

LC GUIDELINES SUPPLEMENT  
TO THE *MARC 21*  
*FORMAT FOR AUTHORITY DATA*

2002 Edition with  
subsequent updates

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Library of Congress, Washington, D.C.

## **Introduction**

The Library of Congress (LC) Guidelines for MARC 21 authority records are intended to be used in conjunction with the *MARC 21 Format for Authority Data*. They were **originally** prepared by the Cataloging Policy and Support Office and the Cooperative Cataloging Team in the Regional and Cooperative Cataloging Division, based on previous editions compiled by the Network Development and MARC Standards Office. **They are currently maintained by the Policy, Training, and Cooperative Programs Division.**

### Scope of LC Guidelines

The LC Guidelines present information relating to two areas of usage in authority records: 1) usage pertaining to records contributed to the authority files by participants in the Name Authority Cooperative (NACO) or Subject Authority Cooperative (SACO) programs; and 2) usage pertaining to authority records created and updated by LC. Records include name, series, and subject authority records.

In April 2017, the LC Guidelines were expanded to include fields and subfields for which no implementation decision has been made yet. These fields and subfields contain instructions not to use them with the additional text “implementation decision not yet made.” They will be updated to reflect implementation decisions when appropriate.

The guidelines were developed from various internal and published documents, including the *MARC 21 Format for Authority Data* 1999 base text with updates **and** the most recent editions of the *NACO Participants’ Manual* and the *SACO Participants’ Manual*.

### Direction for use of LC Guidelines

The LC Guidelines for authority records should be used by LC catalogers and institutions participating in NACO or SACO and creating authority records to be added to the authority files. The guidelines may also be used by institutions that need or want to know special LC practice in authority records. As already mentioned, these guidelines are intended to be used in conjunction with the *MARC 21 Format for Authority Data*. Data requirements that are not specific to NACO or SACO and/or LC are presented only in the main text of the authorities format.

NACO/SACO participants and LC staff creating authority records must also apply the appropriate procedures presented in various LC cataloging documents (e.g., the *Descriptive Cataloging Manual (DCM)*, and the *Subject Headings Manual (SHM)*). Cooperating institutions may also refer to the *NACO Participants’ Manual* and the *SACO Participants’ Manual*.

### Organization of LC Guidelines

The guidelines pages may be filed at the end of the main text of the field to which they apply in the authorities format or in a separate binder. Each guidelines page is marked at the top with the title of the MARC 21 format section (usually a three-digit field tag) to which it applies.

**NACO** usage and **SACO** usage sections are given first, with a list of data elements receiving special treatment and explanatory text where appropriate. When there is no special NACO and/or SACO usage, any data requirements detailed in the main text of the Authority format are still applicable.

## **Introduction**

### LC Guidelines

**LC** usage follows **NACO/SACO** usage sections. The LC usage section is also divided into subsections on Name/Series usage, and Subject usage, as appropriate. Some LC usage may be more restrictive than that prescribed for NACO and SACO participants. NACO and SACO participants may not be restricted necessarily from using specific data elements even though LC does not use them. These differences are noted when they occur.

Instructions for genre/form terms and medium of performance terms fields and subfields are given in the SACO and LC Subjects usage sections.

*Note:* As of June 1, 2006 LC does not create or update SARs.

**Leader**

**NACO:**

Leader/05 (Record status)

Do not use codes:  
a, d, o, s, x

If a NACO participant identifies an authority record that should be deleted from the **LC/NACO** Authority File, consult LC's **Policy, Training, and Cooperative Programs Division** to have the record deleted. NACO participants are not permitted to delete the record from the file.

Leader/09 (Character coding scheme)

Do not use codes:  
a

Leader/17 (Encoding level)

Consult LC's **Policy, Training, and Cooperative Programs Division** before using code o.

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

**SACO:**

Leader/05 (Record status)

Do not use codes:  
a, d, o, s, x

Leader/09 (Character coding scheme)

Do not use codes:  
a

Leader/17 (Encoding level)

Do not use codes:  
o

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

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**LC:**

**NAMES/SERIES:**

Leader/05 (Record status)

Do not use codes:  
a, o, s, x

Leader/09 (Character coding scheme)

Do not use codes:

a

Leader/17 (Encoding level)

Use code o for Early Notice Records.

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

**SUBJECTS:**

Leader/05 (Record status)

Do not use codes:

a, o, s, x

Leader/09 (Character coding scheme)

Do not use codes:

a

Leader/17 (Encoding level)

Do not use codes:

o

Leader/18 (Punctuation Policy)

Do not use. Implementation decision not yet made.

**Directory**

**NACO:**

The Directory is always system generated.

**SACO:**

The Directory is always system generated.

---

**LC:**

**NAMES/SERIES:**

The Directory is always system generated.

**SUBJECTS:**

The Directory is always system generated.

## 001 Control Number

### NACO:

Control numbers used in name/series authority records contributed through NACO have **two character alphabetic prefixes** (records originally contributed 2001+) or three **character alphabetic prefixes** (records originally contributed prior to 2001). The prefix is carried as lowercase characters; it is left justified and unused positions contain blanks. The valid control number prefixes for name and series authority records are (# = blank):

n## Name and series authority records originally input prior to 2001 using LC's internal system  
n# Name and series authority records originally input 2001+ using LC's internal system  
nb# Name and series authority records originally contributed prior to 2001 via the British Library  
nb Name and series authority records originally contributed 2001+ via the British Library  
no# Name and series authority records originally contributed prior to 2001 via OCLC  
no Name and series authority records originally contributed 2001+ via OCLC  
nr# Name and series authority records originally contributed prior 2001 via RLIN  
nr Name and series authority records originally contributed 2001-2007 via RLIN  
**ns Name and series authority records originally contributed 2010+ via SkyRiver**

### SACO:

Subject authority records are not normally contributed in machine-readable form from sources outside the Library of Congress.

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### LC:

#### NAMES/SERIES:

Library of Congress and NACO control numbers have the same structure. See NACO section above.

Control numbers for name/series authority records created using LC's internal system have the following alphabetic prefix:

n## Name and series authority records originally input prior to 2001  
n# Name and series authority records originally input 2001+

Name/series authority records created by LC catalogers using OCLC or RLIN have control numbers beginning with the prefixes "no" or "nr" as above.

| **SUBJECTS:**

| Control numbers for subject authority records created using LC's internal system have the following alphabetic prefixes:

- sh# Subject heading authority record originally input prior to 2001
- sh Subject heading authority record originally input 2001+
- sp# Subject (Proposed) authority record originally input prior to 2001
- sp Subject (Proposed) authority record input 2001+
- sj# Subject (Juvenile) authority record originally input prior to 2001
- sj Subject (Juvenile) authority record input 2001+



**005 Date and Time of Latest Transaction**

**NACO:**

A NACO participant system may supply a preliminary 005 field to new records which will be replaced by the first official 005 at LC when the record enters the National Authority File.

An 005 field is system generated by LC when a NACO record is added to the National Authority File at LC whether there is already an 005 field in the record or not. For a record new to the National Authority File, the 005 generated is the first official version identifier for the record. A change record must contain an 005 identical to the one in the National Authority File record it is changing for the change to occur. The 005 is automatically updated when the change record replaces the record in the file.

**SACO:**

An 005 field is system generated when a record is added whether there is already an 005 field in the record or not. For a record new to the file, the 005 generated is the first official version identifier for the record. The 005 is automatically updated when the change record replaces the record in the file.

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**LC:**

**NAMES/SERIES:**

An 005 field is system generated when a record is added whether there is already an 005 field in the record or not. For a record new to the file, the 005 generated is the first official version identifier for the record. The 005 is automatically updated when the change record replaces the record in the file.

**SUBJECTS:**

An 005 field is system generated when a record is added whether there is already an 005 field in the record or not. For a record new to the file, the 005 generated is the first official version identifier for the record. The 005 is automatically updated when the change record replaces the record in the file.

**008/00-05 Date Entered on File**

**NACO:**

The date entered on file is generated by the participant's processing system.

Do not use the fill character.

**SACO:**

The date entered on file is generated by the participant's processing system.

Do not use the fill character.

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**LC:**

**NAMES/SERIES:**

The date entered on file is generated by LC's processing system.

Do not use the fill character.

**SUBJECTS:**

The date entered on file is generated by LC's processing system.

Do not use the fill character.

## 008/06 Direct or Indirect Geographic Subdivision

### NACO:

Generally use code “n”. Certain corporate names (110), such as religions or religious orders, used as subject access points may be subdivided by place; such corporate names may use code “i” in byte 008/06. Consult the *LC Subject Headings Manual* instruction sheet H 475 for a list of these corporate bodies.

### SACO:

Use “i” or blank as appropriate for “May Subd Geog” or “Not Subd Geog” respectively. If neither code is appropriate, use the fill character.

### Do not use codes:

d

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### LC:

### NAMES/SERIES:

Generally use code “n”. Certain corporate names (110), such as religions or religious orders, used as subject access points may be subdivided by place; such corporate names may use code “i” in byte 008/06. Consult the *LC Subject Headings Manual* instruction sheet H 475 for a list of these corporate bodies.

### Do not use codes:

d, fill character

### SUBJECTS:

### Do not use codes:

d

**008/07 Romanization Scheme**

**NACO:**

Always use the fill character.

**SACO:**

Always use the fill character.

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**LC:**

**NAMES/SERIES:**

Always use the fill character.

Exception: During the machine conversion of authority records for Chinese name/titles from Wade-Giles to pinyin romanization, code c was input in 008/07 in records actually converted to pinyin and code n was input in records considered for conversion but not actually converted.

**SUBJECTS:**

Always use the fill character.

**008/08 Language of Catalog**

**NACO:**

Always use blank.

**SACO:**

Always use blank.

---

**LC:**

**NAMES/SERIES:**

Always use blank.

**SUBJECTS:**

Always use blank.

**008/09 Kind of Record**

**NACO:**

Consult LC's **Policy, Training, and Cooperative Programs Division** before using code “b” in a reference record containing a 666 general explanatory reference field.

Do not use codes:

d, e, f, g, fill character

**SACO:**

Do not use codes:

e, f, g, fill character

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**LC:**

**NAMES/SERIES:**

Do not use codes:

d, e, f, g, fill character

**SUBJECTS:**

Do not use codes:

e, f, g, fill character

## 008/10 Descriptive Cataloging Rules

### NACO:

For newly created name/series authority records code “z” is the only value used.

When existing NARs using codes a”, “b”, “c”, or “d” are modified in any way, they are re-coded to RDA and the 008/10 code is changed accordingly. Exceptions to this guideline are found in the *Descriptive Cataloging Manual Z1 008/10* section.

### Do not use codes:

a, b, d, n, or the fill character

### SACO:

Always use code n.

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### LC:

#### NAMES/SERIES:

For newly created name/series authority records code “z” is the only value used.

When existing NARs using codes a”, “b”, “c”, or “d” are modified in any way, they are re-coded to RDA and the 008/10 code is changed accordingly. Exceptions to this guideline are found in the *Descriptive Cataloging Manual Z1 008/10* section.

### Do not use codes:

a, b, d, or the fill character.

LC uses code n (Not applicable) in traced reference records (008/09, code c).

#### SUBJECTS:

Always use code n.

**008/11 Subject Heading System/Thesaurus**

**NACO:**

Use code “n” in reference records (008/09, Kind of Record, code “b” or “c”) and in records when the 1XX is not appropriate for use as a subject heading.

**Do not use codes:**

b, c, d, k, r, s, v, z, fill character

**SACO:**

**Do not use codes:**

c, d, k, r, s, v, z, fill character

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**LC:**

**NAMES/SERIES:**

Use code “n” in reference records (008/09, Kind of Record, code “b” or “c”) and in records when the 1XX is not appropriate for use as a subject heading.

**Do not use codes:**

b, c, d, k, r, s, v, z, fill character

**SUBJECTS:**

**Do not use codes:**

c, d, k, r, s, v, z, fill character



**008/12 Type of Series**

**NACO:**

**Do not use codes:**  
fill character

**SACO:**

Always use code “n”.

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**LC:**

**NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

**SUBJECTS:**

Always use code “n”.

**008/13 Numbered or Unnumbered Series**

**NACO:**

**Do not use codes:**  
fill character

**SACO:**

Always use code “n”.

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**LC:**

**NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

**SUBJECTS:**

Always use code “n”.

**008/14 Heading Use – Main or Added Entry**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using code “b” in a reference record that contains either field 664 (Complex See Reference – Name) or field 666 (General Explanatory Reference – Name).

Do not use codes:  
fill character

**SACO:**

Do not propose subject headings that duplicate name authority headings.

Always use code b.

---

**LC:**

**NAMES/SERIES:**

Do not use codes:  
fill character

**SUBJECTS:**

Always use code b.

**008/15 Heading Use – Subject Added Entry**

**NACO:**

**Do not use codes:**  
fill character

**SACO:**

**Do not use codes:**  
fill character

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**LC:**

**NAMES/SERIES:**

**Do not use codes:**  
fill character

**SUBJECTS:**

**Do not use codes:**  
fill character

| **008/16 Heading Use – Series Added Entry**

**NACO:**

**Do not use codes:**  
fill character

**SACO:**

| Always use code “b”.

---

**LC:**

**NAMES/SERIES:**

**Do not use codes:**  
fill character

**SUBJECTS:**

| Always use code “b”.

| **008/17 Type of Subject Subdivision**

**NACO:**

| Use either code “n” or a fill character in this character position.

**Do not use codes:**

a, b, c, d, e

**SACO:**

**Do not use codes:**

fill character

---

**LC:**

**NAMES/SERIES:**

| Always use code “n”.

**SUBJECTS:**

**Do not use codes:**

fill character

| **008/18-27 Undefined Character Positions**

**NACO:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

**SACO:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

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**LC:**

**NAMES/SERIES:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

**SUBJECTS:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

| **008/28 Type of Government Agency**

**NACO:**

There are no special NACO requirements for this character position. Use the appropriate code or the fill character.

**SACO:**

Always use the fill character.

---

**LC:**

**NAMES/SERIES:**

Always use the fill character.

**SUBJECTS:**

Always use the fill character.



## 008/29 Reference Evaluation

### NACO:

**Do not use codes:**

fill character

Code “b” may occur in records created before the adoption of AACR 2 in Jan. 1981 and will continue to exist until any records containing reference tracings have been evaluated and the authority record updated. Code “b” will also occur in all name/series records with non-Latin script references until guidelines for evaluating non-Latin script references are developed. When code “b” is used in this latter case, assure that a 667 note with the statement: "Non-Latin script reference not evaluated" is also present in the NAR.

### SACO:

**Do not use codes:**

fill character

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### LC:

#### NAMES/SERIES:

**Do not use codes:**

fill character

Code “b” may occur in LC records created before the adoption of AACR 2 in Jan. 1981 and will continue to exist until any records containing reference tracings have been evaluated and the authority record updated. Code “b” will also occur in all name/series records with non-Latin script references until guidelines for evaluating non-Latin script references are developed. When code “b” is used in this latter case, assure that a 667 note with the statement: "Non-Latin script reference not evaluated" is also present in the NAR.

#### SUBJECTS:

**Do not use codes:**

fill character

| **008/30 Undefined Character Position**

**NACO:**

Do not use the fill character in this undefined character position. This position should contain blank.

**SACO:**

Do not use the fill character in this undefined character position. This position should contain blank.

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**LC:**

**NAMES/SERIES:**

Do not use the fill character in this undefined character position. This position should contain blank.

**SUBJECTS:**

Do not use the fill character in this undefined character position. This position should contain blank.

| **008/31 Record Update in Process**

**NACO:**

There are no special requirements for this character position. Note: Follow NACO procedures for updating existing name authority records.

**Do not use codes:**

fill character

**SACO:**

**Do not use codes:**

b, fill character

---

**LC:**

**NAMES/SERIES:**

**Do not use codes:**

fill character

**SUBJECTS:**

**Do not use codes:**

b, fill character

| **008/32 Undifferentiated Personal Name**

**NACO:**

**Do not use codes:**  
fill character

**SACO:**

**Do not use codes:**  
b, fill character

---

**LC:**

**NAMES/SERIES:**

**Do not use codes:**  
fill character

**SUBJECTS:**

**Do not use codes:**  
b, fill character

**008/33 Level of Establishment**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using code “d”.

Do not use codes:  
fill character

**SACO:**

Do not use codes:  
b, d, fill character

---

**LC:**

**NAMES/SERIES:**

Do not use codes:  
fill character

**SUBJECTS:**

Do not use codes:  
b, d, fill character

**008/34-37 Undefined Character Positions**

**NACO:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

**SACO:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

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**LC:**

**NAMES/SERIES:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

Positions 35-37 were defined as Language of heading code, prior to 1986. LC never coded positions 35-37 for the language of heading. Fill characters were recorded in these positions.

**SUBJECTS:**

Do not use the fill character in these undefined character positions. These positions should contain blanks.

Positions 35-37 were defined as Language of heading code, prior to 1986. LC never coded positions 35-37 for the language of heading. Fill characters were recorded in these positions.

| **008/38 Modified Record**

**NACO:**

Always use blank.

**SACO:**

Always use blank.

---

**LC:**

**NAMES/SERIES:**

Always use blank.

**SUBJECTS:**

Always use blank.

**008/39 Cataloging Source**

**NACO:**

National bibliographic agencies use blank; other NACO participants use code “c”.

**Do not use codes:**

d, u, fill character

**SACO:**

Always use the fill character. Prior to December 2020, code “c” was recorded in this position.

---

**LC:**

**NAMES/SERIES:**

Always use blank.

**SUBJECTS:**

Always use the fill character. Prior to December 2020, blank was recorded in this position.



**010 Library of Congress Control Number**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

LC practice for this field is described under the section for field 010 in the main text of the format.

**SUBJECTS:**

LC practice for this field is described under the section for field 010 in the main text of the format.

**014 Link to Bibliographic Record for Serial or Multipart Item**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**016 National Bibliographic Agency Control Number**

**NACO:**

Field 016 may be supplied only by national bibliographic agencies. Other NACO participants should not supply, update, or delete this field when found in Name/Series authority records.

Do not use subfields:  
\$8

**SACO:**

Do not use this field.

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**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**020 International Standard Book Number**

**NACO:**

NACO participants may supply the 020 field in series authority records for multipart items at their own discretion. There are no further guidelines for the field.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**022 International Standard Serial Number**

**NACO:**

Use this field in series authority records only.

Do not use subfields:  
\$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

**SUBJECTS:**

Do not use this field.

**024 Other Standard Identifier**

**NACO:**

Do not use subfields:

*\$c, \$d, \$q, \$z, \$6, \$8*

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Until further notice, do not use this field. An announcement will be made when **LC** catalogers may use this field again.

Do not use subfields:

*\$c, \$d, \$q, \$z, \$6, \$8*

**SUBJECTS:**

Do not use this field.

**031 Musical Incipits Information**

**NACO:**

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

### 034 Coded Cartographic Mathematical Data

#### NACO:

NACO participants may supply the 034 field in authority records for geographic name headings (151) only at their own discretion.

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

#### SACO:

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before use.

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#### LC:

#### NAMES/SERIES:

Use this field in name authority records for geographic name headings (151) only.

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

#### SUBJECTS:

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before use.



**035 System Control Number**

**NACO:**

The use of field 035 is determined by each contributor's system.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

As part of the conversion of data to its current system, an 035 field was added to every Name/Series authority record. An 035 is also added to all new and updated authority records coming into the LC database from other systems as part of the load process.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

## 040 Cataloging Source

### NACO:

Do not use subfields:  
\$f, \$6, \$8

### SACO:

Do not use subfields:  
\$e, \$f, \$6, \$8

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### LC:

#### NAMES/SERIES:

Do not use subfields:  
\$f, \$6, \$8

#### SUBJECTS:

Do not use subfields:  
\$e, \$f, \$6, \$8

LC began using subfield \$b in 1998.

**042 Authentication Code**

**NACO:**

This field may be supplied only by national bibliographic agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**043 Geographic Area Code**

**NACO:**

NACO participants may supply the 043 field in authority records for geographic name headings (151) only at their own discretion.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Use this field in name authority records for geographic name headings (151) only.

Consult [LC's Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

**045 Time Period of Heading**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

## 046 Special Coded Dates

### NACO:

046 may be supplied in name/series authority records in the LC/NACO Authority File.

Until further notice, do not use subfield \$q or \$r. Continue to use \$s for date of establishment and \$t for date of termination. Before subfields \$q, \$r, \$s, and \$t can be used in authority records as defined in the current MARC 21 Authority Format, a programmatic change to the subfield coding of many existing name authority records must be made. Announcements will be made when the NACO nodes have implemented the new subfields and the legacy records have been changed.

Do not use subfields:  
\$6, \$8

### SACO:

Contact LC's [Policy, Training, and Cooperative Programs Division](#) before using field 046.

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### LC:

#### NAMES/SERIES:

046 may be supplied in name authority records in the LC/NACO Authority File.

Until further notice, do not use subfield \$q or \$r. Continue to use \$s for date of establishment and \$t for date of termination. Before subfields \$q, \$r, \$s, and \$t can be used in authority records as defined in the current MARC 21 Authority Format, a programmatic change to the subfield coding of many existing name authority records must be made. Announcements will be made when the NACO nodes have implemented the new subfields and the legacy records have been changed.

Do not use subfields:  
\$6, \$8

#### SUBJECTS:

Contact [LC's Policy, Training, and Cooperative Programs Division](#) before using field 046.

**050 Library of Congress Call Number**

**NACO:**

Use this field in series authority records only. Always use second indicator value 4.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

*Note:* Field 050 may contain call numbers that do not follow the Library of Congress classification schedules, for example:

050 00 \$a LAW  
050 00 \$a Microfilm 86/2592 (H)  
050 00 \$a WMLC L 82/1234

**SUBJECTS:**

Do not use this field.

**052 Geographic Classification**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.



**053 LC Classification Number**

**NACO:**

NACO participants may use this field to record an LC classification number for a literary author.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Always use second indicator value 0.

Do not use subfields:

\$0, \$1, \$5, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Always use second indicator value 0.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$5, \$6, \$8

**SUBJECTS:**

Do not use subfields:

\$0, \$1, \$5, \$6, \$8

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECT only*]

Use this field in subject authority records to record a single classification number or classification number span associated with a 1XX heading in an established heading record. Use local subfield \$9 to control the printing of the field in output products.

**055 Library and Archives Canada Call Number**

**NACO:**

This field may be supplied in series authority records by Canadian agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**060 National Library of Medicine Call Number**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**065 Other Classification Number**

**NACO:**

This field may be supplied in a personal name heading only by Canadian agencies in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Its use is limited to classification numbers in the PS8000 schedule for Canadian literature. Other NACO participants should not supply, update, or delete this field.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field; pass through as supplied.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**066 Character Sets Present**

**NACO:**

Do not use this field. Alternate graphic representation fields are not within the scope of the present NACO program.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**070 National Agricultural Library Call Number**

**NACO:**

Field 070 may be supplied only by the National Library of Agriculture in series authority records. Other NACO participants should not supply, update, or delete this field when found in series authority records.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**072 Subject Category Code**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

As of February 2011 this field may be used in LC distributed subject authority records.

**Do not use subfields (implementation decision not yet made):**  
\$x, \$6, \$8

## 073 Subdivision Usage

### NACO:

Do not use this field.

### SACO:

Do not use subfields:  
\$6, \$8

---

### LC:

#### NAMES/SERIES:

Do not use this field.

#### SUBJECTS:

Use instruction sheet numbers H 1095 to H 1200 from the *Subject Headings Manual* as the source for information in subfield \$a.

Do not use subfields:  
\$6, \$8

#### Local Subfield Code

\$9 – Local field-level nonprint flag [*SUBJECTs* only]

Use local subfield \$9 to control the printing of the field in output products.



**075 Type of Entity**

**NACO:**

| Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 075.

**SACO:**

Do not use this field. Implementation decision not yet made.

---

**LC:**

**NAMES/SERIES:**

| Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 075.

**SUBJECTS:**

Do not use this field. Implementation decision not yet made.

**080 Universal Decimal Classification Number**

**NACO:**

NACO participants may supply the 080 field in series authority records for multipart items at their own discretion.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**082 Dewey Decimal Call Number**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 082 in name/series authority records.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**083 Dewey Decimal Classification Number**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 083 in name/series authority records.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**086 Government Document Call Number**

**NACO:**

Field 086 may be supplied only by the U.S. Government **Publishing** Office in series authority records. Other NACO participants should not supply, update, or delete this field when found in Name/Series authority records.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**087 Government Document Classification Number**

**NACO:**

NACO participants may supply field 087 in name/series authority records at their own discretion.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**090 Local Call Number**

Indicators

First – Undefined

Second – Undefined

---

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 090.

Before January 1999, this field was used for a Library of Congress call number that was not assigned by LC. For series authority records that reflect this usage, NACO participants may delete the field and replace it with field 050 with second indicator "4."

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**100 Heading – Personal Name**

**NACO:**

Use first indicator value 3 in name and series authority records when creating RDA authorized access points for family names.

Do not use subfields:

\$e, \$j, \$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use subfields:

\$e, \$g, \$h, \$j, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Use first indicator value 3 in name authority records when creating RDA authorized access points for family names.

Do not use subfields:

\$e, \$j, \$v, \$x, \$y, \$z, \$6, \$8

**SUBJECTS:**

Do not use subfields:

\$e, \$g, \$h, \$j, \$6, \$8



**110 Heading – Corporate Name**

**NACO:**

Do not use subfields:

\$e, \$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use subfields:

\$e, \$h, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:

\$e, \$v, \$x, \$y, \$z, \$6, \$8

**SUBJECTS:**

Do not use subfields:

\$e, \$h, \$6, \$8

**111 Heading – Meeting Name**

**NACO:**

Do not use subfields:

\$g, \$j, \$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use subfields:

\$g, \$h, \$j, \$k, \$l, \$q, \$s, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:

\$g, \$j, \$v, \$x, \$y, \$z, \$6, \$8

**SUBJECTS:**

Do not use subfields:

\$g, \$h, \$j, \$k, \$l, \$q, \$s, \$6, \$8

### 130 Heading – Uniform Title

#### NACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the heading.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$6, \$8

#### SACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the heading.

Do not use subfields:

\$g, \$h, \$6, \$8

---

#### LC:

#### NAMES/SERIES:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the heading.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$6, \$8

#### SUBJECTS:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the heading.

Do not use subfields:

\$g, \$h, \$6, \$8

**147 Heading – Named Event**

**NACO:**

| Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

| Do not use this field.

**SUBJECTS:**

Do not use this field.

**148 Heading – Chronological Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**150 Heading – Topical Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$b, \$g, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$b, \$g, \$6, \$8

**151 Heading – Geographic Name**

**NACO:**

Do not use subfields:

**\$g**, \$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use subfields:

**\$g**, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:

**\$g**, \$v, \$x, \$y, \$z, \$6, \$8

**SUBJECTS:**

Do not use subfields:

**\$g**, \$6, \$8

**155 Heading – Genre/Form Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

*\$v, \$x, \$y, \$z, \$6, \$8*

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

*\$v, \$x, \$y, \$z, \$6, \$8*



**162 Heading – Medium of Performance Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**180 Heading – General Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**181 Heading – Geographic Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**182 Heading – Chronological Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**185 Heading – Form Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**260 Complex See Reference – Subject**

**NACO:**

| Do not use this field.

**SACO:**

| Do not use subfields:  
\$0, \$1, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

| Do not use subfields:  
\$0, \$1, \$6, \$8

**335 Extension Plan**

**NACO:**

Consult LC's Policy, Training, and Cooperative Programs Division before using this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Consult LC's Policy, Training, and Cooperative Programs Division before using this field.

**SUBJECTS:**

Do not use this field.

### 336 Content Type

#### NACO:

Field 336 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$3, \$6, \$8

#### SACO:

Do not use this field.

---

#### LC:

#### NAMES/SERIES:

Field 336 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$3, \$6, \$8

#### SUBJECTS:

Do not use this field.



**348 Format of Notated Music**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 348.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using field 348.

**SUBJECTS:**

Do not use this field.

**360 Complex See Also Reference – Subject**

**NACO:**

Do not use this field

**SACO:**

Do not use subfields:  
\$0, \$1, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$0, \$1, \$6, \$8

**368 Other Attributes of Person or Corporate Body**

**NACO:**

Field 368 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 368 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**370 Associated Place**

**NACO:**

Field 370 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$3, \$4 or \$i.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 370 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$3, \$4 or \$i.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

**371 Address**

**NACO:**

371 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$4, \$6 or \$8

**SACO:**

Do not use 371.

---

**LC:**

**NAMES/SERIES:**

371 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:

\$4, \$6 or \$8

**SUBJECTS:**

Do not use 371.

**372 Field of Activity**

**NACO:**

Field 372 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 372 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**373 Associated Group**

**NACO:**

Field 373 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 373 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**374 Occupation**

**NACO:**

Field 374 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 374 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.



### 375 Gender

#### NACO:

Field 375 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:  
\$6 or \$8

#### SACO:

Do not use **this field**.

---

#### LC:

#### NAMES/SERIES:

Field 375 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:  
\$6 or \$8

#### SUBJECTS:

Do not use **this field**.

**376 Family Information**

**NACO:**

Field 376 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 376 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**377 Associated Language**

**NACO:**

Field 377 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 377 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

### **378 Fuller Form of Personal Name**

#### **NACO:**

378 may be supplied in name authority records in the LC/NACO Authority File. |

#### **Do not use subfields:**

\$6 or \$8

#### **SACO:**

Do not use 378.

---

#### **LC:**

#### **NAMES/SERIES:**

378 may be supplied in name authority records in the LC/NACO Authority File. |

#### **Do not use subfields:**

\$6 or \$8

#### **SUBJECTS:**

Do not use 378.

**380 Form of Work**

**NACO:**

Field 380 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 380 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**381 Other Distinguishing Characteristics of Work or Expression**

**NACO:**

Field 381 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 381 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**382 Medium of Performance**

**NACO:**

Field 382 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 382 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$0 or \$1.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

### 383 Numeric Designation of Musical Work

#### NACO:

383 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:  
\$6 or \$8

#### SACO:

Do not use 383.

---

#### LC:

#### NAMES/SERIES:

383 may be supplied in name authority records in the LC/NACO Authority File. |

Do not use subfields:  
\$6 or \$8

#### SUBJECTS:

Do not use 383.



## 384 Key

### NACO:

Field 384 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:  
\$6 or \$8

### SACO:

Do not use **this field**.

---

### LC:

#### NAMES/SERIES:

Field 384 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:  
\$6 or \$8

#### SUBJECTS:

Do not use **this field**.

**385 Audience Characteristics**

**NACO:**

Field 385 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 385 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**386 Creator/Contributor Characteristics**

**NACO:**

Field 386 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$4 or \$i.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 386 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$0, \$1, \$4 or \$i.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**388 Time Period of Creation**

**NACO:**

Field 388 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 388 may be supplied in name/series authority records in the LC/NACO Authority File.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

## Tracings and References – General Information – 4XX Fields

### NACO:

#### Subfield Codes

Do not use subfield \$i, \$4, or subfield \$w code r in 4XX fields.

#### **\$w - Control subfield in 4XX See From Tracing**

##### \_\_\_\_/0 Special relationship

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

##### \_\_\_\_/1 Tracing use restriction

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

##### \_\_\_\_/2 Earlier form of heading

Use code n (Not applicable) when neither code a nor code e applies and a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

##### \_\_\_\_/3 Reference display

Code n (Not applicable) allows the generation of a cross reference display and need not be coded in subfield \$w/3. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

### SACO:

SACO participants should follow the LC Subject usage guidelines that follow.

---

### LC:

#### NAMES/SERIES:

##### Subfield Codes:

Do not use subfield \$i, subfield \$4, or subfield \$w code r in 4XX fields.

#### **\$w - Control subfield in 4XX See From Tracing fields**

##### \_\_\_\_/0 Special relationship

Do not use the following codes:

- |                         |  |
|-------------------------|--|
| a - Earlier heading     | g - Broader term                                 |
| b - Later heading       | h - Narrower term                                |
| d - Acronym             | i - Reference instruction phrase in subfield \$i |
| f - Musical composition | r - Relationship designation in \$i or \$4       |
|                         | t - Immediate parent body                        |

Code d may occur in LC records created before 1981.

\_\_\_\_/1 Tracing use restriction

Do not use the following codes:

- |   |  |
|---|--|
| a - Name reference structure only         | e - Name and series reference structures           |
| b - Subject reference structure only      | f - Subject and series reference structures        |
| c - Series reference structure only       | g - Name, subject, and series reference structures |
| d - Name and subject reference structures |  |

\_\_\_\_/2 Earlier form of heading

Do not use the following code:

- o - Earlier established form of heading (other authority file)

Use code a (Pre-AACR 2 form of heading (national name authority file)) when the tracing is for a linking reference from a pre-AACR 2 heading.

Use code e (Earlier established form of heading (national authority file)) in the LC/NAF primarily when a reference from the former heading is appropriate. This includes former headings where code c (AACR 2) or code d (Non-AACR 2 form used with AACR 2) were used. Do not automatically make a reference from the former heading in order to supply code e.

The following obsolete codes may appear in LC records created before the adoption of AACR 2 in January 1981 until these records have been evaluated (008/29, Reference evaluation is changed to code a) and the authority record updated.

- b - AACR 1 [OBSOLETE]
- c - AACR 2 [OBSOLETE]
- d - Non-AACR 2 form used with AACR 2 [OBSOLETE]

\_\_\_\_/3 Reference display

Do not use the following codes:

- b - Reference not displayed, field 664 used
- c - Reference not displayed, field 663 used
- d - Reference not displayed, field 665 used

LC has not actively supplied field 664 or 665 since the 1980's; if these fields or code b or d are found in 4XXs, upgrade the NAR to the current practice. Use code a (Reference not displayed) when appropriate for suppressing a cross reference display.

**SUBJECTS:**

**\$w - Control subfield in 4XX See From Tracing fields**

\_\_\_\_/0 Special relationship

Use code n (Not applicable) in this position.

\_\_\_\_/1 Tracing use restriction

Use code n (Not applicable) in this position.

\_\_\_\_/2 Earlier form of heading

Use code e (Earlier established form of heading (national authority file), or code n (Not applicable) in this position.

\_\_\_\_/3 Reference display

Use code n (Not applicable) in this position.

**400 See From Tracing – Personal Name**

**NACO:**

Use first indicator value 3 in RDA name and series authority records when providing variant forms of family names.

Do not use subfields:

\$e, \$i, \$j, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**SACO:**

Do not use subfields:

\$e, \$g, \$h, \$i, \$j, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Use first indicator value 3 in RDA name authority records when providing variant forms of family names.

Do not use subfields:

\$e, \$i, \$j, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**SUBJECTS:**

Do not use subfields:

\$e, \$g, \$h, \$i, \$j, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.



**410 See From Tracing – Corporate Name**

**NACO**

Do not use subfields:

\$e, \$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**SACO:**

Do not use subfields:

\$e, \$h, \$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:

\$e, \$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**SUBJECTS:**

Do not use subfields:

\$e, \$h, \$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**411 See From Tracing – Meeting Name**

**NACO:**

Do not use subfields:

\$g, \$i, \$j, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**SACO:**

Do not use subfields:

\$g, \$h, \$i, \$j, \$k, \$l, \$q, \$s, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:

\$g, \$i, \$j, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**SUBJECTS:**

Do not use subfields:

\$g, \$h, \$i, \$j, \$k, \$l, \$q, \$s, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

### 430 See From Tracing – Uniform Title

#### NACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

#### SACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$g, \$h, \$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

#### LC:

##### NAMES/SERIES:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

##### SUBJECTS:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$g, \$h, \$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**447 See From Tracing – Named Event**

**NACO:**

| Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

| Do not use this field.

**SUBJECTS:**

Do not use this field.

**448 See From Tracing – Chronological Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**450 See From Tracing – Topical Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$b, \$g, \$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$b, \$g, \$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

## 451 See From Tracing – Geographic Name

### NACO:

Do not use subfields:

\$g, \$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines sections for *Tracings and References-General Information-4XX fields*.

### SACO:

Do not use subfields:

\$g, \$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

### LC:

#### NAMES/SERIES:

Do not use subfields:

\$g, \$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines sections for *Tracings and References-General Information-4XX fields*.

#### SUBJECTS:

Do not use subfields:

\$g, \$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.



**455 See From Tracing – Genre/Form Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**462 See From Tracing – Medium of Performance Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

**480 See From Tracing – General Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**481 See From Tracing – Geographic Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**482 See From Tracing – Chronological Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**485 See From Tracing – Form Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-4XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

## Tracings and References – General Information – 5XX Fields

### NACO:

#### Subfield Codes:

#### **\$i - Relationship information**

This subfield may be used in either AACR2 or RDA NARs to indicate relationships between authorized access points.

#### **\$4 - Relationship**

Consult LC's Policy, Training, and Cooperative Programs Division before using this subfield.

#### **\$w - Control subfield in 5XX See Also Tracing fields**

##### \_\_\_\_/0 Special relationship

Use code n (Not applicable) when neither code a nor b nor r applies and a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

##### \_\_\_\_/1 Tracing use restriction

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

##### \_\_\_\_/2 Earlier form of heading

Use code n (Not applicable) when a subsequent character position in subfield \$w is coded. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

##### \_\_\_\_/3 Reference display

Code n (Not applicable) allows the generation of a cross reference and need not be coded in subfield \$w/3. In other respects NACO participants should follow the guidelines in the LC usage section for this subfield.

### SACO:

All SACO participants should follow the LC Subject guidelines which follow.

---

### LC:

#### **NAMES/SERIES:**

#### Subfield Codes:

**\$i - Relationship information**

LC catalogers applying RDA instructions may use \$i to provide relationship information in either AACR2 or RDA NARs to indicate relationships between authorized access points.

**\$w - Control subfield in 5XX See Also Tracing fields**

\_\_\_\_/0 Special relationship

r – must be used when subfield \$i or \$4 are used in NARs.

Do not use the following codes:

- d - Acronym
- f - Musical composition
- h - Narrower term
- i - Reference instruction phrase in subfield \$i
- t - Immediate parent body

Codes d and f may occur in LC records created before 1981.

\_\_\_\_/1 Tracing use restriction

Do not use the following codes:

- |   |  |
|---|--|
| a - Name reference structure only         | e - Name and series reference structures           |
| b - Subject reference structure only      | f - Subject and series reference structures        |
| c - Series reference structure only       | g - Name, subject, and series reference structures |
| d - Name and subject reference structures |  |

Code b may occur in LC records created before 1988.

\_\_\_\_/2 Earlier form of heading

Do not use the following codes:

- a - Pre-AACR 2 form of heading (national name authority file)
- e - Earlier established form of heading (national authority file)
- o - Earlier established form of heading (other authority file)

\_\_\_\_/3 Reference display

Do not use the following codes:

- b - Reference not displayed, field 664 used
- d - Reference not displayed, field 665 used

LC has not used field 665 since mid-Feb. 1981. Records created before that time may contain code d in subfield \$w/3.

Use code a (Reference not displayed) or c (Reference not displayed, field 663 used) when appropriate for suppressing a cross reference display.

**SUBJECTS:**

**\$w - Control subfield in 5XX See Also Tracing fields**



**Tracings and References 5XX**  
LC Guidelines

\_\_\_\_/0 Special relationship  
Use code g (Broader term) or code n (Related term) **in this position.**

\_\_\_\_/1 Tracing use restriction  
Use code n (**Not applicable**) in this position.

\_\_\_\_/2 Earlier form of heading  
Use code n (**Not applicable**) in this position.

\_\_\_\_/3 Reference display  
Use code n (**Not applicable**) in this position.

## 500 See Also From Tracing – Personal Name

### NACO:

Use first indicator value 3 in RDA name and series authority records when providing relationship links to and from family names.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$e, \$j, \$v, \$x, \$y, \$z, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

### SACO:

Do not use subfields:

\$e, \$g, \$h, \$i, \$j, \$0, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

### LC:

#### NAMES/SERIES:

Use first indicator value 3 in RDA name authority records when providing relationship links to and from family names.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$e, \$j, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

#### SUBJECTS:

Do not use subfields:

\$e, \$g, \$h, \$i, \$j, \$0, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

## 510 See Also From Tracing – Corporate Name

### NACO:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$e, \$v, \$x, \$y, \$z, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

### SACO:

Do not use subfields:

\$e, \$h, \$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

### LC:

#### NAMES/SERIES:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$e, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

#### SUBJECTS:

Do not use subfields:

\$e, \$h, \$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

## 511 See Also From Tracing – Meeting Name

### NACO:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$j, \$v, \$x, \$y, \$z, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

### SACO:

Do not use subfields:

\$g, \$h, \$i, \$j, \$k, \$l, \$q, \$s, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

### LC:

#### NAMES/SERIES:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$j, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

#### SUBJECTS:

Do not use subfields:

\$g, \$h, \$i, \$j, \$k, \$l, \$q, \$s, \$0, \$1 \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

## 530 See Also From Tracing – Uniform Title

### NACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

### SACO:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$g, \$h, \$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

### LC:

#### NAMES/SERIES:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

#### SUBJECTS:

Always use second indicator value 0. Omit an initial article that is not an integral part of the uniform title when formulating the entry element of the reference.

Do not use subfields:

\$g, \$h, \$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

**547 See Also From Tracing – Named Event**

**NACO:**

| Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

| Do not use this field.

**SUBJECTS:**

Do not use this field.



**548 See Also From Tracing – Chronological Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**550 See Also From Tracing – Topical Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$b, \$g, \$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$b, \$g, \$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

## 551 See Also From Tracing – Geographic Name

### NACO:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0, \$1, or \$4.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$5, \$6, \$8

NACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

### SACO:

Do not use subfields:

\$g, \$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

### LC:

#### NAMES/SERIES:

Consult LC's Policy, Training, and Cooperative Programs Division before using subfield \$0 or \$1.

Do not use subfields:

\$g, \$v, \$x, \$y, \$z, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

#### SUBJECTS:

Do not use subfields:

\$g, \$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

**555 See Also From Tracing – Genre/Form Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$v, \$x, \$y, \$z, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$v, \$x, \$y, \$z, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**562 See Also From Tracing – Medium of Performance Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

**580 See Also From Tracing – General Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECT only*]

Use local subfield \$9 to control the printing of the field in output products.

**581 See Also From Tracing – Geographic Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECT only*]

Use local subfield \$9 to control the printing of the field in output products.

**582 See Also From Tracing – Chronological Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECT only*]

Use local subfield \$9 to control the printing of the field in output products.



**585 See Also From Tracing – Form Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

SACO usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:

\$i, \$0, \$1, \$4, \$5, \$6, \$8

Usage for subfield \$w is given in the LC Guidelines section for *Tracings and References-General Information-5XX fields*.

Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECT only*]

Use local subfield \$9 to control the printing of the field in output products.

## **640 Series Dates of Publication and/or Sequential Designation**

### **NACO:**

Use this field in Series authority records only.

Always use First indicator value 1.

Do not use subfields:  
\$6, \$8

### **SACO:**

Do not use this field.

---

### **LC:**

#### **NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

#### **SUBJECTS:**

Do not use this field.

## 641 Series Numbering Peculiarities

### **NACO:**

Use this field in Series authority records only.

Do not use subfields:  
\$6, \$8

### **SACO:**

Do not use this field.

---

### **LC:**

#### **NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

#### **SUBJECTS:**

Do not use this field.

## 642 Series Numbering Example

### **NACO:**

Use this field in Series authority records only.

Do not use subfields:  
\$6, \$8

### **SACO:**

Do not use this field.

---

### **LC:**

#### **NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

#### **SUBJECTS:**

Do not use this field.

**643 Series Place and Publisher/Issuing Body**

**NACO:**

Use this field in Series authority records only.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

**SUBJECTS:**

Do not use this field.

## 644 Series Analysis Practice

### **NACO:**

Use this field in Series authority records only.

Do not use subfields:  
\$6, \$8

### **SACO:**

Do not use this field.

---

### **LC:**

#### **NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

#### **SUBJECTS:**

Do not use this field.

## 645 Series Tracing Practice

### **NACO:**

Use this field in Series authority records only.

Do not use subfields:  
\$6, \$8

### **SACO:**

Do not use this field.

---

### **LC:**

#### **NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

#### **SUBJECTS:**

Do not use this field.

**646 Series Classification Practice**

**NACO:**

Use this field in Series authority records only.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

As of June 1, 2006, LC does not create or update SARs.

**SUBJECTS:**

Do not use this field.



**663 Complex See Also Reference – Name**

**NACO:**

Prefer simple cross references to complex cross references. Use field 663 only when the relationship of other names to the name contained in the 1XX Heading cannot be adequately expressed by simple see also cross references constructed from field 1XX and multiple 5XX See Also From Tracing fields.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Prefer simple cross references to complex cross references. Use field 663 only when the relationship of other names to the name contained in the 1XX Heading cannot be adequately expressed by simple see also cross references constructed from field 1XX and multiple 5XX See Also From Tracing fields.

LC did not implement field 663 until March 1984. Before that time, LC used field 664 (Complex See Reference – Name) for all complex reference situations. These reference records contain an *established* heading in the 1XX field and a *see also* reference in field 664. The evaluation of references process in an existing authority record may result in the deletion of the reference record and either the addition of field 663 to the related established heading record or the adjustment of the subfield \$w coding in the existing 5XX fields.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use this field.

**664 Complex See Reference – Name**

**NACO:**

Do not use **this field**.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use **this field**.

**SUBJECTS:**

Do not use this field.

## 665 History Reference

### **NACO:**

Do not use this field. Connect related headings with 5XX (See Also From Tracing) fields containing subfield \$w position 0 (Special relationship) appropriately coded.

This field may be found in older records. Whenever a record created prior to February 1981 must be changed for any reason, delete any occurrence of field 665 and add or adjust the 5XX fields to accommodate the information originally recorded in field 665.

### **SACO:**

Do not use this field.

---

### **LC:**

#### **NAMES/SERIES:**

Do not use this field. Connect related headings with 5XX (See Also From Tracing) fields containing subfield \$w position 0 (Special relationship) appropriately coded.

This field may be found in older records. Whenever a record created prior to February 1981 must be changed for any reason, delete any occurrence of field 665 and add or adjust the 5XX fields to accommodate the information originally recorded in field 665.

#### **SUBJECTS:**

Do not use this field.

**666 General Explanatory Reference – Name**

**NACO:**

Do not **this field**.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use **this field**.

**SUBJECTS:**

Do not use this field.

**667 Nonpublic General Note**

**NACO:**

Do not use subfields:  
\$5, \$6, \$8

**SACO:**

Do not use subfields:  
\$5, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:  
\$5, \$6, \$8

**SUBJECTS:**

Do not use subfields:  
\$5, \$6, \$8

**670 Source Data Found**

**NACO:**

| Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$w.

Do not use subfields:  
\$6, \$8

**SACO:**

| Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

| Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$w.

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

| Do not use subfields:  
\$6, \$8

**672 Title Related to the Entity**

**NACO:**

Field 672 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 672 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.

**673 Title Not Related to the Entity**

**NACO:**

Field 673 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Field 673 may be supplied in name authority records in the LC/NACO Authority File.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1.

Do not use subfields:

\$6, \$8

**SUBJECTS:**

Do not use this field.



**675 Source Data Not Found**

**NACO:**

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use subfields:  
\$6, \$8

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**677 Definition**

**NACO:**

| Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

| Do not use this field.

**SUBJECTS:**

Do not use this field.

## 678 Biographical or Historical Data

### NACO:

The 678 field may be supplied in name authority records in the LC/NACO Authority File.

Do not use subfields:

\$6, \$8

### SACO:

Do not use this field.

---

### LC:

#### NAMES/SERIES:

The 678 field may be supplied in name authority records in the LC/NACO Authority File.

The 678 field was previously used as originally defined to preserve useful biographical/historical information pertaining to the 1XX heading when manual NARs and SARs were converted to machine-readable form. Value blank was used in the First indicator position. Subfields \$b, \$u, \$6, \$8 were not used.

Do not use subfields:

\$6, \$8

#### SUBJECTS:

Do not use this field.

**680 Public General Note**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$5, \$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$5, \$6, \$8

Local Subfield Code

\$9 – Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**681 Subject Example Tracing Note**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

Local Subfield Code

\$9 – Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**682 Deleted Heading Information**

**NACO:**

Do not use this field.

**SACO:**

Do not use subfields:  
\$6, \$8

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use subfields:  
\$6, \$8

**688 Application History Note**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**700 Established Heading Linking Entry – Personal Name**

**NACO:**

Field 700 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.



**710 Established Heading Linking Entry – Corporate Name**

**NACO:**

Field 710 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**711 Established Heading Linking Entry – Meeting Name**

**NACO:**

Field 711 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**730 Established Heading Linking Entry – Uniform Title**

**NACO:**

Field 730 may be supplied only by national bibliographic agencies in name/series authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name/series authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**747 Established Heading Linking Entry – Named Event**

**NACO:**

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using this field.

Do not use subfields:  
\$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**748 Established Heading Linking Entry – Chronological Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**750 Established Heading Linking Entry – Topical Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**751 Established Heading Linking Entry – Geographic Name**

**NACO:**

Field 751 may be supplied only by national bibliographic agencies in name authority records in consultation with LC's **Policy, Training, and Cooperative Programs Division**. Other NACO participants should not supply, update, or delete this field when found in name authority records.

Consult LC's **Policy, Training, and Cooperative Programs Division** before using subfield \$1, \$4, \$g or \$i.

Do not use subfields:

\$v, \$x, \$y, \$z, \$6, \$8

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

LC does not maintain this field.

**SUBJECTS:**

Do not use this field.

**755 Established Heading Linking Entry – Genre/Form Term**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.



**762 Established Heading Linking Entry – Medium of Performance**

**Term NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**780 Subdivision Heading Linking Entry – General Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

## 781 Subdivision Heading Linking Entry – Geographic Subdivision

### NACO:

NACO participants may provide a 781 field in a name authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$w, \$x, \$y, \$0, \$2, \$5, \$6, \$8

### SACO:

SACO participants should provide a 781 field in a subject authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Do not use subfields:

\$i, \$v, \$w, \$x, \$y, \$0, \$1, \$2, \$4, \$5, \$6, \$8

---

### LC:

#### NAMES/SERIES:

LC catalogers may provide a 781 field in a name authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Consult LC's [Policy, Training, and Cooperative Programs Division](#) before using subfield \$1, \$4 or \$i.

Do not use subfields:

\$v, \$w, \$x, \$y, \$0, \$2, \$5, \$6, \$8

#### SUBJECTS:

LC catalogers should provide a 781 field in a subject authority record for a geographic heading (151) that may also be used as a geographic subdivision. Always use second indicator value 0.

Do not use subfields:

\$i, \$v, \$w, \$x, \$y, \$0, \$1, \$2, \$4, \$5, \$6, \$8

#### Local Subfield Code

\$9 - Local field-level nonprint flag [*SUBJECTS only*]

Use local subfield \$9 to control the printing of the field in output products.

**782 Subdivision Heading Linking Entry – Chronological Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**785 Subdivision Heading Linking Entry – Form Subdivision**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**788 Complex Linking Entry Data**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**856 Electronic Location and Access**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**880 Alternate Graphic Representation**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.



**883 Metadata Provenance**

**NACO:**

Do not use this field.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Do not use this field.

**SUBJECTS:**

Do not use this field.

**884 Description Conversion Information**

**NACO:**

Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 884.

**SACO:**

Do not use this field.

---

**LC:**

**NAMES/SERIES:**

Consult LC's **Policy, Training, and Cooperative Programs Division** before using field 884.

**SUBJECTS:**

Do not use this field.

**885 Matching Information**

**NACO:**

| Do not use this field.

**SACO:**

| Do not use this field.

---

**LC:**

**NAMES/SERIES:**

| Do not use this field.

**SUBJECTS:**

| Do not use this field.

## Appendix. Implementing Changes in the MARC 21 Authority Format

This appendix describes the process by which changes to the *MARC 21 Format for Authority Data* are implemented in

- the LC/NACO Authority File (LC/NAF)
- the Library of Congress Subject Headings (LCSH) authority file
- the Library of Congress Genre/Form Terms (LCGFT) authority file
- the Library of Congress Medium of Performance Terms (LCMPT) authority file
- the Library of Congress Demographic Group Terms (LCDGT) authority file.

### Implementing changes to the LC/NAF

#### *Review of MARC Authority Format updates*

The **Policy, Training, and Cooperative Programs Division (PTCP)** reviews the published updates to the MARC Authority Format and determines the impact on NACO. **PTCP** may receive input from Program for Cooperative Cataloging committees, task groups, etc. **PTCP** determines whether to implement a change and sends the complete list of changes with its recommendations about implementation to the NACO nodes.

#### *NACO nodes*

The NACO nodes are the British Library, the National Library of Medicine (NLM), OCLC, and SkyRiver. The nodes are NACO record exchange partners that enable NACO member libraries to contribute records to the LC/NAF. The Library of Congress maintains the master file of the LC/NAF.

The NACO nodes and LC must all agree to implement in order for a change to be made. The nodes indicate their agreement **with PTCP** and provide a target date for when they can schedule the changes. Each node then does whatever work it needs to do to implement the changes.

#### *LC's implementation workflow*

This implementation process is managed in multiple offices at LC. The tag table files are updated and tested. After the testing is complete, a test installation is made for confirmation. Full installation to push the update to client workstations for U.S. staff is scheduled. The deployment to the workstations in the field offices (Cairo, Islamabad, Jakarta, Nairobi, New Delhi, and Rio de Janeiro) is scheduled separately.

The workstation application tool used by LC staff to validate authority records must also be updated, tested, and deployed to client workstations at the same time to avoid false errors being shown for the tag updates.

Scripts used in the preprocessing of NACO daily contribution files from the nodes are also updated so that authority records may continue to be accepted and validated correctly.

Announcements are made by the Cataloging Distribution Service (CDS) to the customers that subscribe to name authority record products, alerting them to the need to adjust systems for the newly implemented fields.

### *Documentation updates*

PTCP updates the LC Guidelines and other cataloging documents to reflect implementation decisions. The publication date for the LC Guidelines and the scheduled date for the implementation will rarely align. Thus, two changes may be made to the LC Guidelines to reflect one implementation decision. The first change will be an instruction to consult LC's **Policy, Training, and Cooperative Programs Division** before using a new field or subfield. This safeguards against catalogers using the new field or subfield before all the NACO nodes are ready. The second change removes the previous change and may also add an instruction such as "Subfield \$4 may be used by ... in consultation with LC's **Policy, Training, and Cooperative Programs Division**."

### Implementing changes to the LCSH and LCGFT authority files

PTCP reviews the published updates to the MARC Authority Format, determines their impact on LCSH and LCGFT, and decides whether to implement a change.

If the decision to implement a change affects a field that may be appropriate for name authority records, the process described in "Implementing changes to the LC/NAF" is invoked. After the process is complete, CDS announces the date after which the change will be implemented in LCSH and/or LCGFT authority records, since the records are distributed in CDS's MARC Distribution Service Subject-Authorities product.

If the decision affects a field that is not appropriate for name authority records, CDS announces the date after which the change will be implemented in authority records.

### *LC's implementation workflow*

This implementation process is managed in multiple offices at LC. The tag tables in Classification Web are updated and tested, as are the tag table files in LC's ILS. After the ILS file testing is complete, a test installation is made for confirmation. Full installation to push the update to client workstations for U.S. staff is scheduled. The deployment to the workstations in the field offices (Cairo, Islamabad, Jakarta, Nairobi, New Delhi, and Rio de Janeiro) is scheduled separately.

### *Documentation updates*

PTCP updates the LC Guidelines and other cataloging documents to reflect implementation decisions. The publication date for the LC Guidelines and the scheduled date for the implementation will rarely align. Thus, two changes may be made to the LC Guidelines to reflect one implementation decision. The first change will be an instruction to consult LC's **Policy, Training, and Cooperative Programs Division** before using a new field or subfield. This safeguards against catalogers using the new field or subfield before all the NACO nodes are ready. The second change removes the previous change and may also add an instruction such as "Subfield \$4 may be used by ... in consultation with LC's **Policy, Training, and Cooperative Programs Division**."

### Implementing changes to the LCMPT and LCDGT authority files

**PTCP** reviews the published updates to the MARC Authority Format, determines their impact on LCMPT and LCDGT, and decides whether to implement a change.

**PTCP** makes the decision if it affects a field that is not appropriate for name authority records. If the decision affects a field that may be appropriate for name authority records, the process described in “Implementing changes to the LC/NAF” is invoked.

After the decision-making process is complete, **PTCP** announces the date after which the change will be implemented in authority records, because LCMPT and LCDGT are not distributed through CDS. Instead, the LCMPT records may be downloaded for free from <https://classificationweb.net/LCMPT/> and LCDGT, from <https://classificationweb.net/LCDGT/>.

#### *LC’s implementation workflow*

The tag tables in Classification Web are updated and tested.

#### *Documentation updates*

**PTCP** updates the LC Guidelines and other cataloging documents to reflect implementation decisions. The publication date for the LC Guidelines and the scheduled date for the implementation will rarely align. Thus, two changes may be made to the LC Guidelines to reflect one implementation decision. The first change will be an instruction to consult LC’s **Policy, Training, and Cooperative Programs Division** before using a new field or subfield. This safeguards against catalogers using the new field or subfield before all the NACO nodes are ready. The second change removes the previous change and may also add an instruction such as “Subfield \$4 may be used by ... in consultation with LC’s **Policy, Training, and Cooperative Programs Division**.”