributed by the Dance Heritage Coalition for the New York Public Library Dance Collection.”
- A 670 field was provided as a source for the 1XX but it did not contain subfield $b.
- A 667 field with information about the entity represented in the 1XX may have been present.

Examples:

008/33=d
040 ## $a NN-PD $c NN-PD
100 10 $a Abajian, Chris
667 ## $a Composer.
667 ## $a Data contributed by the Dance Heritage Coalition for the New York Public Library Dance Collection.

008/33=d
040 ## $a NN-PD $c NN-PD
130 #0 $a Blue room (Choreographic work : Reid)
667 ## $a Data contributed by the Dance Heritage Coalition for the New York Public Library Dance Collection.
670 ## $a NYPL Dict. Cat. of the Dance Coll., 1974-

In NARs for choreographic works, the uniform title was formulated according to instructions in LCRI 25.5B, Choreographic works. The heading for the choreographer was not used in the 1XX. Instead, a 130 field was used containing the title of work with the qualifier (Choreographic work). The surname for the choreographer was added in the qualifier “when the heading represented ‘a particular choreographer’s version of the work.’”
Special Projects for Name Authority Records and Bibliographic Records

Z12.3.2 Editing Instructions
Retain the 667 field with “Data contributed by the …” when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX field. If the work cataloged is in-hand, catalogers may add a subfield $b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies. If the record has not been modified since creation, perform the following steps before using the heading in current cataloging:

- Change 008/17 value to “n” if set to “***No information (obsolete).”
- Change 008/33 value to “a.”
- Correct 1XX and 4XX second indicator values if necessary.
- Convert a 667 field with biographical or historical information to a 678 field or other appropriate field.
- Evaluate and recode the authority record to RDA.

Most of the NARs for choreographic works created during this project do not conform to current cataloging policies. Consult the appropriate sections of RDA and the LC-PCC PSs for further instructions on modifying these NARs.

Z12.4 OCLC Claimed Music Records
In 1995, LC contracted with OCLC to purchase up to 65,000 bibliographic records for music titles that could be loaded into the file without any review by LC catalogers. The project has been referred to as “OCLC Matching Records” and “OCLC Claimed Music Records.” These bibliographic records contained 042 “$a lc derive” and 985 “$c OCLC.” Field 985 may contain additional data such as “$e Claimed Recordings.”

OCLC provided a field 050 derived from the label name and publisher number. LC converted 262 fields to 260 fields and 305 fields to 300 fields and created a 028 field when possible.

Z12.5 Machine-Derived Authority Records

Z12.5.1 General Information
From 1997-2000, authority records for agents, works, and expressions used as headings in LC’s music bibliographic records were created by programatically generating authority records from headings found in the bibliographic records. These authority records are called “machine-derived authority records” (MDARs).

To create the MDARs, OCLC sent LC’s music bibliographic records through its automated authority control processing. When a heading (personal name, corporate name, or
uniform title) did not match an authority record, OCLC staff manually reviewed the heading for typographical or other errors that might prevent a correct match. OCLC sent LC lists of corrections to make to headings in its records, so that they would not generate erroneous authority records. LC then created a new file of bibliographic records that included the corrections, and OCLC used the headings in those records to generate authority records.

These records had these characteristics at the time they were created:

- 008/33 was value “d” for “Preliminary.”
- 040 field had $a OCoLC or $a DLC-SM.
- A 667 note was added: “Machine-derived authority record.”
- A 670 field was added containing the LCCN, title proper, and publication date from bibliographic record generating the heading.

**Examples:**

```
008/33=d
040  ## $a OCoLC $c OCoLC
100 10 $a D’Ambrosio, A. $q (Alfredo), $d 1871-1914. $t Serenade, $m violin, piano, $n op. 4
667  ## $a Machine-derived authority record.
670  ## $a LCCN 91-762695: D’Ambrosio, A. Serenada, ca. 1900?

008/33=d
040  ## $a DLC-SM $b eng $c DLC-SM
110 2# $a 3 Jokers (Musical group)
667  ## $a Machine-derived authority record.
670  ## $a LCCN 99-388739: OK Nok-- Kongo + 3 Jokers, 1997?
```

**Z12.5.2 Editing Instructions**

Retain the 667 field when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX field. If the work cataloged is in-hand, catalogers may add a subfield $b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies. If the record has not been modified since creation, perform the following steps before using the heading in current cataloging:

- Change 008/17 value to “n” if set to “***No information (obsolete).”
- Change 008/33 value to “a.”
- Correct 1XX and 4XX second indicator values if necessary.
- Evaluate and recode the authority record to RDA.
Z12.6 PINYIN CONVERSION PROJECT

Z12.6.1 General Information

The Pinyin Conversion Project was a Library of Congress project to convert romanized Chinese data in bibliographic and authority records (both names and subjects) from Wade-Giles to pinyin. Captions in the Library of Congress Classification schedules were also modified as appropriate. This document contains a brief description of some features in bibliographic and name authority records that catalogers may find unusual. Detailed information about the Pinyin Conversion Project is available at https://www.loc.gov/catdir/pinyin/.

