

Update Information
2008 Update Number 3

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	670	The section <i>Transcription of names and titles</i> was revised to provide guidance for recording source information for nonroman script references.
Z1, App. 1	Headings for Ambiguous Entities	The section <i>Group 1—Name Authority Group Headings</i> was revised add “Gangs” to the list. The section <i>Group 2—Subject Authority Group Headings</i> was revised to add “Fountains and Gardens” to the list.
LC Supplement to the MARC 21 Format for Authority Data	029	The page for field 029 (<i>Reference Evaluation</i>) was revised to allow for the addition of nonroman script references in an unevaluated status.

670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying references
- Transcription of other data
- Special types of citations

LC series practice: As of June 1, 2006, LC does not create or update SARs

PCC series practice: The PCC Policy Committee has announced that the PCC series policy remains unchanged.

General

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the heading, that justify the choice of the name used as the 1XX heading and references to it, and that clarify relationships between it and other headings in the file.

Functions of the 670 field:

- ◆ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references
 - ◆ To store information that may be used to break a conflict later
 - ◆ To identify a person with a particular work or as an author in a particular discipline or time period
 - ◆ To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings)
 - ◆ To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other headings
 - ◆ To record research required by the current rules
 - ◆ To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate headings and misattributions
 - ◆ To support machine manipulation based on algorithms using information in the 670

Note that the examples given throughout the following text have different conventions in regard to punctuation and style. These conventions are not prescriptive and should be considered as best practices to facilitate the exchange of information in a shared database environment. Catalogers are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.

Generally, the first 670 field cites the work for which the heading is being established, i.e., the work being cataloged; give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields, input by LC or by a NACO participant, when adding new 670 fields.

Note that it is not always necessary to include a 670 field for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record. For example, an NAR does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body.

By exception, a 670 field (rather than a 675 field) may be provided with the phrase (name not given) or (title not given) in the subfield \$b if/when the name or title in the 1XX is not available in the work being cataloged. This information will help reduce ambiguity and provide other catalogers with clues to the identity of the author by citing the work that generated the need for the heading (e.g., title of work, publication date) as described below. For all citations other than that for the work being cataloged that lack information about the 1XX, use field 675.

A 670 field should include the following:

- (1) The title of the work being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with an indication of the main entry of the work, which may also be abbreviated, or in a NAR be replaced by a pronoun; if the main entry is the same as the title proper plus a qualifier, give the uniform title main entry instead of the title proper.

In authority records created using an automated authority generation program, the 670 information may include the main entry name as it appears in the bibliographic record for which the authority record is being made. In order to maintain the cost effectiveness of this process, it is recommended that catalogers accept the additional information as generated.

- (2) The date of publication. Also see the guidelines below for specific categories:
 - Multipart items. If the part is the first part, give the date of publication as an open date.

- Serials other than monographic series. Generally, use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a “surrogate” was used.

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670 $a The Verdict, Feb. 1975: $b t.p. ([data])
not 670 $a The Verdict, vol. 2, no. 1 (Feb. 1975): $b
      t.p. ([data])

670 $a Studies in Confederate history, No. 1 (1966),
      surrogate $b cover ([data])
not 670 $a Studies in Confederate history, 1966,
      surrogate $b cover ([data])

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- Integrating resources. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating Web sites, update number or release number for updating loose-leaves).

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670 $a Internet Broadway database, viewed on Jan. 21,
      2003: $b about IBDB (League of American Theatres
      and Producers)

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- MARC characters. With the exception of the eszett, the Euro, and the spacing circumflex (cf. LCRI 1.0E) any characters found in the MARC code table at: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File. Note that LC catalogers will generally continue to substitute the letters ‘p’ and ‘c’ rather than use the phono copyright or copyright symbols when transcribing publication, distribution, etc., dates in 670 \$a.

- (3) The specific location(s) of the information found (e.g., t.p., jkt., label, map recto) when the work cited is other than a standard reference source, (e.g., an encyclopedia or a bibliographic file). For numbered multipart items, include the volume number of the item with the specific location. If the heading is being established from a CIP or ECIP at the galley stage, precede the first location with the “CIP” or “ECIP” as appropriate (e.g., CIP t.p., ECIP pref.).

Specific location was not given on “n42-” (retrospective) SARs.

For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). For SARs, always give each location separately.

- (4) Information found. Following the location, cite the information found there,

enclosed in parentheses. Automated authority record generation programs may supply additional information from the bibliographic record from which the authority record is being made, e.g., complete statements of responsibility. In order to maintain the cost effectiveness of these programs, use judgment in deciding what information can remain in the subfield \$b and what is really extraneous to the record being created and should be deleted.

As appropriate, give multiple occurrences of information from the same source following the location of the information. (Note: In SARs the parenthetical statement of the form of title proper was omitted until June 1989.)

If an SAR is for a republication only, begin the 670 with the term for the type of republication and a slash. Do not include a 670 for a republication if the SAR covers both the original and one or more republications. Do not add additional 670 fields for other types of republications cataloged later. (See 64X yellow pages for more information about republications.)

670 \$a Large print edition/Fool's coach, c1989 \$b CIP
t.p. (An Evans novel of the West)

- (5) When creating an undifferentiated NAR or converting a differentiated NAR to an undifferentiated one (i.e., 008/32=b), create a pair of 670 fields to group information about each individual covered by the NAR. The pair should consist of an "identifying" 670 field containing a descriptive term (e.g., the role the person played in the context of a particular work) and a "citation" 670 with the title of the particular work. All data in the identifying 670 should be in \$a and enclosed within square brackets. This 670 should be followed by one or more "citation" 670s, constructed according to normal practices, that relate to the "identifying" 670.

This pairing of identifying and citing 670 fields helps to provide a visual cue that the record represents an undifferentiated heading, and also assists in distinguishing individuals covered by the record should it become possible in the future to remove an individual to form a differentiated heading (e.g., if additional information becomes available).

1001#\$a Smith, Arnold
670##\$a [Author of A book of dreams]
670##\$a A book of dreams, 1996: \$b t.p. (Arnold Smith)
670##\$a [Author of Coaching high school basketball]
670##\$a Coaching high school basketball, 2005: \$b t.p.
(Arnold Smith)
670##\$a [Director of High school confidential]
670##\$a High school confidential, 1965: \$b credits (directed
by Arnold Smith)

Transcription of names and titles

Transcribe names or series titles used in the heading or references in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction Page 2 on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

When preparing an authority record for the text of a law (AACR2 rule 25.15A2) or a subject compilation of laws (AACR2 25.15A1), if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

670 \$a Workers' compensation law of the state of North Carolina, c1980: \$b t.p. (Workers' compensation law of the state of North Carolina) citation title, p. 49 (The North Carolina Workers' Compensation Act)

For corporate headings, include in the data cited all the hierarchy required to justify needed references, but do not include elements irrelevant to the particular heading being established, e.g., subordinate body's name. Automated authority generation programs may supply additional information beyond the specific corporate body's name; use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should be deleted.

For all of the above categories, if the only expression of the name or title on the chief source of information is in the bibliographic title given in subfield \$a of the 670 citation, repetition of the name in subfield \$b may be omitted, provided no important information is lost.

If information about an earlier/later name or title is found in the same source as the name or title in the heading, give all the information in the 670 field; do not separate the information about the earlier/later name or title and give it in a 675 field.

670 \$a Strafvollzug, 1985 \$b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium Nordrhein-Westfalen)

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase **[in rom.]**. If a cataloger chooses to provide nonroman script references, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data. When transcribing text that does include the vowels, add after it in brackets **[voc.]** or **[part voc.]** as

appropriate.

Internet resources

These instructions apply to electronic resources being cataloged and to resources used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), if appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in the 670 citation to link to the cited resource if it contains significant information related to the established heading that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the heading or references (this information will continue to be available if the site changes or disappears). Do not provide URIs for general reference sources and/or web-based reference sources that are included in the LCRIIs (e.g., Contemporary Authors online, GNIS, GEOnet). If a URI is included, it must be given in subfield \$u.

- 670 \$a British Oceanographic Data Centre WWW Home page, Sept. 6, 1995 \$b (BODC, est. Apr. 1989, developed British Oceanographic Data Service (BODS))
- 670 \$a AltaVista, viewed Dec. 4, 1997: \$b WWW page title screen (AltaVista, search network) HTML title (Alta Vista) additional screens (World Wide Web search engine developed by Digital Equipment Corp.)
- 670 \$a Harvard Business School Publishing Corporation gopher, Nov. 23, 1994 \$b main menu (Harvard Business School Publishing Corporation) readme (Harvard Business School Publishing)
- 670 \$a Stephen King.com, the official Web site, viewed Feb. 28, 2006 \$b biography, etc. (Stephen Edwin King; b. Portland, Maine, 1947) site also includes listings of author's works \$u <http://www.stephenking.com>

Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the abbreviated forms for months given in AACR2 Appendix B.15. (The U.S. practice for recording dates using numerals differs from the practice in some other countries). Do not change the style of dates in existing records.

Justifying references

Justify names or titles given as references by information cited from sources. However, justification is not required in the following cases:

- (1) References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.
- (2) References made on the basis of the cataloger's awareness of different romanizations or orthographies.
- (3) Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.
- (4) References made on the basis of information from the Library and Archives, Canada (cf. DCM Z1 Appendix 2: Canadian headings).
- (5) References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (6) References made on the basis of information from the British Library as part of the English Short Title Catalogue project.
- (7) Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

Special types of citations

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

LC database. For LC catalogers not working in OCLC, “LC database” as used in a 670 subfield \$a equals name/series authority records and bibliographic records with the following values in the 906 \$b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.)

For LC catalogers working in OCLC and for NACO participants, there is no change in what is considered to be the “LC database” as used in 670 subfield \$a.

NARs. Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading from the other forms, and preface the other forms with an appropriate label, e.g., **usage:**¹ or **variant:**² Do not normally cite specific bibliographic records or the exact location of the variations found.

670 \$a LC database, Jan. 31, 1992 \$b (hdg.: Rivière, Pierre, 1815-1840)

670 \$a LC database, Aug. 24, 1982: \$b (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)

670 \$a LC database, Mar. 11, 1996 \$b (hdg.: Swedish American Corporation; variant: Swedish American Corp.)

SARs. Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement

¹ “Usage” on bibliographic records refers to literal transcriptions of the forms of name usually found in records' statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication, distribution, etc., area and from series statements. Headings may never be provided as usage.

² “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication, distribution, etc. area or in an unquoted note; normally, there is not a need to cite such a variant in a 670 field. This understanding of “variant” within the context of a database does not refer to the varying forms of name found on an item not selected as the form used for the heading.

found in that record.

670 \$a LC database, Nov. 28, 1983, Les Déchets ménagers,
c1980 \$b (Les cahiers de l'AGHTM)

Minimal level cataloging records and less than fully authenticated serial records. Authority work normally has not been done for headings used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the formulation of the heading. If the established heading is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC headings. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

LC manual authority card. *LC practice:* When formulating the 670 citation for a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

Citing other files or catalogs. If a heading is found in other manual catalogs or online databases, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

670 \$a LC in OCLC, date: \$b ([data])
670 \$a RLIN, date \$b ([data])
670 \$a M/B/RS Collections Authority file \$b ([data])
670 \$a New Delhi MARC file \$b ([data])
670 \$a MWA/NAIP files \$b (hdg.: ____; usage: ____; variants:
____)
670 \$a NUC pre-56: \$b ([data])
670 \$a NRMM \$b ([data])

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

670 \$a nuc85-70017: Lower and middle Pennsylvania
stratigraphy ... 1982 \$b (hdg. on AAP rept.:
Sutherland, Patrick Kennedy, 1925- ; usage: Patrick
K. Sutherland)

Reference works. Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

670 \$a DNB \$b ([data])
 670 \$a Harvard dict. of music \$b ([data])
 670 \$a Comp. diss. index: \$b ([data])
 670 \$a WW sci. Europe, 1991 \$b ([data])
 670 \$a Banker's alm./yrbk., 1991: \$b ([data])

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

BGN. For geographic names established on the basis of information from the United States Board on Geographic Names,³ convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is chosen for the heading. Retain the phrases “[conventional],” “[language],” etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Note: In the published gazetteers the short form is shown with the use of boldface type.

670 \$a GEOnet, June 13, 1989 \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
or 670 \$a BGN \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)

670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45⁴⁸'N 8⁴⁸'E)
or 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45⁴⁸'N 8⁴⁸'E)

670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional]; Genève [native], PPL, 46¹²'N 6¹⁰'E; variants: Ginevra, Genf)
or 670 \$a BGN \$b (Genève [French], Geneva [conventional]; POPL, 46¹²'N 6¹⁰'E)

670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form = Cambridge]; ADM1, 52¹²'N 0⁰⁷'E)

³ Published gazetteers or World Wide Web sites (GNIS (domestic information: URL: <http://geonames.usgs.gov>; GEOnet (foreign information: URL: <http://164.214.2.59/gns/html/>))

Non-bibliographic sources. Give the non-bibliographic source, the date, and the information. The source can be given specifically (“Letter from author,” “Phone call to publisher,” etc.) or in general terms (“Information from author,” “Information from publisher,” etc.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

670 \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry Jones
is real name of Lionel Jones)

670 \$a Letter from author, May 29, 1994 \$b (correct
birthdate for _____ is Oct. 14, 1950)

670 \$a Information from publisher, Feb. 6, 1991 \$b (James
Allan's middle name is Stephen, not Steven)

670 \$a Information from OCLC, Mar. 8, 1996 \$b (_____)

APPENDIX 1: HEADINGS FOR AMBIGUOUS ENTITIES

August 2008

*Appendix 1: Headings for Ambiguous
Entities*

1

Headings for Ambiguous Entities

1 INTRODUCTION

1.1 Background

Most headings fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, uniform titles, named meetings, etc., in the name authority file or as topical subject headings, named objects such as names of automobiles, geographical features, etc., in the subject authority file. There are, however, certain named entities that have been problematic as to

- a) whether the heading should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and
- b) how the headings should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of headings for such entities, the former Office for Descriptive Cataloging Policy (Desc Pol) and the Office for Subject Cataloging Policy (Subj Pol), working under the aegis of the Director for Cataloging, developed guidelines with respect to

- a) the responsibility for establishing the headings;
- b) the conventions to be used in formulating the headings;
- c) the tags to be used for content designation; and
- d) the file (name and subject authority) in which the authority records for them should reside.

In 1994, the Cooperative Cataloging Council (CCC) established the CPSO/CCC Task Group on Issues Surrounding Maintenance of Separate Name and Subject Authority Files. This task group agreed to reduce the “logical” inconsistencies between the two files so that they could be more easily used together. To this end the task group recommended and the CCC approved the deletion from the subject authority file of duplicate name headings that had been needed in the subject authority file to produce various products, such as *Library of Congress Subject Headings*.

In 1995 the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group. PCC Task Group on Name Versus Subject Authorities, that considered and made recommendations on the remaining categories of headings that could be established by either descriptive or subject catalogers (cemeteries, city sections, concentration camps, and country clubs), events, and tagging conventions for certain “geographic” entities. The PCC approved the task group's recommendations, and the results are reflected below.

1.2. General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept “corporate body” but are also judged to exemplify the concept “geographic” and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as main or added entries in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) The provisions herein refer to “need” or “use” in descriptive or subject cataloging. As far as descriptive cataloging is concerned, such statements are to be understood as referring to main or added entry headings required by LC’s policies on main and added entries and to cross references traced on name and series authority records. “Need” and “use” do not refer to subject entries even if a descriptive heading is involved.

c) When using an existing heading in an access point on a new record, adjust the tagging on existing authority and bibliographic records to reflect current policy.

d) When changing the form of an existing heading, adjust the tagging on existing authority and bibliographic records to reflect current policy. (Note that a qualifier may need to be added, or the type of qualifier may need to be changed.)

e) *LC Catalogers*: If a Group 2—Subject Authority Group heading is being used as a main or added entry, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/AACR2” If a Group 2 Heading for the same entity exists in the LCSH Authority File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to SHED to delete the subject authority record, per SCM H193.

PCC Catalogers: If a Group 2—Subject Authority Group heading is being used as a main or added entry, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/AACR2” If a Group 2 Heading for the same entity exists in the LCSH Authority File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to your PCC liaison to delete the existing subject authority record.

f) *Canada*. Follow normal routines for verification with the Library and Archives, Canada (LAC) (cf. DCM C2) and then with the LAC response, apply also the directions in Appendix 2 of this DCM. (Note that this applies to main and added entries used in descriptive cataloging only.)

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Appendix 1: Headings for Ambiguous Entities

1.3 Specific procedures

Headings have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of headings are given at the end of this DCM. The lists are updated as the need arises; refer potential additions to CPSO.

- 2** GROUP 1—NAME AUTHORITY GROUP: Headings always established according to descriptive cataloging guidelines (AACR2 and LCRI); authority record always resides in the name authority file.

2.1 Implementation

Establish the headings according to the usual descriptive cataloging rules and procedures. If a heading in this category is needed in subject cataloging, those involved in descriptive cataloging establish it, and the authority record is added to the name authority file.

2.2 *Airports*

Establish the heading for an airport according to the provisions for any other corporate body (see *Library of Congress Rule Interpretations* (LCRI) 24.1).

110 2# \$a San Francisco International Airport¹
 110 2# \$a Logan International Airport (Boston, Mass.)
 110 2# \$a Jan Smuts Airport (Johannesburg, South Africa)
 110 2# \$a Greater Cincinnati International Airport
 110 2# \$a Davis Airport (Montgomery County, Md.)
 110 2# \$a Davis Airport (Luzerne County, Pa.)

2.3 *Arboretums, botanical gardens, herbariums, zoological gardens, etc.*

These Group 1 entities are tagged as corporate names (110) and established according to chapter 24 of AACR2. For other gardens, parks, etc., see Group 2.

110 2# \$a State Arboretum of Utah
 110 2# \$a Missouri Botanical Garden
 110 2# \$a National Zoological Park (U.S.)
 110 2# \$a Hayden Planetarium

¹MARC coding in the examples reflects the provisions of *MARC 21 Format for Authority Data* (except spaces added before and after subfield codes) and not any individual system.

110 2# \$a Miami Seaquarium

2.4 *Cemeteries, concentration camps, country clubs*

After July 1996, Cemeteries, concentration camps, and country clubs are treated only as Group 1 headings. Establish them in accordance with the general principles for corporate name headings (chapter 24, AACR2) (see LCRI 24.1).

110 2# \$a Arlington National Cemetery (Arlington, Va.)

110 2# \$a Riverside Cemetery (Jackson, Tenn.)

110 2# \$a Cmentarz Ewangelicko-Augsburski w Warszawie
(Warsaw, Poland)

110 2# \$a Auschwitz (Concentration camp)

110 2# \$a Nēsos Gyaros

110 2# \$a Riomar Country Club

110 2# \$a Manteno Young Women's Country Club

2.5 *City sections*

City sections, including city districts and neighborhoods, are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2, especially 23.4F2) (see LCRI 23.4F2).

151 ## \$a Georgetown (Washington, D.C.)

151 ## \$a Greenwich Village (New York, N.Y.)

151 ## \$a Loop (Chicago, Ill.)

151 ## \$a Rive gauche (Paris, France)

2.6 *Collective settlements, conservation districts, communes, sanitation districts, etc.*

Collective settlements, conservation districts, communes, sanitation districts, etc., are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2).

151 ## \$a Amana Society (Iowa)

151 ## \$a Santa Cruz County Sanitation District (Calif.)

151 ## \$a Englewood Water District (Fla.)

151 ## \$a Chicago Park District (Ill.)

2.7 *Events*

If a name is for an event that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date, establish the name according to the provisions of chapter 24, AACR2 (see LCRI 24.7 and 24.8).

- 111 2# \$a Rose Bowl (Football game)
- 111 2# \$a Tournament of Roses
- 111 2# \$a Miss America Pageant
- 111 2# \$a World Cup (Soccer)
- 111 2# \$a Tour de France (Race)
- 111 2# \$a International Henryk Wieniawski Violin Competition
- 111 2# \$a World Jamboree of Boy Scouts
- 111 2# \$a Athens Black-eyed Pea Jamboree
- 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)
- 111 2# \$a Fiesta San Antonio

2.8 *Forests, parks, preserves, etc.*

When a forest, park, preserve, etc. (commonly a unit of the United States National Park Service or the United States Forest Service), is needed as a main or added entry on a bibliographic record because the forest, park, preserve, etc., has some responsibility for the intellectual content of the item, establish them in accordance with the general principles for corporate name headings and qualify the name with “(Agency).” When this is not the case, continue to treat these entities as Group 2 headings and establish as a subject authority records as directed in: *Subject Cataloging Manual: Subject Headings, H 1925, Parks, Reserves, National Monuments, Etc.*

- 110 2# \$a Chugach National Forest (Agency: U.S.)
(*Needed as added entry—Group 1*)
- 151 ## \$a Chugach National Forest (Alaska)
(*No intellectual content responsibility—Group 2*)

2.9 *Named buildings/museums*

If a heading is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum or not. If it is a museum, treat it as a Group 1 heading and establish it accordingly; if not, treat it as a Group 2 heading and have it

established as a subject authority record as directed in the guidelines for Group 2 headings in 3.1 below.

- 110 2# \$a Albrecht-Dürer Haus
(*museum—Group 1*)
- 110 2# \$a Simson African Hall (California Academy of
Sciences)
(*building—Group 2*)

2.10 *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that headings for entities with these words in their names need the addition of a qualifier that conveys the idea of a corporate body (cf. 24.4B).

2.11 *Railroads*

Establish railroads in accord with the general principles for corporate name headings (AACR2, chapter 24). During the period 1984-1985, railroad headings were established according to the conventions of the former Subject Cataloging Division. Generally, a railroad heading represented by an AACR2 name authority record should be accepted unless the item being cataloged shows another form, *and* the item is the railroad's own publication. In such cases re-evaluate the existing heading. At one time, railroads were represented by two separate headings, one for the company, which was tagged as a corporate heading, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for AACR2, search for the name both as a corporate body and as a topical subject heading.

- 3** GROUP 2—SUBJECT AUTHORITY GROUP: Headings always established according to subject cataloging guidelines (*Subject Cataloging Manual: Subject Headings* (SCM:SH)); the authority record resides either in the subject or name authority file

N.B. This section of the DCM is given primarily for information: the responsibility for the establishment and maintenance of Group 2 headings rests entirely with those performing subject cataloging. See *Subject Cataloging Manual: Subject Headings*, H405.

3.1 **Characteristics**

The headings in this group reside in the subject authority file whenever they are established and used only for subject purposes. Those that are tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. These headings then

reside in the name authority file whenever they are established according to subject cataloging guidelines for the name authority file because of a need for one as a descriptive cataloging access point, or whenever they are needed for such a purpose after having been established only for subject purposes. When these headings are established, they are established according to AACR2, but also reflect subject cataloging policy, the most noteworthy aspects being the following:

- a) The 4XX reference structure reflects subject cataloging practice. Linking references to old catalog headings are not used except for records residing in the name authority file and if supplied for subject cataloging purposes at the time the heading is requested to be established for descriptive cataloging use. (At the point Group 2 headings go into the name authority file, they must also carry the descriptive cataloging reference structure.)
- b) Most headings will contain local place-name qualifiers.
- c) Records residing in the name authority file will also contain a 667 field with the notation: Subj Cat Manual/AACR2. This notation is intended to characterize the record and to provide a quick and easy means of indicating that maintenance of the record is the responsibility of CPSO. Catalogers should then refer changes to CPSO, rather than initiating the changes themselves.

3.2 Use of these headings in descriptive cataloging

Note the following:

- a) If the heading is in the subject authority file but not represented in the name authority file, request CPSO to move the heading. Send the item to CPSO with the regular orange referral slip (form 6-127) showing the request.
- b) If the heading is represented in the name authority file and is coded AACR2, use that form whether or not it conforms to the characteristics described above in 3.1 but barring any change *to the heading* that might be stimulated by the item being cataloged; if the item stimulates a need to change the heading, refer the matter to CPSO for evaluation and related actions (as in a) above).
- c) If the heading is represented in the name authority file but not coded for AACR2, refer the matter to CPSO for evaluation and possible change and related actions (as in a) above).

- d) If the heading is not represented in an authority file, establish it according to the guidelines in SCM:SH.

GROUP 1—NAME AUTHORITY GROUP HEADINGS

(Named entities always established according to descriptive cataloging guidelines and always residing in the name authority file)

Category	MARC 21 tag
Abbeys	110
Academies	110
Airplanes, Named	110
Airports ²	110
Almshouses	110
Aquariums, Public ³	110
Arboretums ³	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens ³	110
Broadcasting stations	110
Cathedrals	110
Cemeteries ⁴	110
Chambers of Commerce	110
Chapels	110
Churches (In use or ruins)	110
Circuses	110
City sections ⁵	151
Collective settlements ⁶	151

²See 2.2

³See 2.3

⁴See 2.4

⁵See 2.5

⁶See 2.6

August 2008

Appendix 1: Headings for Ambiguous Entities

Colleges	110
Comic strips ⁷	130
Communes ⁶	151
Competitions ⁸	111
Computer programs and software ⁷	130
Concentration camps ⁴	110
Concert halls	110
Conservation districts ⁶	151
Contests ⁸	111
Convents	110
Correctional institutions	110
Country clubs ⁴	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Basel (Switzerland : Ecclesiastical principality)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events ⁸	111
Exhibitions ⁸	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions ⁸	111
Factories	110
Fairs ⁸	111
Festivals and celebrations ⁸	111
Fish hatcheries	110
Folk festivals and celebrations ⁸	111
Forests (as agencies)	110

⁷Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

⁸See 2.7

Forests districts	110
Funds	110
Funeral homes, mortuaries	110
Galleries	110
Games (Events) ⁸	111
Gangs	110
Halfway houses	110
Helplines, hotlines	110
Herbariums ³	110
Hospitals	110
Hotels	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations (Active; also all after 1899)	151
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums ⁹	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera houses	110
Orphanages	110
Parades ⁸	111
Park districts ⁶	151
Parks (as agencies) ¹⁰	110
Planetariums ³	110

⁹See 2.9

¹⁰See 2.8

Plans (Programs) ¹¹	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc. ¹⁰	110
Public celebrations, pageants, anniversaries ⁸	111
Publishers' imprints	110
Pueblos	151
Races (Contests) ⁸	111
Radio programs	130
Railroads	110
Recreation districts ¹⁰	151
Religious denominations	110
Research stations	110
Reserves (as agencies)	110
Restaurants	110
Sanitoriums	110
Sanitation districts ⁶	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shows (Exhibitions) ⁸	111
Software, Computer ⁷	130
Sound recording labels	110
Space vehicles	110
Sporting events ⁸	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments ⁸	111
Tribes (as legal entities only, U.S. only)	151
Truck stops	110
Undertakers	110

¹¹See 2.10

Universities	110
Utility districts ⁶	151
Water districts ⁶	151
Works of art, Individual	100, 110, 130
Zoological gardens ³	110

GROUP 2—SUBJECT AUTHORITY GROUP HEADINGS

(Named entities always established according to subject cataloging guidelines and residing in either the name or subject authority file)

Category	MARC 21 tag
Amusement parks	151
Apartment houses	110
Arenas	110
Armories	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150
Buildings, Private	110
Buildings occupied by corporate bodies ⁹	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles ⁸	110
Celestial bodies	151
Cities, Extinct (Pre-1500) ¹²	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150
Computer systems	150

¹²For instructions on establishing and applying headings for extinct cities, see SCM:SH H715.

Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings ⁹	110
Estates	151
Events ¹³	150
Exhibition buildings	110
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests (Geographic entities)	151
Fortresses (Structures)	151
Fountains	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites	
(Including historic districts not in cities)	151
Immigration stations	110
Islands, Non-jurisdictional	151
Land grants	151
Lighthouses	110
Manors	110
Mansions	110
Market buildings	110
Military installations	151
(Before 1900 <i>and</i> inactive)	
Mine buildings	110
Mines	151

¹³Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only.

Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110
Office buildings	110
Official residences	110
Palaces ⁹	110
Parks (Geographic entities)	151
Pavilions	110
Playgrounds	151
Plazas (Open spaces, squares. etc.)	151
Police stations	110
Pools, Public	151
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Recreation areas	151
Refugee camps	151
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shopping centers	110
Shrines (<i>not</i> churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110

Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151

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 nonroman script references until guidelines for evaluating nonroman script references are developed.

SACO:

Do not use codes:

fill character

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 nonroman script references until guidelines for evaluating nonroman script references are developed.

SUBJECTS:

Do not use codes:

fill character