Bibliographic records that were part of the project can be identified by field 987 with “$a PINYIN.” For more information, see https://www.loc.gov/marc/pinyin.html.

Name authority records that were part of the project contain the following characteristics if the heading was either converted by the machine program or manually reviewed and updated:

- 008/07 value “c” for “National library association standard”
- 4XX field with “$w nne” or “$w nnea” for the former heading.

When the 1XX form in a name authority record was converted to pinyin, the 670 field justifying the authorized access point was retained in Wade-Giles form. Thus, the authorized access point may not appear to be justified for catalogers who do not know Wade-Giles and pinyin romanization.

Example:

008/07=c
100 1# $a Fang Ren, Lisha
400 1# $w nne $a Fang Jen, Li-sha
670 ## $a Her Fang t’ai hsien hua chia ch’ang, 1987: $b t.p. (Fang Jen Li-sha)

Name authority records that were considered for conversion but excluded because the heading was not romanized according to Wade-Giles contain 008/07=n for “Not applicable.” Many headings that did not actually represent Wade-Giles romanized names but could be mistaken for such were also marked with 008/07= n. For example, “Wang Chung (Musical group),” which is the heading for a British band, has a name that matches two Wade-Giles syllables so it was considered and excluded.

Note: Name authority records with 008/07=n may have a 1XX heading that was correct at the time of the project and correct under current cataloging policies. For example, a well-established form found in English-language reference sources may be used as the preferred name for a Chinese person rather than the pinyin romanized form.
After the Pinyin Conversion Project, many of these NARs were modified again to add non-Latin script references in 2008.

**Z12.6.2 Editing Instructions**

Retain 008/07=c or 008/07=n. Verify that word division and capitalization conform to the ALA/LC romanization table for Chinese ([http://www.loc.gov/catdir/cpso/romanization/chinese.pdf](http://www.loc.gov/catdir/cpso/romanization/chinese.pdf)).

These records can be modified the same way as other name authority records according to current cataloging policies.

**Z12.7 RDA CONVERSION PROJECT PHASE 1**

During the period July 30-August, 20, 2012, Phase 1 of a planned three-phase project for the NAF was implemented. 436,943 NARs were updated in this phase to add a 667 field. Phase 1 involved the following categories of NARs:

- Pre-AACR2 NARs (008/10 value “a” or “b”)
- AACR2-compatible NARs (008/10 value “d”)
- NARs with 1XX fields that were likely to involve situations requiring human review because the 1XX might not reflect an RDA authorized access point.

A 667 field with this note was programmatically added to these NARS: “THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED.”

A NAR in one of these categories that was also a candidate for changes in Phase 2 was not updated in Phase 1.

For further information, including instructions on updating these NARs, see the *Summary of Programmatic Changes to the LC/NACO Authority File: What LCC/PCC RDA Catalogers Need to Know* ([https://www.loc.gov/aba/rda/pdf/lcnaf_rdaphase.pdf](https://www.loc.gov/aba/rda/pdf/lcnaf_rdaphase.pdf)).

**Z12.8 RDA CONVERSION PROJECT PHASE 2**

In March 2013, Phase 2 of the project was implemented. During this phase, 371,942 NARs were programmatically updated. This phase changed authorized and variant access points in NARs to reflect RDA and LC-PCC PS instructions. Many of the updates involved replacing abbreviations with the full forms of words, e.g., replacing “arr.” with “arranged.” Others included changing “Koran” to “Qur’an” in NARs for the work of sacred scripture.

Phase 2 heading in bibliographic records were also programmatically updated in LC’s database as much as possible. Some headings could only be partially changed programmatically.
Example:

130 0# $a Qur’an. $l English & Arabic.
245 14 $a The divine Qur-an ...

For further information, including instructions on updating these NARs, see the Summary of Programmatic Changes to the LC/NACO Authority File: What LCC/PCC RDA Catalogers Need to Know (https://www.loc.gov/aba/rda/pdf/lcnaf_rdaphase.pdf).

Z12.9 CANADIANA CONVERSION PROJECT

Z12.9.1 General Information
Library and Archives Canada (LAC) joined the NACO Program in 2016, and began contributing English-language authority records to the LCNAF in 2018.

LAC is contributing approximately 90,000 corporate body authority records to the LCNAF through the Canadiana Conversion Project. These records had these characteristics at the time they were added to the NAF:

- 016 field has the LAC control number.
- A 667 note was added: “Data contributed by Library and Archives Canada for the Canadian Conversion Project.”
- There may be no 670 field or the 670 field has no subfield $b.
- There may be a 710 field linking to the equivalent French heading.

Z12.9.2 Editing Instructions
Retain the 667 and 710 fields when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX, 4XX, and 5XX fields. If the source cited in the 670 field is in-hand, catalogers may modify the 670 field to conform to current practice, including adding the publication date and subfield $b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies.