NACO Participants' Manual

4th Edition

Table of Contents

Acknowledgements

This fourth edition of the manual was prepared by a task group of the PCC Standing Committee on Training consisting of John Hostage (Harvard University), Chair, Everett Allgood (New York University), Paul Frank (Library of Congress), and David Van Kleeck (University of Florida).

We are grateful to Amy M. McColl, who compiled the first edition (1994) as part of her duties as Authority Project Coordinator of the Philadelphia Area Consortium of Special Collections Libraries, to Library of Congress Cooperative Team member Joe Kaczorowski, who prepared the second (1996), and to Patricia Van Ryn and William L. Starck, who prepared the third (2005).

Introduction

The Name Authority Cooperative Project (NACO) was established in 1977 as a result of an agreement between the Library of Congress (LC) and the U.S. Government Printing Office to use and maintain a common authority file. With the success of this initial project, LC entered into additional cooperative cataloging projects with many other institutions. The partners in cooperative cataloging efforts eventually developed the Program for Cooperative Cataloging (PCC) to administer these projects, including the Subject Authority Cooperative Program (SACO), the Bibliographic Cooperative Program (BIBCO), and the Cooperative Online Serials Program (CONSER).

One of the missions of the LC Policy, Training and Cooperative Programs Division (PTCP) is to support bibliographic cooperation among cataloging institutions. The Cooperative Programs and Policy Section and the Cooperative Training and Policy Section assist the division by carrying out the team's mission "to develop cooperative cataloging programs among the Library of Congress and libraries and related institutions in the national and international library communities; to provide direct service and clerical and technical support to those cooperative partners; and to coordinate cooperative cataloging activities of the Library of Congress."

Currently, over 900 institutions throughout the world, representing national, state, university, public, and special libraries, as well as museums, archives, and vendors, participate in one or more of these cooperative cataloging projects. NACO participants have contributed over 5.25 million name and series authority records alone since the inception of the program to the Library of Congress/NACO Authority File (LC/NAF). Both BIBCO and CONSER participants are also NACO members by virtue of the fact BIBCO and CONSER bibliographic records are subject to authority control.

The *NACO Participants' Manual* addresses NACO procedures for name authority records only and is to be used in conjunction with the appropriate authoritative documentation that is relevant to each section of the manual, including relevant documentation from the bibliographic utilities, OCLC and SkyRiver. The manual has been extensively revised and updated to reflect current practice. Examples used in the manual are not prescriptive of practice. Examples of past practice may still be found in *[MARC21 Format for Authority Data](#)*.

Glossary of Terms and Abbreviations

AACR
Anglo-American Cataloguing Rules (including subsequent editions, updates, and revisions)

AACR2-compatible
an authorized access point on a name authority record that was in the database before AACR2 rules came into effect, but was judged to be similar enough to accept in the online catalog without being converted to AACR2 rules; the 008/10 code is **d**

AAP
see **authorized access point**

access point
heading
a name, term, code, etc., representing a specific entity; may consist of a preferred name or variant name for the entity and may include additions
see also **authorized access point; variant access point**

addition
an element added to an access point, such as a date, fuller form, or occupation, to further clarify its identity or to make it unique in the database

ambiguous entities
certain named entities that can be established either in the LC/NACO Authority File (LC/NAF) or in the subject authority file (LCSH), depending on the nature of the entity and the usage of the access point; see *Subject Headings Manual*, H 405.

authorized access point
AAP
the form of the name, including additions, chosen to represent an entity in bibliographic records; it is recorded in field 100, 110, 111, 130, or 151 of the name authority record

BFM
see **bibliographic file maintenance**

BGN
U.S. Board on Geographic Names
a federal agency created to maintain uniform geographic name usage throughout the Federal government, including the Library of Congress

BIBCO
Bibliographic Cooperative Program
the component of PCC responsible for monographic bibliographic records; by definition, all BIBCO institutions are also NACO members

BIBCO contact
BIBCO liaison

the person within a BIBCO institution who is responsible for coordinating BIBCO activity at that particular institution and for maintaining contact with the LC Policy, Training, and Cooperative Programs Division (PTCP)

BIBCO coordinator
a member of the LC Policy, Training, and Cooperative Programs Division (PTCP) who administers membership and training issues for the BIBCO program

bibliographic file maintenance
BFM

the process by which access points on bibliographic records are updated based on changes to authority records

Cataloging Distribution Service
CDS

a part of the Library of Congress that publishes and distributes cataloging documentation and LC database files

CIP data
Cataloging in Publication data

data that typically appears on the verso of a title page of a published item, based on a galley or surrogate of the resource before it is published

conflict
a condition in which the normalized form of an authorized access point on a name authority record matches an authorized or variant access point on another name authority record

CONSER
Cooperative Online Serials Program
the serials cataloging component of the PCC

cross-reference
an entry in an authority record for an access point that leads the user to the authorized access point; includes "see references" for variant access points and "see also references" for related entities

DCM
Descriptive Cataloging Manual

an internal procedural document used by Library of Congress catalogers; many parts of the manual are included in Cataloger's Desktop

DCM Z1
Z1

Descriptive Cataloging Manual (DCM), Section Z1, Name and Series Authority Records;
Library of Congress guidelines prescribed for use in NACO

division of the world
see **ambiguous entities**

duplicate
name or series authority record that represents the same entity as another, either with the same authorized access point or a different one

FTP
File Transfer Protocol
a mechanism for exchanging electronic records between databases; see The NACO FTP Process

funnel coordinator
the leader of a **funnel project** who handles recruitment, communication with members, distribution of documentation, voting for PCC representatives during elections, and usually the training and review duties for funnel member institutions

funnel project
a group of NACO members who have joined together to contribute authority records to the shared authority file; see NACO Funnel Projects

heading
see **access point**

independent status
an indication that the library or funnel project, or in some cases an individual NACO cataloger, may contribute records independently to the shared authority file; typically achieved within one year

justification
the practice of giving a citation in the 670 field in an authority record for the forms of a name used as access points and for other information in the record

LAC
see **Library and Archives Canada**

LC
Library of Congress

LC Guidelines to the MARC 21 Format for Authority Data
issued by the LC Network Development and MARC Standards Office (NDMSO) to show which MARC elements in the standard documentation are not implemented in NACO authority records; available as PDF or through the MARC 21 Format for Authority Data in Cataloger's Desktop

LC liaison
the Library of Congress staff member assigned to a NACO library to help with cataloging questions, and especially to delete authority records in the LC database or to arrange for BFM

LCCN
see **Library of Congress control number**

LC/NAF
Library of Congress/NACO Authority File

formerly referred to as NAF; as recommended by an international task group, the PCC officially named the authority file the LC/NAF in 2004

LC-PCC PS
Library of Congress-Program for Cooperative Cataloging policy statement

guidelines issued by LC and PCC for the application of RDA instructions; included in RDA Toolkit

LCSH
Library of Congress Subject Headings

a thesaurus of subject headings maintained by LC for use in bibliographic descriptions

Library and Archives Canada
LAC

known until 2004 as the National Library of Canada (NLC)

Library of Congress Control Number
LCCN

a unique identifier assigned to an authority record or bibliographic record; carried in field 010 of the MARC record

Library of Congress Subject Headings
see **LCSH**

MARC organization code
MARC institution code

short alphabetic code used in MARC records to represent a library or other kind of organization in the bibliographic environment; originally developed for use in the *National Union Catalog* and known as NUC code; see: MARC Code List for Organizations.

MARC 21 Format for Authority Data

description standard for the representation and exchange of authority data in machine-readable form; available online: MARC 21 Format for Authority Data

MLC
minimal level cataloging

bibliographic record that meets the U.S. National Level Bibliographic Record minimal level cataloging specifications and is considered final by the creating agency; indicated by a value of **7** in the Encoding Level fixed field (Leader/17)

NACO
Name Authority Cooperative Program

name authority component of the PCC

NACO contact

NACO liaison

the person within a NACO institution who is responsible for coordinating NACO activity at that institution and for maintaining contact with the LC Policy, Training and Cooperative Programs Division

NAF

see **LC/NAF**

NAR

name authority record

non-unique name

see **undifferentiated personal name**

normalization

the process by which headings are compared for uniqueness to prevent duplicate authorized access points and conflicts between records; see [NACO normalization rules](#)

NUC code

see **MARC organization code**

OCLC

Online Computer Library Center

one of the major utilities through which NACO participants contribute records to the NACO database; Connexion and Record Manager are the cataloging interfaces providing access to WorldCat

PCC

Program for Cooperative Cataloging

a cooperative cataloging venture wherein members contribute bibliographic records and related data under a common set of standards and conventions using the bibliographic utilities

Policy, Training, and Cooperative Programs Division

PTCP

unit within the Acquisitions and Bibliographic Access Directorate (ABA) at the Library of Congress; includes two sections: the Cooperative Programs and Policy Section and the Cooperative Training and Policy Section, which assist the PTCP Division chief in the day-to-day operations of the PCC and serve as the liaison for the cooperative programs; formerly known as Policy and Standards Division and Cataloging Policy and Support Office

preferred name

a name or form of name chosen as the basis for an authorized access point representing an entity

preliminary record

authority record created without an item in-hand; usually created as part of a retrospective conversion project; Level of establishment (008/33) value **d**

provisional record
authority record created when there is not enough information to establish a full record; Level of establishment (008/33) value **c**

PTCP
see **Policy, Training, and Cooperative Programs Division**

qualifier
see **addition**

quality review
the review by designated NACO trainers/reviewers of a set number of a new NACO institution's records, conducted to determine readiness for independent status

RDA
[Resource Description and Access](#)

a package of data elements, guidelines, and instructions for creating library and cultural heritage resource metadata, including instructions for creating access points

reference
see **cross-reference**

reference evaluation
the process of examining and adjusting the cross-references and related fixed field codes in an existing authority record to bring them up to RDA standards

relationship designator
a term that indicates the nature of a relationship between entities represented by authorized access points

see also reference
see **cross-reference**

see reference
see **cross-reference**

SHM
Subject Headings Manual

manual for the application of Library of Congress Subject Headings, developed by the Library of Congress; available in Cataloger's Desktop

SkyRiver
a full-service bibliographic utility that was launched by Innovative Interfaces, Inc., in 2009

surrogate documentation
reproductions in the form of photocopies or digital scans of the sources of information that are supplied to a reviewer to aid in the review of NARs

undifferentiated personal name

non-unique name

an authorized access point that represents more than one person with the same name because there is insufficient information to make a unique authorized access point for each; authority records for undifferentiated names may no longer be added to the LC/NAF

usage

the forms of a name found in a resource being cataloged, usually in a statement of responsibility

variant name

a form of the name not chosen as the preferred name; generally appears in the NAR as a cross-reference

variant access point

a form of a name, including additions, that leads the user to the authorized access point in the record

work cataloged

resource that generates the need for the authority record; always cited in the first 670 field; sometimes abbreviated "work cat."

WorldCat

OCLC's online union catalog, a database of bibliographic and authority records

x-ref

see **cross-reference; variant access point**

$ used to represent the delimiter sign that separates subfields in a MARC record

used to represent a blank indicator or fixed field value in a MARC record

NACO Program Parameters

The following is a brief outline of the seven fundamental parameters within which all NACO participants agree to work. The underlying principle of the NACO Program is that participants agree to follow a common set of standards and guidelines when creating or changing authority records in order to maintain the integrity of a large shared authority file. During NACO training, these guidelines are discussed and built upon with an ever growing awareness of the need to streamline efforts while building a consistent and predictable file that will reduce the efforts of the global library community and maximize its resources.

Basic documentation needed

A basic principle of NACO is that all authority contributions are to be formulated using the following documentation:

- RDA: Resource Description & Access

- LC-PCC Policy Statements for RDA: Resource Description & Access

- The MARC 21 Authority Format (including the supplements issued by the Library of Congress: LC Guidelines, and Descriptive Cataloging Manual (DCM) Z1)

- The Library of Congress Subject Headings Manual (SHM) Instruction Sheet H 405

New name authority record contributions

NACO participants may contribute new name authority records (NARs) and may make changes to existing authority records in the LC/NACO Authority File (LC/NAF), with some exceptions.

NACO libraries may contribute series authority records and music uniform title authority records only after completing the appropriate additional training. Information on joining the NACO-Music funnel project and a schedule of series training workshops are available on request from the Policy, Training, and Cooperative Programs Division.

NACO libraries are not obligated to contribute all authorities generated by their cataloging or any one individual heading, except in the following cases:

1. All bodies that are part of an established hierarchy; e.g., when establishing a body that is entered subordinately to its parent body, if a name authority record for the parent body is not present in the LC/NAF, it must be established and contributed as well.
2. All bodies referred through in cross-references; e.g., if an authorized access point is entered independently and a variant access point is given through a higher body, the higher body needs to be represented in the authority file as well; this may mean that the library will need to create an additional name authority record in addition to the one the library needs to use in its catalog.
3. All names used in see also references (5XXs); e.g., when establishing a name for an author who uses a pseudonym, or an access point representing an earlier or later name of a corporate body, the library will need to connect the access points by means of see-also

references. In order to avoid blind references, the participant will need to make sure that the corresponding authorized access point is established.

4. All access points under which preferred titles are established; e.g., if an author-title record with the conventional collective title Works is entered under an author who is not established in the LC/NAF, a name authority record for the author must be contributed as well.

5. Although NACO libraries are not required to contribute NARs for works and expressions, if one is contributed, all eligible elements must be represented in the LC/NAF as set out in LC Descriptive Cataloging Manual Z1, Introduction.

Changes to existing name authority records

All access points in the LC/NAF are eligible to be changed by NACO participants.

Cancellation of name authority records

The construction of the master file database utilized by the LC/NAF does not allow for online cancellation of authority records by participants or the bibliographic utilities. Therefore when candidates for deletion are identified (usually because of duplication) NACO participants are asked to forward requests for cancellation of NARs to naco@loc.gov.

Bibliographic file maintenance (BFM)

In order that LC bibliographic records (as distributed by CDS) remain in synch with the LC/NAF, we ask that NACO participants notify their Library of Congress liaison to perform bibliographic file maintenance if these fall within the specified parameters listed in the Guidelines for reporting BFM. Upgrades or notification of needed changes to bibliographic records in the utilities because of these changes are determined by the specific utility membership policies.

Authority (NACO) normalization

Normalization is a program requirement that has been agreed to by all copy holding participants of the LC/NAF (LC, OCLC, and the British Library) in order to detect duplicate records. This may affect how certain headings and cross-references are formulated (e.g., libraries may need to distinguish certain access points in order to avoid duplicates due to normalization or add certain references).

Literary author numbers (053)

Libraries with large collections of literature often find that the presence of field 053 (LC classification number for literary authors) on authority records is helpful in improving their workflow. NACO libraries may add 053s to authority records for literary authors as LC-verified, after checking the LC OPAC, or as local unverified LC class numbers with the local institution's MARC organization code in subfield $5. See DCM Z1, 053 instruction sheet.

[Adapted from: NACO Program Parameters]

Background

With the adoption of RDA as the new descriptive content standard in 2012, name authority records have taken on a bigger role in the bibliographic infrastructure. Consequently, the need for the enhancement and maintenance of a significant number of existing name authority records has only increased.

Within the AACR tradition, name authority records served primarily as normalized text strings, providing unique, consistent access points and cross-references. While they were standardized, they did not always convey a lot of information about the entities they identified. In addition, some AACR access points were used to represent more than one distinct entity and therefore failed as identifiers.

RDA fully embraces the growing importance of entity identifiers and identity management. It dramatically expands the content of authority descriptions beyond the AACR text strings that characterized name authority records previously. Drawing upon IFLA's FRBR and FRAD entity relationship models and now the Library Reference Model (LRM), RDA entity descriptions for persons, corporate bodies, families, and works/expressions parallel the enhanced manifestation descriptions for bibliographic entities. Records for undifferentiated personal names are no longer added to the LC/NAF. Even AACR name authorities that remain unique and are therefore usable as access points within RDA bibliographic descriptions require maintenance, and often enhancement. Similarly, newer name authorities created using RDA instructions routinely need maintenance as additional information becomes available.

Eligible Entities

Authority records are permanent records in machine-readable form that include, at a minimum, the following elements:

- the form of the name chosen for use in authorized access points (1XX);
- the sources for this form and for variant forms (670); and
- the cross-references leading to the authorized access point from variant access points or from related access points (4XX and 5XX) if appropriate.

Additional information may be recorded in fixed fields (008), fields for other attributes (3XX), and cataloger's notes (667, 663, 664, etc.). Control data and content designation are also included for proper identification and manipulation of the machine-readable data.

Generally, a name authority record (NAR) is made for any person, family, corporate body, meeting, work, expression, or geographic name access point that may be used as an access point in a bibliographic record or is needed for identity identification. NARs may also be made for access points used only in certain cross-references and for corporate or geographic names that are used as qualifiers in access points. NARs are not made for personal names when the only clue to the person's identity is a non-alphabetic or non-numeric device nor for entities that may be used only as subject entries, e.g., topical subject headings, certain man-made structures, and geographic features.

NACO participants may contribute name authority records for works and expressions identified by titles or name/title access points (other than series, which require special training) as needed for cataloging. At the Library of Congress, an authority record for a **work** or **expression** is required *only* when one or more of the following conditions applies (see DCM Z1, Introduction):

  a) a reference must be recorded on **that** authority record; or,

  b) special research done to establish the access point must be recorded; or,

  c) the access point is needed for an added or subject entry for a **related** work, and no bibliographic record for the item exists in the database; or,

  d) special information needs to be recorded, e.g., citation title for a law.

At LC these criteria are applied to each element of the full access point (main title, language, part, etc.) and a separate authority record is made for each element that meets the criteria.

Note that this means that authority records are **not** automatically created for each element of an access point for a work or expression. If the authorized access point for a work is given in a 130 field on a bibliographic record, an authority record is generally not made because the bibliographic record provides all the access necessary.

Types of access points

All access points for named entities are eligible for contribution to NACO, including:

- personal names
- family names
- corporate bodies
- conference names
- works and expressions
- geographic names for jurisdictions and local places

Names of geographic features are established in the subject authority file. For other ambiguous entities, see "Name vs. Subject Authority File" in the *Subject Headings Manual*, H 405.

Libraries that have received training through the NACO Music Project for music works and expressions may contribute new and changed records for those entities.

If a NACO member is not sure whether a particular access point is eligible for NACO contribution, they should consult their PCC reviewer or PTCP.

NACO Documentation

NACO authority work is based on the documentation listed below. Much of it is available in electronic form via the web or on Cataloger's Desktop.

The Policy, Training, and Cooperative Programs Division (PTCP) at LC will post notices to the LC Cataloging and Acquisitions website with information on changes in documentation, practices, and policies that affect the NACO Program. Notices will also be disseminated via the PCCLIST informing NACO participants of when to implement changes, etc.

A parameter of the NACO program is that participants will adhere to RDA, the LC-PCC Policy Statements, and DCM Z1 when contributing authority records to the shared LC/NAF. It is important to have all the documentation in sync so that an orderly implementation can take place. It is not acceptable to begin implementation of a rule change before the published text is available for all to use.

Required NACO documentation

- *[RDA Toolkit](#)*
- Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS), included in RDA Toolkit
- *[MARC21 Format for Authority Data](#)*, including the accompanying *[LC Guidelines](#) [supplement](#)*
- *[Descriptive Cataloging Manual](#) [(DCM) Section Z1](#)*. Updates issued regularly.
- *[ALA-LC Romanization Tables](#)*. For transcription of non-Latin script data in authority records.

OCLC documentation

- [Authorities: Format and Indexes](#)
- [Connexion browser documentation](#)
- [Connexion client documentation](#)

New Authority Records

Training and review status

During the quality review period, new authority records are entered by the cataloger or lead cataloger into the bibliographic utility's Save or Review file. These are full authority records that include the following fields:

- values supplied for the fixed fields for Descriptive cataloging rules (008/10), Undifferentiated personal name (008/32), Reference evaluation (008/29), and Level of establishment (008/33) if warranted, as well as default values for other fixed fields
- the new authorized access point (1XX)
- 4XX and 5XX fields, if appropriate
- a 670 field for the work being cataloged
- additional 670 field(s), if necessary
- other fields (e.g., 37X, 675 or 667), if appropriate.

The institutional lead cataloger then reviews all records before notifying the PCC reviewer. It is up to each institution to determine the most efficient workflow.

For some languages, the institution may scan relevant pages and send them to the PCC reviewer. Please label the surrogates clearly with the record number(s) and the source of the information (e.g., "t.p.," "colophon," etc.).

During the review process, participants may be required to submit surrogates of sources of information for headings in non-Latin script languages, except Cyrillic. (Surrogates should be clearly labeled with the name of the PCC reviewer. Participants who have reviewers based outside LC should work with their reviewers to determine how the exchange of surrogates is best accomplished.)

If the NACO participant is a member of a funnel project, he or she should contact the funnel coordinator with all other questions.

Independent status

Independent status is granted to the institution or funnel project after a formal quality review is conducted by the NACO member's PCC reviewer. During the quality review, a set number of new authority records is examined to determine accuracy. After independent status is granted, it is not necessary for future authority records to be reviewed by the PCC reviewer. The institution may want to set up a new workflow for contribution of NACO records. The institution's NACO coordinator may decide to continue to review and produce all records input by catalogers, or, if the coordinator feels confident that catalogers have mastered NACO procedures, he or she may not review every record. The institution is responsible for maintaining an acceptable level of quality and quantity through internal workflow.

Libraries may wish to keep copies of individual records or lists of record numbers for internal record-keeping purposes. NACO statistics are recorded in the PCC Directory by the institution's NACO contact at least twice a year, but preferably once a month. These statistics are compiled

from the PCC Directory by PCC Secretariat staff in the PTCP Division and posted on the PCC website at PCC Statistics - Program for Cooperative Cataloging.

Database search procedures

NACO participants create authority records when they find no access point established in the LC/NAF. However, they are not required to create authority records for every access point that is not represented in the LC/NAF. Nevertheless, participating institutions are encouraged to expand their contributions whenever possible. Please note: some additions to access points, such as names of places, and some elements of cross-references in NARs for corporate and geographic names must be established in order to be used in name authority records.

In order to create an original authorized access point, participants need to follow NACO searching requirements covered in NACO training. These are generally limited to searching the LC/NAF and the bibliographic utility used by the NACO participant.

Authority file searching

Search the LC/NAF using the bibliographic utility or the Library of Congress Authorities database. Use the bibliographic utility documentation to determine the most effective method for searching its database. When searching, determine if the proposed access point already exists either in the form proposed or some variant. This will require careful searching of both the proposed authorized access point and cross-references to avoid conflicts and duplicates. Keep in mind that a single method of searching may not be adequate in NACO work because it might miss the discovery of conflicts or variants crucial to the formulation of the name authority record. For example, a browse search on "Smith, William Peter" could miss entries for Smith, W.P.; Smith, William P.; Smith, Will, etc.

Normalization and authority file searching

Remember that when searching for matches or conflicts, what constitutes a match is governed in part by the rules for normalization. Two access points differentiated only by diacritics, special characters, or marks of punctuation may normalize to the same form and be in conflict. For further guidance, see the NACO normalization rules.

Bibliographic searching

There are two purposes for bibliographic record searching:

1. to locate information to form the access point or cross-references; and
2. to report bibliographic file maintenance (BFM), as appropriate.

If the access point is not found in the LC/NAF, the cataloger may next search in a bibliographic utility and/or the LC catalog in order to find the predominant usage and any other relevant information. **Usage** refers to the form of name found in the 245 field of the bibliographic record or a transcription of the name from the work found in other fields, such as an "at head of title" note. Usage is **not** the form found in the 1XX, 6XX, or 7XX fields. However, information

found in these fields may be cited in the 670 and used in the authorized access point (for example, a date of birth or a fuller form of name).

At the same time, the cataloger should note LC bibliographic records that need to be revised according to the new authorized access point. LC bibliographic records suitable for BFM are defined at the end of this manual in appendix I.

Searching the LC database online

The Library of Congress catalog may be searched directly.

Record creation

Having completed searching, proceed to create the authority record or revise the existing access point, as appropriate.

Fixed Fields

Most fixed fields in authority records are either constants or are system supplied. The only fixed fields catalogers will routinely need to determine are:

Descriptive cataloging code (008/10)

>**a** - earlier rules (not used for newly created NARs)
>**b** - AACR1 (not used for newly created NARs)
>**c** - AACR2 (not used for newly created NARs)
>**d** - AACR2-compatible headings (not used for newly created NARs)
>**z** - RDA

Undifferentiated personal name (008/32)

>**a** - differentiated personal name (i.e., representing one person) or a name-title entered under a personal name
>**b** - undifferentiated (non-unique) personal name (i.e., an access point that represents more than one person with the same name)
>**n** - not applicable (access point is not a personal name)

Reference evaluation (008/29)

>**a** - record includes cross-references (4XX or 5XX), unless one or more is in a non-Latin script
>**b** - record includes unevaluated references that must be revised if record is being updated; do not use in newly-created records except for records with references in non-Latin scripts
>**n** - record includes no cross-references

Level of establishment (008/33)

>**a** - fully established
>**c** - provisional level (authorized access point cannot be formulated satisfactorily because of inadequate information; further investigation should be made when the access point is next used in a bibliographic record)
>**d** - preliminary level (authorized access point taken from a bibliographic record because the bibliographic item is not available at the time the NAR is established; when the access point is used in a bibliographic record created from cataloging with an item in hand, code **d** may be changed to code **a**)

Variable Fields

All data in non-Latin scripts must be romanized according to the *ALA-LC Romanization Tables*.

For all languages, provide diacritics as they appear in the language.

Do not end an access point field with a period unless the access point ends with an initial or an abbreviation.

Remember the role normalization plays in formulating unique access points and cross-references that do not conflict.

Each separately subfield-coded element of hierarchy in an authorized access point or its cross-references (except the last subfield) must be established separately. When establishing a subordinate unit of a corporate body, it is also necessary to establish the parent body as a separate entry, if it has not already been established. This applies to cross-reference structures as well. For example, the authorized access point:

> 110 2# $a Gewerkschaft der Polizei (Germany). $b Landesbezirk Baden-Württemberg

cannot be established unless there is also an authorized access point in the authority file for the parent body, Gewerkschaft der Polizei (Germany).

Names of places that are used as additions to authorized access points must be established in the LC/NAF.

024 - Other standard identifier

$a - Standard number or code (NR)
$c - Terms of availability (NR)
$d - Additional codes following the standard number or code (NR)
$q - Qualifying information (R)
$z - Canceled/invalid standard number or code (R)
$0 - Authority record control number or standard number (NR)
$1 - Real World Object URI (NR)
$2 - Source (NR)

Do not add field 024 to an authority record. As of September 2018, there is a moratorium on adding this field to authority records. An announcement will be made when catalogers may use this field again.

034 - Coded cartographic mathematical data

    $d - Coordinates - westernmost longitude (NR)
    $e - Coordinates - easternmost longitude (NR)
    $f - Coordinates - northernmost latitude (NR)
    $g - Coordinates - southernmost latitude (NR)
    $j - Declination - northern limit (NR)
    $k - Declination - southern limit (NR)
    $m - Right ascension - eastern limit (NR)
    $n - Right ascension - western limit (NR)
    $p - Equinox (NR)
    $r - Distance from earth (NR)
    $s - G-ring latitude (R)
    $t - G-ring longitude (R)
    $x - Beginning date (NR)
    $y - Ending date (NR)
    $z - Name of extraterrestrial body (NR)
    $2 - Source (NR)

The 034 field contains geographic coordinate data for geographic entities.

Coordinates for outside limits (bounding boxes or polygons) should generally be used with larger geographic entities such as countries, states, and counties to identify the coordinates of the entity. The coordinates may be recorded in either degrees/minutes/seconds, decimal degrees, decimal minutes, and/or decimal seconds. Styles should not be mixed in a single 034 field, but the field may be repeated to represent the different styles. The order of 034 fields when both styles are given does not matter.

    $d W0711058 $e W0711058 $f N0422215 $g N0422215 $2 gnis

040 - Cataloging source

$a - Original cataloging agency (NR)
$b - Language of cataloging (NR)
$c - Transcribing agency (NR)
$d - Modifying agency (R)
$e - Description conventions (R)

Add subfield **$b eng** when otherwise modifying NARs that do not contain this subfield.

Use subfield **$e rda** in NARs when fixed field 008/10 (Rules) is set to "**z**" (Other). When adding the subfield $e manually, add it after subfield $b and before $c. It is not necessary to move the subfield $e to this position if it is already present elsewhere in the NAR or if it is added by a macro or template.

043 - Geographic area code

$a - Geographic area code (R)
$b - Local GAC code (R)
$c - ISO code (R)
$2 - Source of local code (R)

The 043 field contains geographic area codes for areas associated with a geographic name in a 151 field.

043 ## $a n-cn-on
151 ## $a London (Ont.)

046 - Special coded dates

$f - Birth date (NR)
$g - Death date (NR)
$k - Beginning or single date created (NR)
$l - Ending date created (NR)
$o - Single or starting date for aggregated content (NR)
$p - Ending date for aggregated content (NR)
$q - Establishment date (NR)
$r - Termination date (NR)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

When encoding date information, give the fullest information about the date that is readily available (the date in field 046 may be more precise than a date used in the authorized access point). When revising existing authority records, record dates in field 046 even if the authorized access point itself does not include dates, if the information is readily available.

When recording dates in field 046, use the Extended Date Time Format (EDTF) schema in all cases except for centuries, which are not part of EDTF; supply dates using the pattern yyyy, yyyy-mm, or yyyy-mm-dd.

Category	RDA presentation	EDTF coding in 046
Single year	1964	1964
Year/Month/Day	1964 June 27	1964-06-27
Year/Month	1964 June	1964-06
Early A.D. date	65 A.D.	0065
B.C. date	361 B.C.	-0360*
Probable date	1816?	1816?
Approximate date	approximately 931	0931~
Known to be one of two years	1666 or 1667	[1666,1667]

note: there is a difference of one because the B.C. system has no year zero

When recording a century in the 046 field, use the first two digits of the hundred-year span (e.g., use "16" to represent the 17th century, 1600–1699). Note that the 1st century A.D. is represented by value "00" and B.C. centuries have a minus sign before the digits (e.g., "-04" for the 5th century B.C.). An approximate century (e.g., active approximately 12th century) cannot be recorded in the 046 field.

Always add subfield **$2 edtf** - except after a century.

Until further notice do not use subfields $q or $r. Continue to use subfield $s and subfield $t for start and end periods for corporate bodies.

046 ## $f 1884-10-11 $g 1962-11-07 $2 edtf
100 1# $a Roosevelt, Eleanor, $d 1884-1962
670 ## $a Wikipedia, viewed on July 21, 2010 $b (Eleanor Roosevelt; Anna Eleanor
Roosevelt; born Oct. 11, 1884 in New York City in Manhattan; died Nov. 7,
1962) $u https://en.wikipedia.org/wiki/Eleanor_Roosevelt

046 ## $s -0199~ $2 edtf
100 0# $a Hellanicus $c (Grammarian), $d active approximately 200 B.C.
670 ## $a Brill's new Pauly, viewed on Aug. 2, 2011 $b (Hellanicus; Alexandrian
grammarian; ca. 200 BC)

046 ## $f 1946-06 $2 edtf
100 1# $a Vickers, Roy Henry, $d 1946-
670 ## $a Solstice, c1988: $b t.p. (Roy Henry Vickers) jkt. (native Indian artist; b. June,
1946, Greenville, British Columbia)

046 ## $k 1981 $2 edtf
100 1# $a Allende, Isabel. $t Casa de los espíritus
670 ## $a Cox, Karen Castellucci. Isabel Allende, 2003: $b p. 4-5 (in 1981 Allende began
writing a fictionalized version of stories she had heard growing up, which was
published in Spain in 1982)

046 ## $s 17
100 1# $a Turner, Elizabeth, $d active 18th century
670 ## $a Cohen, A.I. Int'l encycl. of women composers, 2nd ed. $b (Turner, Elizabeth,
18th cent. English composer)

053 - LC classification number

$a - Classification number element-single number or beginning number of span (NR)
$b - Classification number element-ending number of span (NR)
$c - Explanatory term (NR)
$5 - Institution to which field applies (R)

NACO participants may use the 053 field to record LC literature class numbers, other than children's literature, associated with a personal name access point for an author. Note that 053 fields are not assigned to undifferentiated personal names.

Only "LC-verified" class numbers may have a second indicator "0." An LC class number for a literary author is considered "LC-verified" if it has been assigned in a completed LC bibliographic record before being added to the NAR. Completed bibliographic records may be identified in the LC catalog by this MARC coding:

    906 $a 7 $b cbc

053 fields with LC-verified class numbers should precede 053 fields with unverified 053 LC class numbers.

    053 #0 $a PS3556.O5372
    053 #4 $a PS3556.O554 $5 [MARC organization code]
    100 1# $a Fontenot, Scott Michael, $d 1968-

Search the LC OPAC to determine whether the number has been assigned in a completed LC bibliographic record. If the literary author number is verified, use second indicator "0":

    053 #0 $a PS3568.O243

If the number is not LC-verified, an unverified 053 may be added using second indicator "4" with the MARC organization code in subfield $5:

    053 #4 $a [number] $5 [MARC organization code]

1XX - Authorized access point

Formulate the authorized access point according to the latest revisions of RDA and the LC-PCC policy statements. Supply tags, indicators, delimiters, subfield codes, and punctuation as appropriate.

There is no prescribed MARC order for the subfields beyond subfield $a in the X00 fields. RDA provides guidance for the placement of words indicating relationship (e.g., Jr.) and MARC defines subfield $q as "fuller form of name." When providing multiple additions to the name generally follow these guidelines:

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

> 100 0# $a Elizabeth $b I, $c Queen of England, $d 1533-1603 $c (Spirit)

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

> 100 1# $a McCauley, Robert H., $c Jr. $q (Robert Henry), $d 1913-1979

BUT

> 100 1# $a M. Alicia $q (Mary Alicia), $c Sister, S.C.N.

For exceptional situations, such as when subfield $a contains only a surname or only a forename or the name includes a prefix, etc. consult LC-PCC PS 1.7.1, section Access points for persons in name authority and bibliographic records, paragraph 3c.

When a subfield $q (fuller form of name) is recorded in an authorized access point in addition to a subfield $c (occupation) and a subfield $d (date), the order of subfields is $q, $c, $d:

> 100 1 $a Smith, J. R. $q (John Robert) $c (Biologist), $d 1985-

Personal names

> 100 1# $a Smith, John

> 100 1# $a Smith, John $c (Of Wells, Me.)

> 100 1# $a Smith, John, $d 1939?-

> 100 1# $a Smith, John A.

> 100 1# $a Smith, J. A. S. $q (John Alec Sydney)

> 100 1# $a Smith, John, $d 1844-1905

100 1# $a Chaput-Rolland, Solange

100 1# $a Vaandrager, C. B. $q (Cornelis Bastiaan), $d 1935-

100 0# $a Leonardo, $c da Vinci, $d 1452-1519

Corporate names

110 1# $a United States. $b Internal Revenue Service

110 2# $a Labour Party (Great Britain)

110 2# $a Free Library of Philadelphia

110 1# $a France. $b Commission interministérielle "Loisirs des personnes handicapées"

110 1# $a New York (N.Y.). $b Street Department

110 2# $a Grünen (Political party)

110 2# $a Library of Congress

Conference and event names

111 2# $a International Conference on Adaptive Structures

111 2# $a New England Governors Eastern Canadian Premiers Conference. $e Committee on Sustainable Economic Development

111 2# $a Conference on HDTV & Future Television

111 2# $a NFU Conference

111 2# $a Workshop on Statistics and Computing in Disease Clustering $d (1992 : $c Port Jefferson, N.Y.)

111 2# $a Miss America Pageant

111 2# $a Boston Marathon

111 2# $a TOOLS Europe $d (1992 :$c Dortmund, Germany)

111 2# $a FroCoS (Symposium) $n (12th : $d 2019 : $c London, England)

Uniform titles

130 #0 $a Geneva Convention $d (1929 July 27)

130 #0 $a Talmud Yerushalmi. $p Nezikin. $k Selections. $l German

130 #0 $a Treaty of Paris $d (1814 May 30)

130 #0 $a Microsoft Office

Geographic names

151 ## $a France

151 ## $a Kintire (Minn. : Township)

151 ## $a Mountain View (Calif.)

151 ## $a Germantown (Philadelphia, Pa.)

151 ## $a Dublin (Ohio)

151 ## $a Mexico City (Mexico)

151 ## $a Shanghai (China)

151 ## $a St. Ives (Cornwall, England)

151 ## $a St. Ives (Cambridgeshire, England)

Other Attributes (3XX fields, etc.)

The following fields are not core RDA elements; they are optional. Providing additional entity attributes, when available, is encouraged, because such information can be especially helpful for disambiguating like or similar entities and for creating unique, descriptive name identifiers.

Order of subfields

When recording start periods and/or end periods in subfields $s and $t, these subfields come after subfield $2, if present. Subfield $u should always be preceded by subfield $v, and these should come after subfields $s and $t, if present.

> [data subfields] $2 $s $t $v $u

Subfield $s (Start period) and subfield $t (End period)

Best practice: Although the MARC format does not specify a form of date in these subfields, the following practice is recommended for consistency. Input dates using the Gregorian calendar in the form yyyy. If more specific dates are necessary, consider recording them in another field (e.g., 670, 678). It is not necessary to reformulate dates in existing NARs to conform to this practice.

Exception: Dates recorded in field 046, subfields $s and $t, may be more specific.

Subfield $u (Uniform Resource Identifier) and subfield $v (Source of information)

Information found in online sources may be added to the 046 or 3XX fields with the appropriate citations in subfields $v and $u and not repeated in a 670 when that information is not used in the 1XX or 4XX.

1) 670s must be provided to support information used as part of any access point (1XX and 4XX fields)
2) For 046, 368, 370-378, and 381:
   a) use of $v is optional if the same information/source is already cited in the 670
   b) use $v if the information/source is not cited in a 670
   c) use of $u is optional, and should always be preceded by $v.

Use a 670 field if needed to justify information recorded in other fields for which subfields $u and/or $v are not defined or defined differently.

Follow the same basic citation principles when recording data in subfield $v (Source of information) of fields 046, 368, 370-378, and 381 that currently apply to field 670 subfield $a (Source citation).

Supply specific citation information (page number, page of website) in subfield $v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in 046, 368, 370-378, and 381 is in the same form as found in the source, there is no need to cite usage information. If the information recorded in those fields is in a different form from that in the source, use 670 $b (Information found).

For tangible sources: if the information was derived from a tangible source (e.g., a print book, removable digital media), subfield $v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database. This can usually be limited to title proper and imprint or date. If that combination is not unique, the title citation may be preceded by the creator's name.

*For online resources***:** provide information in subfield $v sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date viewed (for a less formal resource). Optionally include subfield $u.

Repeatability

In choosing between repeating a field and repeating a subfield: if the only addition to an existing field is an additional term from the same vocabulary, repeat the affected subfield. If the vocabulary source differs, or if another associated element differs (such as a range of dates), repeat the field.

Overall best practice: repeat the field when needed for clarity.

368 - Other attributes of person or corporate body

$a - Type of corporate body (R)
$b - Type of jurisdiction (R)
$c - Other designation (R)
$d - Title of person (R)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

Any attribute that serves to characterize a person or corporate body or that may be needed for differentiation from other persons or corporate bodies and for which separate content designation is not already defined.

For a person: Can include designations of the title of a person or other attributes.

For a corporate body: Can include designations indicating the type of corporate body or jurisdiction, or other attributes.

Prefer controlled vocabulary for terms in subfields $a, $b, and $c, recording the source in subfield $2. For consistency, capitalize the first term in each subfield $a, $b and $c. When terms in subfields $a and $b do not come from a controlled vocabulary, use a singular form.

Do not record professions or occupations in subfield $c (Other designation). Profession or occupation may be recorded in field 374.

Record titles of royalty, nobility or religious rank in subfield $d in the form used in the authorized or variant access points.

    110 2# $a Freer Gallery of Art
    368 ## $a Art museums (institutions) $2 aat

    151 ## $a France
    368 ## $b Countries (sovereign states) $2 aat

    151 ## $a Brzesko (Poland : Powiat)
    368 ## $b Powiat

    100 0# $a Joan, $c of Arc, Saint, $d 1412-1431
    368 ## $c Saints $2 lcsh

    110 2# $a Indiana (Battleship : BB-50)
    368 ## $a Battleships $2 lcsh
    368 ## $c BB-50

100 0# $a Alexander $b VI, $c Pope, $d 1431-1503
368 ## $d Pope $s 1492 $t 1503

100 0# $a Jeanne Marie, $c sœur, $d 1926-2013
368 ## $d sœur

100 0# $a Dimitriĭ, $c Saint, Metropolitan of Rostov, $d 1651-1709
368 ## $c Saints $2 lcsh
368 ## $d Metropolitan of Rostov
        (One 368 uses a controlled vocabulary term and the other does not)

370 - Associated place

$a - Place of birth (NR)
$b - Place of death (NR)
$c - Associated country (R)
$e - Place of residence/headquarters (R)
$f - Other associated place (R)
$g - Place of origin of work or expression (R)
$i - Relationship information (R)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

A place associated with the entity being established.

For a person: a place associated with a person's birth, death, residence, and/or identity.

For a corporate body: a significant location associated with a corporate body (e.g., location of a conference, etc., location of the headquarters of an organization).

For a family: a place where the family resides or has resided or has some connection.

When recording associated jurisdictions or other place names that have authority records in the LC/NAF, use the form in the authorized access point. Some entities established as corporate bodies may also be recorded in 370. Record the source in subfield $2.

If there is no authorized access point for the place in the LC/NAF, it is not necessary to create a name authority record in order to code the 370 field. Record the place in the 370 field following RDA and the LC-PCC PS instructions, including consulting appropriate sources and adding additional elements (e.g., type of jurisdiction) to break conflicts. Do not add a subfield $2 if no name authority exists for a geographic name.

For other place names, such as regions and geographic features, prefer names from an authorized vocabulary such as LCSH and identify the source in subfield $2. If the name is not found in an authorized vocabulary, record it in field 370 without giving a subfield $2. (It is not necessary for SACO participants to submit a subject heading proposal.)

If the name of the associated place has changed, use the name that applied in the time of the entity being established in the 1XX.

> 100 1# $a Inslee, Jay
> 370 ## $a Seattle (Wash.) $c United States $e Washington (State) $2 naf
>
> 110 2# $a BTS (Musical group)
> 370 ## $c Korea (South) $2 naf

111 2# $a Olympic Games $n (24th : $d 1988 : $c Seoul, Korea)
370 ## $c Korea (South) $e Seoul (Korea) $2 naf

110 2# $a Spoetzl Brewery
370 ## $e Shiner (Tex.) $2 naf

100 1# $a Frank, Anne, $d 1929-1945
370 ## $a Frankfurt am Main (Germany) $b Bergen-Belsen (Concentration camp) $c
      Germany $c Netherlands $2 naf

100 1# $a Miller, Nephi E. $q (Nephi Ephraim), $d 1873-1940
370 ## $a Cache Valley (Utah and Idaho) $2 lcsh
370 ## $b Colton (Calif.) $2 naf

046 ## $s 1369 $t 1534 $2 edtf
110 2# $a Kollegiatstift zu Brieg
370 ## $e Brieg (Germany) $2 naf
     (The current authorized access point for Brieg is: Brzeg (Województwo Opolskie,
     Poland))

371 - Address

    $a - Address (R)
    $b - City (NR)
    $c - Intermediate jurisdiction (NR)
    $d - Country (NR)
    $e - Postal code (NR)
    $m - Electronic mail address (R)
    $s - Start period (NR)
    $t - End period (NR)
    $u - Uniform Resource Identifier (R)
    $v - Source of information (R)
    $2 - Source of term (NR)

An address (as well as electronic access information such as email, telephone, fax, TTY, etc., numbers) associated with the entity described in the record. Multiple addresses, such as mailing addresses and addresses corresponding to the physical location of an item or facilities, are recorded in separate occurrences of field 371.

For a person: the address of a person's place of residence, business, or employer and/or an email address.

For a corporate body: the address of the corporate body's headquarters or offices, or an email address for the body.

Distinction between field 370 (Associated place) and field 371 (Address): *Field 370 (Associated place)* includes information about places associated with a person or a corporate body at the level of the country, the town, etc. *Field 371 (Address)* contains information relating to the location of a person or a corporate body at which they may be contacted (e.g., printed mail address, email address, etc.).

Best practices:

Do not record physical addresses for living people.

Supply based on cataloger's judgment, if the information is readily available and not already being recorded in field 370 subfield $e (Place of residence/headquarters).

In cases where subfield $a is not recorded, include at a minimum subfield $m (Electronic mail address) or subfield $b (City).

Catalogers are not required to maintain or confirm address information when updating a name authority record containing an address.

Subfield $m – Electronic mail address: Subfield $m should contain only an email address. Do not record a website or other internet address in this field.

110 2# $a BBC Studios
371 ## $a BBC Broadcast Centre, 201 Wood Lane $b London $d England $e W12 7TP

110 2# $a 4Ventos (Firm)
371 ## $m 4ventos2007@gmail.com

372 - Field of activity

$a - Field of activity (R)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

For a person: a field of endeavor, area of expertise, etc., in which the person is or was engaged.

For a corporate body: a field of business in which the corporate body is engaged, its area of competence, responsibility, jurisdiction, etc. The field is repeated if the entity has multiple fields of activity for different time periods.

Prefer controlled vocabulary, such as LCSH or MeSH, recording the source in subfield $2. For consistency, capitalize the first term in each subfield $a.

When using an LCSH subject heading string for field of activity, replace the subfield coding for the subdivision(s) with two hyphens and close up the spaces between the main heading and subdivision(s).

When using an entity from the LC/NAF for field of activity, remove any subfield coding not authorized for use in the 372 field.

372 ## $a Japan--History $2 lcsh

372 ## $a Bible. New Testament $2 naf
    (Authorized access point in LC/NAF: 130 #0 $a Bible. $p New Testament*)*

372 ## $a Poetry $2 lcsh
372 ## $a Craft brewing
    (372 fields with a term from LCSH and a non-controlled vocabulary term)

373 - Associated group

$a - Associated group (R)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

Information about a group, institution, association, etc., that is associated with the entity in the authorized access point. The field may include dates of affiliation. The field is repeated if the person has multiple affiliations for different time periods.

Prefer a controlled vocabulary, such as the LC/NAF, recording the source in subfield $2. Subfield coding for subordinate bodies is not used in the 373 field.

373 ## $a Washington Wizards (Basketball team) $2 naf

373 ## $a United States. Congress. Senate $2 naf

373 ## $a Chicago Bulls (Basketball team) $2 naf $s 1984 $t 1993
373 ## $a Chicago Bulls (Basketball team) $2 naf $s 1995 $t 1998
373 ## $a Washington Wizards (Basketball team) $2 naf $s 2001 $t 2003

Associated groups from different vocabulary sources are recorded in separate fields:

373 ## $a Royal Institute of the Architects of Ireland $2 naf
373 ## $a FKL Architects $2 ulan

374 - Occupation

$a - Occupation (R)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

Information about profession or occupation in which a person works or has worked; may include dates applicable. The field is repeated if the person has multiple occupations for different time periods.

Prefer a controlled vocabulary, such as LCDGT or MeSH, recording the source in subfield $2. For consistency, capitalize the first term in each subfield $a. When terms do not come from a controlled vocabulary, use a singular form.

See LC-PCC PSs for instructions on recording profession or occupation as an element and for instructions on using a profession or occupation term in an access point.

100 1# $a Achebe, Chinua
374 ## $a Novelists $a Poets $a College teachers $2 lcsh
374 ## $a Publishers $2 unbist

100 1# $a Balada, Leonardo, $d 1933-
374 ## $a Composers $a Music teachers $2 lcdgt

375 - Gender

$a - Gender (R)
$s - Start period (NR)
$t - End period (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

Gender is not a Core attribute for persons in RDA. Gender is a highly personal and sensitive attribute. Exercise restraint in adding gender terms to authority records, keeping in mind these NACO best practices:

1. Optionally record information about gender as the person self-identifies and explicitly discloses.
2. Record *Males* or *Females* in accordance with the term used by the person, or with gendered pronouns and/or inflected nouns used in the source.
3. Do not assume gender identity based on pictures or names.
4. Do not dig for given names or genders assigned at birth.
5. For transgender/transsexual persons, record the terms *Transgender people* or *Transsexuals* in accordance with the term used by the person.
6. For well-known persons who publicly transition between male and female mid-life and have literary warrant for recording both genders, record both *Males* and *Females* and other terms as applicable.
7. Record gender terms based on information in the source. For example, if a person claims to be a cisgender male, record *Cisgender persons* and *Males*. If a person just says "as a young boy…" or uses male pronouns then record *Males*, but do not assume he is cisgender or transgender.
8. Record dates (375 $s and $t) associated with a gender only when the person explicitly provides dates of transition.
9. Justify gender data recorded in the 375 field in a subfield $v or 670 field or both.
10. Take into account the following considerations:
    - Is there potential for this information to harm the person through outing or violating the right to privacy?
    - Is there an indication that the person consents to having this information shared publicly?
    - Will including this information help a library user in the search process?

When recording a term indicating gender, prefer controlled vocabulary, such as LCDGT or MeSH, recording the source in subfield $2. For consistency, capitalize the first term in each subfield $a. When terms do not come from a controlled vocabulary, use a singular form. Prefer use of terms over the ISO 5218 codes.

100 1# $a Jenner, Caitlyn, $d 1949-
375 ## $a Transgender people $2 lcdgt
375 ## $a Females $2 lcdgt $s 2015
375 ## $a Males $2 lcdgt $s 1949 $t 2015

376 - Family information

> $a - Type of family (R)
> $b - Name of prominent member (R)
> $c - Hereditary title (R)
> $s - Start period (NR)
> $t - End period (NR)
> $u - Uniform Resource Identifier (R)
> $v - Source of information (R)
> $2 - Source of term (NR)

Additional information about families, including type of family, prominent member of the family, and hereditary title.

Prefer a controlled vocabulary, such as LCSH, recording the source in subfield $2. For consistency, capitalize the first term in each subfield $a. When terms do not come from a controlled vocabulary, use a singular form.

When giving the name of the prominent member of the family in 376 subfield $b, record the authorized access point form of the name, but do not include any internal subfield coding.

> 100 3# $a Agen (Family : $g Agen, John Bernard, 1856-1920)
> 376 ## $a Families $2 lcdgt
> 376 ## $b Agen, John Bernard, 1856-1920 $2 naf

377 - Associated language

$a - Language code (R)
$l - Language term (R)
$2 - Source of code (NR)

Codes for languages associated with the entity described in the record. Includes the language a person uses when writing for publication, broadcasting, etc., a language a corporate body uses in its communications, or a language of a family.

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

Subfield $2 is not required when the MARC Code List for Languages is used as the language source code (second indicator value "#"). NACO institutions may supply an additional 377 field from another language code list by using second indicator value "7," with subfield $2 containing a code for a language source list taken from the list of MARC-registered language lists in Language code and term source codes.

377 ## $a myn
377 #7 $a acr $2 iso639-3
> *(ISO 639-3 code for Achi (acr); assigned a collective code (myn) for Mayan languages in the MARC Code List for Languages)*

378 - Fuller form of personal name

$q - Fuller form of personal name (NR)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)

A name or names associated with a person that include(s) the fuller form of a part of any name represented only by an initial, abbreviation, or shortened or otherwise modified variant in the form chosen as the preferred name and/or a part of the name not included in the form chosen as the preferred name. This field applies only to the name in the 1XX.

Best practice: Encode the fuller form of name in the 378 field when this information is readily available, even if the same information is already present in subfield $q of the 100 field. See also the [NACO Authority "At a Glance": How Do I Record the "Fuller Form" $q in the 100 and 378 Fields?](#)

100 1# $a Lennon, John, $d 1940-1980
378 ## $q John Winston

100 1# $a Eliot, T. S. $q (Thomas Stearns), $d 1888-1965
378 ## $q Thomas Stearns

100 1# $a Guiles, Kay D.
378 ## $q Kay Dean

380 - Form of work

$a - Form of work (R)
$2 - Source of term (NR)

A class or genre to which a work belongs. May be used to differentiate a work from another work with the same title. Multiple forms of work from the same source vocabulary may be recorded in the same field in separate occurrences of subfield $a (Form of work). Terms from different source vocabularies are recorded in separate occurrences of the field.

Prefer a controlled vocabulary, such as LCSH, LCGFT, or MeSH, recording the source in subfield $2. For consistency, capitalize the first term in each subfield $a. When terms do not come from a controlled vocabulary, use a singular form.

    100 1# $a Picasso, Pablo, $d 1881-1973. $t Gertrude Stein
    380 ## $a Portraits $a Paintings (visual works) $2 aat

    100 1# $a Shakespeare, William, $d 1564-1616. $t Hamlet
    380 ## $a Plays $2 rbgenr
    380 ## $a Tragedy $2 lcsh

381 - Other distinguishing characteristics of work or expression

$a - Other distinguishing characteristic (R)
$u - Uniform Resource Identifier (R)
$v - Source of information (R)
$2 - Source of term (NR)

Any characteristic that is not accommodated in a special field that serves to characterize a work or expression. Examples are an issuing body, arranged statement of music, version, or a geographic term. May be used to differentiate a work from another work with the same title. Multiple characteristics from the same source vocabulary may be recorded in the same field in separate occurrences of subfield $a (Other distinguishing characteristic). Terms from different source vocabularies are recorded in separate occurrences of the field.

This field is used to record the RDA elements Other Distinguishing Characteristic of Work and Other Distinguishing Characteristic of Expression. Other characteristics of expressions that are unique to musical works may also be recorded in the 381 field.

Some terms recorded for Other distinguishing characteristic of work or expression may be appropriate to record in field 381 and another MARC field for which there is no corresponding RDA element. For example, a corporate body (such as a publisher) used as an Other distinguishing characteristic of work or expression could be recorded in either the 373 field (associated group), the 381 field or both.

RDA has no specific element for places associated with expressions, but field 370 subfield $f (Other associated place) and subfield $g (Place of origin of work or expression) may be used in authority records for expressions. Some places associated with works or expressions would be considered an Other distinguishing characteristic of work or expression in RDA and could be recorded in the 370 field, the 381 field, or both.

Record the RDA element place of origin of work in a 370 field.

When Other Distinguishing Characteristic of Work or Other Distinguishing Characteristic of Expression has been used in an authorized access point and is also being recorded as an element in a 3XX field, use the 381 field to record the other distinguishing characteristic. Optionally, also record the same information in any other appropriate 3XX field.

Subfield coding for subordinate bodies is not used in the 381 field.

> 100 1# $a Dickinson, Emily, $d 1830-1886. $t Because I could not stop for Death
> 381 ## $a Fr. 712
> > *(Franklin number recorded as other distinguishing characteristic of work)*

> 100 1# $a Bach, Johann Sebastian, $d 1685-1750. $t Chorales. $s Vocal scores. $l English
> 381 ## $a Vocal scores $2 lcgft
> > *(Other distinguishing characteristic of expression of musical work)*

130 #0 $a Journal of adult education (University of Zambia. Centre for Continuing Education)

373 ## $a University of Zambia. Centre for Continuing Education $2 naf

381 ## $a University of Zambia. Centre for Continuing Education $2 naf
(Corporate body recorded as associated group and other distinguishing characteristic of work)

130 #0 $a Ley Hipotecaria para las Provincias de Ultramar (Cuba; Puerto Rico; Philippines)

370 ## $f Cuba $f Puerto Rico $f Philippines $2 naf

381 ## $a Cuba $a Puerto Rico $a Philippines $2 naf
(Places used as other distinguishing characteristic of a legal work; recorded in 370 and 381 fields)

382 - Medium of performance

$a - Medium of performance (R)
$b - Soloist (R)
$d - Doubling instrument (R)
$e - Number of ensembles of the same type (R)
$n - Number of performers of the same medium (R)
$p - Alternative medium of performance (R)
$r - Total number of individuals performing alongside ensembles (NR)
$s - Total number of performers (NR)
$t - Total number of ensembles (NR)
$v - Note (R)
$2 - Source of term (NR)

The instrumental, vocal, and/or other medium of performance for which a musical work was originally conceived or for which a musical expression is written or performed. May be used to differentiate a musical work or expression from another with the same title.

Multiple mediums of performance from the same source vocabulary may be recorded in the same field in separate occurrences of subfields $a (Medium of performance), $b (Soloist), $d (Doubling instrument), or $p (Alternative medium of performance). Multiple mediums from the same source vocabulary may also be recorded in separate occurrences of the field if each medium is controlled by an authority record control number or standard number in subfield $0. Terms from different source vocabularies are recorded in separate occurrences of the field.

Record the medium of performance using terms from the Library of Congress Medium of Performance Thesaurus for Music (LCMPT), accessible via Classification Web or LC Linked Data Service, when possible. Record the medium of performance by applying the instructions in RDA, the associated LC-PCC PSs, and the Best Practices for Using LCMPT of the Music Library Association (MLA). Note that the examples in the MLA document are formatted as bibliographic record fields, with a second indicator value of "1"; in authority records, the second indicator should be left blank.

The 382 field may also be used in authority records for expressions.

> 100 1# $a Haydn, Joseph, $d 1732-1809. $t Quartets, $m violins (2), viola, cello, $n H. III, 77, $r C major. $p Poco adagio
> 382 0# $a violin $n 2 $a viola $n 1 $a cello $n 1 $s 4 $2 lcmpt

> 100 1# $a Schäuble, Nikolaus. $t Duke Ellington medley
> 382 0# $a saxophone $n 4 $s 4 $2 lcmpt

383 - Numeric designation of musical work

$a - Serial number (R)
$b - Opus number (R)
$c - Thematic index number (R)
$d - Thematic index code (NR)
$e - Publisher associated with opus number (NR)
$2 - Source (NR)

A serial number, opus number, or thematic index number assigned to a musical work by the composer, publisher, or a musicologist. May be used to differentiate a musical work from another with the same title.

Best practice: Encode when available. Create separate 383 fields for different numbering schemes associated with a single work.

> 100 1# $a Dubugnon, Richard, $d 1968- $t Caprices, $m orchestra, $n no. 4, op. 72, no. 4
> 383 ## $a no. 4 $b op. 72, no. 4
>
> 100 1# $a Vivaldi, Antonio, $d 1678-1741. $t Concertos, $m oboes (2), horns (2),
>   bassoon, violin, string orchestra, $n RV 569, $r F major
> 383 ## $c RV 569 $d Ryom $2 mlati
> 383 ## $c R. op. 46, no. 2 $d Rinaldi $2 mlati
> 383 ## $c F. XII, 10 $d Fanna $2 mlati
> 383 ## $c P. 273 $d Pincherle $2 mlati

384 - Key

$a - Key (NR)

The set of pitch relationships that establishes a single pitch class as a tonal center for a musical work or expression. May be used to differentiate a musical work or expression from another with the same title.

Best practice: Encode when available for works. In case of doubt, do not encode. Do not encode for expressions.

    100 1# $a Dahl, Adrian, $d 1864-1935. $t Melankoli
    384 ## $a A♭ major

    100 1# $a Beethoven, Ludwig van, $d 1770-1827. $t Sonatas, $m piano, $n no. 23, op.
         57, $r F minor
    384 0# $a F minor

385 - Audience characteristics

$a - Audience term (R)
$b - Audience code (R)
$m - Demographic group term (NR)
$n - Demographic group code (NR)
$2 - Source (NR)
$3 - Materials specified (NR)

LC/PCC catalogers may use this field but are encouraged to wait until best practice guidelines are developed by the PCC.

A category of persons for which a resource is intended or a category of persons representing the intellectual level for which the content of a resource is considered appropriate.

If a demographic group is not specified, then multiple audience characteristics from the same source vocabulary or code list may be recorded in the same field in separate occurrences of subfield $a and subfield $b. If a demographic group is specified, then the characteristics in the field must all come from the same group. Terms from different source vocabularies are recorded in separate occurrences of the field.

386 - Creator/contributor characteristics

$a - Creator/contributor term (R)
$b - Creator/contributor code (R)
$i - Relationship information (R)
$m - Demographic group term (NR)
$n - Demographic group code (NR)
$2 - Source (NR)
$3 - Materials specified (NR)
$4 - Relationship (R)

LC/PCC catalogers may use this field but are encouraged to wait until best practice guidelines are developed by the PCC.

In title or name/title authority records, a category to which a creator(s) or contributor(s) to a work belongs.

If a demographic group is not specified, then multiple creator/contributor group categories from the same source vocabulary or code list may be recorded in the same field in separate occurrences of subfield $a and subfield $b. If a demographic group is specified, then the categories in the field must all come from the same group. Terms from different source vocabularies are recorded in separate occurrences of the field·

388 - Time period of creation

$a - Time period of creation term (R)
$2 - Source of term (NR)
$3 - Materials specified (NR)

The time period of creation or origin of the work or expression (including aggregate works) or of the works or expressions contained in an aggregation.

Record dates in terms of the Gregorian calendar.

130 #0 $a Beowulf
388 1# $a Anglo-Saxon period
388 1# $a 449-1066 $2 fast $0 http://id.worldcat.org/fast/1355931

Cross-references (4XX and 5XX)

General overview

Add required cross-references to the authority record, including tags, subfields, delimiters, and diacritics. Search all cross-references to ensure they do not conflict with established authorized access points (1XX). A cross-reference (4XX) may conflict with a 4XX on another record. Keep in mind that normalization may result in conflicts between the authorized access point and 4XX forms of the name on the same NAR or other records. Such conflicts must be resolved.

Cross-references are formulated according to the same guidelines and instructions as authorized access points.

Apply the guidelines in RDA and the associated LC-PCC PSs when formulating cross-references.

Do not record a "see" reference (4XX) that would normalize to the same form as the 1XX in the same record or to the same form as the 1XX or 5XX in another name authority record. "See also" references (5XX) must be in the same form as their corresponding authorized access points.

Do not add references solely for automatic conflict detection and updating of bibliographic records. Inherent in the PCC and NACO principles is the goal of making all cataloging workflows more efficient; since its inception the PCC has recognized the need to have a file that is easily and efficiently used by all. This goal can only be achieved by an authority file that is uniform, i.e., predictable, in its construction and formulation of access points and references. Given that there are over 900 NACO libraries, it is impossible for the shared authority file to meet the database maintenance needs of each individual library. Catalogers are allowed to use judgment in making additional references and under RDA variants are not core, but the expectation is that those references would be constructed in the form consistent with the standard cataloging rules, practices, and policies currently used by all NACO participants.

Simple 4XX "see" cross-references

Variant access points are not core elements under RDA, and the AACR2/LCRI requirements for them no longer apply.

Nevertheless, the following guidelines represent NACO best practice in the RDA environment. They are based on requirements that existed under AACR2/LCRI.

Variant access points (4XX) should be justified by citation in the 670 or as required by RDA and the LC-PCC PSs.

NACO participants are no longer required to record linking references from pre-AACR2 headings found on LC bibliographic records.

References from *former* authorized access points are recorded with the following subfield:

> 4XX $w nne

This indicates that the cross-reference was formerly a fully established, valid AACR2 or RDA access point and its form is valid under RDA. The 4XX must match the former 1XX in the record.

> 100 1# $a Volcano, Del Lagrace, $d 1957-
> 400 1# $w nne $a Grace, Della, $d 1957-
>
> 151 ## $a Moscow (Russia)
> 451 ## $w nne $a Moscow (R.S.F.S.R.)

A reference from a *former* authorized access point that is not valid in form under RDA, e.g., because it contains an abbreviation that is no longer allowed, is recorded with the following subfield:

> 4XX $w nnea

The ending value "a" in subfield $w nnea causes the reference to be suppressed and not displayed in most systems.

> 100 1# $a Bailey, R. Y., $d 1893-
> 400 1# $w nnea $a Bailey, R. Y. $q (Richmond Young), $d b. 1893

Use of subfield $w nnea is recommended when providing a reference from a former authorized access point with an open date, when the authorized access point is updated to close the date:

> 100 1# $a Walter, David, $d 1948-2012
> 400 1# $w nnea $a Walter, David, $d 1948-

Because each element in the hierarchy of an access point must be in the established form, variant access points must sometimes be given in a mixture of languages. Other forms can be given in a single subfield based on usage, if considered useful.

> 110 1# $a United States. $b Bureau of Labor Statistics
> 410 1# $a United States. $b Buró de Estadísticas Laborales
> 410 2# $a Estados Unidos, Buró de Estadísticas Laborales
> *not:* 410 1# Estados Unidos. $b Buró de Estadísticas Laborales
>
> 670 ## $a Catálogo de los seminarios sobre ... 1988: $b t.p. (Departamento del Trabajo de los Estados Unidos, Buró de Estadiśticas Laborales)
>
> 110 2# $a Zhongguo yi qi yi biao xue hui. $b Jing mi ji xie fen hui
> 410 2# $a Zhongguo yi qi yi biao xue hui. $b Precision Machinery Branch
> 410 2# $a Chinese Society of Apparatus and Instruments, Precision Machinery Branch
> *not:* 410 2# Chinese Society of Apparatus and Instruments. $b Precision Machinery Branch
> 670 ## $a Guang xue, jing mi gong cheng, 1998, 1: $b cover (Zhongguo yi qi yi biao xue hui jing mi ji xie fen hui) colophon (Precision Machinery Branch, Chinese Society of Apparatus and Instruments)

Personal names

Record a reference from each variant that affects the primary elements of the name. Generally, this means variations in all elements to the left of the comma and in the first element to the right of the comma.

Refer from other variants (i.e., those that do not affect the primary entry elements) when it is judged that access to the catalog would be improved, as in the case of differing search strategies in other databases. For example, additional cross-references may be given for variants with common surnames.

Generally, provide one reference from each possible entry element of the name chosen as the authorized access point.

Generally, make only one reference from each variant. When in doubt, generally do not provide references for "variants of variants."

In references with initials, the full form may be added in subfield $q, if considered important for identification.

> 100 1# $a Burne-Jones, Edward Coley, $d 1833-1898
> 400 1# $a Jones, Edward Coley Burne-, $d 1833-1898
> 400 1# $a Burne-Jones, Edward, $d 1833-1898
> 400 1# $a Burne-Jones, E. $q (Edward), $d 1833-1898

100 1# $a Carpinter, James D., $d 1803-1875
400 1# $a Carpinter, J. D. $q (James D.), $d 1803-1875

100 1# $a Smith, John, $d 1908-1994
400 1# $a Smith, John William, $d 1908-1994

In the example above, since "John Smith" is a very common name, it is a good idea to record this cross-reference even though the primary elements are the same in the 100 and 400 fields.

100 0# $a H. D. $q (Hilda Doolittle), $d 1886-1961
400 1# $a Aldington, Hilda Doolittle, $d 1886-1961
400 1# $a D., H. $q (Hilda Doolittle), $d 1886-1961

100 1# $a Williams, J. Llewellyn $q (John Llewellyn)
400 1# $a Williams, John Llewellyn

100 1# $a Sword, Penelope Haley, $d 1736-
400 1# $a Haley, Penelope, $d 1736-

Corporate names

Include additions in the reference if appropriate to the form of the reference. Certain additions may be inappropriate in the authorized access point and/or reference. Additions may be made to a reference consisting solely of an initialism.

110 2# $a Galleria nazionale d'arte moderna (Italy)
410 2# $a National Gallery of Modern Art (Italy)

110 2# $a International Business Machines Corporation
410 2# $a IBM

110 1# $a United States. $b Central Intelligence Agency
410 2# $a Central Intelligence Agency (U.S.)
410 2# $a CIA (Central Intelligence Agency)

110 2# $a AEB (Firm)
410 2# $a Arab Engineering Bureau

110 2# $a Atelier De Distelkamp
410 2# $a Distelkamp (Firm)

Simple 5XX "see also" cross-references

Personal names

When a person has two bibliographic identities, and resources have been published under both identities, create name authority records for each name and link them with 500 "see also" references and appropriate RDA relationship designators in subfield $i and code "**r**" in subfield $w. When a person has more than two bibliographic identities, explanatory references are required. See Appendix 2, Pseudonyms and Multiple Bibliographic Identities, for more information.

> 100 1# $a Sandford, John, $d 1944 February 23-
> 500 1# $w r $i Real identity: $a Camp, John, $d 1944-
>
> 100 1# $a Camp, John, $d 1944-
> 500 1# $w r $i Alternate identity: $a Sandford, John, $d 1944 February 23-

LC/PCC catalogers are reminded that when a variant access point (400) and an authorized access point (100) are in conflict, an addition (e.g., fuller form of name, period of activity, etc.) should be made to either the 400 or 100 to resolve the conflict. The previous practice of recording a variant as a 500 because the name is in the same form as a 100 for another person is no longer an option. When catalogers encounter a variant form in a 500 field in the course of updating a name authority record, they should resolve the conflict and change the field to a 400.

Related agents are recorded in 5XX fields. If available, include a relationship designator in subfield $i (from RDA Appendix K), with $w r.

> 110 2# $a Simon and Garfunkel
> 500 1# $w r $i Member: $a Simon, Paul, $d 1941-
> 500 1# $w r $i Member: $a Garfunkel, Art
>
> 110 2# $a Bill Evans Trio
> 500 1# $w r $i Member: $a Evans, Bill, $d 1929-1980

Corporate/geographic names

When the relationship between two corporate or geographic names is not directly sequential or when information about the exact relationship is not known, make simple "see also" references between the related access points (as opposed to predecessor/successor cross-references). (See Guideline 7 of the [PCC Guidelines for the Application of Relationship Designators in NACO Authority Records](#).)

> 110 2# $a Skidmore, Owings & Merrill
> 510 2# $a Crosstown Associates
> 667 ## $a Relationship between Skidmore, Owings, and Merrill and Crosstown
>   Associates is unclear.

Connect the authorized access point for a head of state, ecclesiastical official, etc., to the corresponding authorized access point for the term of office held with a "see also" reference.

> 100 1# $a Coolidge, Calvin, $d 1872-1933
> 510 1# $a United States. $b President (1923-1929 : Coolidge)
> 510 1# $a Massachusetts. $b Governor (1919-1921 : Coolidge)

Predecessor/successor references

Predecessor/successor references are special types of "see also" (5XX) cross-references. They are used to record a sequential relationship between names of corporate bodies.

Predecessor/successor references are normally made only to connect immediately adjacent names, thus creating a chain of "see also" references leading from one authorized access point to another. Do not apply these relationships to place names, per Guideline 13 in the document referenced below.

Full information about predecessor/successor references may be found in the PCC Guidelines for the Application of Relationship Designators in NACO Authority Records.

All access points connected by these references must be represented by a name authority record in the LC/NAF. All authorized access points and references must be in the correct RDA form. Establish any name not yet in the LC/NAF, including those for which there are no bibliographic records. In some circumstances, research will indicate that the corporate body being established had earlier names that are not likely ever to be needed as access points in bibliographic records. If a decision is made not to create separate authority records for these earlier names, record them in the source citation along with an indication that separate records were not needed, such as "[no publications in LC database]" or "[no access point found in OCLC]."

Chain of see-also references (i.e., predecessor/successor headings):

> 110 2# $a Registered Nurses of Canadian Indian Ancestry
> 510 2# $w r $i Successor: $a Indian and Inuit Nurses of Canada
> 670 ## $a Indian & Inuit Nurses of Canada, [1986?]: $b page 1 (the first Indian
> professional organization in Canada's history; Registered Nurses of Canadian
> Indian Ancestry was formed in summer 1974 with the first meeting in August
> 1975; name changed to Indian and Inuit Nurses of Canada in 1983)

110 2# $a Indian and Inuit Nurses of Canada

510 2# $w r $i Predecessor: $a Registered Nurses of Canadian Indian Ancestry

510 2# $w r $i Successor: $a Aboriginal Nurses Association of Canada

670 ## $a Indian & Inuit Nurses of Canada, [1986?]: $b page 1 (the first Indian professional organization in Canada's history; Registered Nurses of Canadian Indian Ancestry was formed in summer 1974 with the first meeting in August 1975; name changed to Indian and Inuit Nurses of Canada in 1983) page 3 (I.I.N.C.)

670 ## $a Aboriginal Nurses Association of Canada. Healing, [2001?]: $b page 5 (in 1975, 41 nurses met in Montreal to form the Association of Registered Nurses of Canadian Indian Ancestry, with organization incorporated in 1976; in 1983, membership was extended to include Inuit and the name was changed to Indian and Inuit Nurses of Canada; in 1992, the name was changed to reflect current trends to Aboriginal Nurses Association of Canada (A.N.A.C.))

110 2# $a Aboriginal Nurses Association of Canada

510 2# $w r $i Predecessor: $a Indian and Inuit Nurses of Canada

510 2# $w r $i Successor: $a Canadian Indigenous Nurses Association

670 ## $a Healing, [2001?]: $b page 5 (in 1975, 41 nurses met in Montreal to form the Association of Registered Nurses of Canadian Indian Ancestry, with organization incorporated in 1976; in 1983, membership was extended to include Inuit and the name was changed to Indian and Inuit Nurses of Canada; in 1992, the name was changed to reflect current trends to Aboriginal Nurses Association of Canada (A.N.A.C.))

670 ## $a Canadian Indigenous Nurses Association. The Indigenous nurse, spring 2016: $b page 7 (at annual general meeting held 16-17 February 2016 in Montreal, Quebec, membership voted in favour of adopting the name Canadian Indigenous Nurses Association (CINA); name change became official 1 April 2016)

110 2# $a Canadian Indigenous Nurses Association

510 2# $w r $i Predecessor: $a Aboriginal Nurses Association of Canada

670 ## $a The Indigenous nurse, spring 2016: $b page 7 (at annual general meeting held 16-17 February 2016 in Montreal, Quebec, membership voted in favour of adopting the name Canadian Indigenous Nurses Association (CINA); name change became official 1 April 2016)

663/664 - Complex see also and see references

$a - Explanatory text (R)
$b - Heading referred to (R)
$t - Title referred to (R)

NACO participants may use the 663 field in conjunction with the see also reference structure (5XX) for multiple bibliographic identities (pseudonyms).

For more information, see Appendix 2, Pseudonyms and Multiple Bibliographic Identities.

The **664** field contains the explanatory text and the headings referred to that are required when relationships exist between a **name not established** and one or more established names that cannot be adequately conveyed by simple cross-references generated from 4XX fields in the established heading records.

664 fields are rarely used. Prefer simple cross-references (663s) over complex cross-references (664s). Consult LC's Policy, Training, and Cooperative Programs Division, Cooperative Programs and Policy Section (naco@loc.gov) before using field 664 in name or series authority records.

665 - History reference

Do not use this field. Refer to *MARC 21 Authority Format,* 665 History Reference, LC Guidelines.

667 - Nonpublic general note

The 667 field is used to give information of permanent value and general interest to catalogers. Separate 667 fields may be given in any order.

In current practice, the 667 field mainly records practical information about the use or status of the authorized access point. The record number of an undifferentiated NAR that previously covered the person is recorded here. The field may be used to record that the record is a duplicate that has been reported for deletion. Policy specialists in the PTCP, Library of Congress, frequently include "message notes" in this field in order to record the work they are doing with the record. A final use is to record a former access point that is not suitable for use as a reference on the NAR.

> 667 ## $a Formerly on undifferentiated name record: nr 94007007

> 667 ## $a Coded "provisional" because [reason for coding].

> 667 ## $a Date of birth removed from all fields per author request, [date updated].

> 667 ## $a Duplicate record, reported for deletion in favor of [LCCN] ([date]).

> 667 ## $a Substitute.
> *(This note is found on some older NARs and was used to indicate that the record was converted without a 670 field. It may be deleted when the record is revised for some other reason.)*

> 667 ## $a Non-Latin script references not evaluated.

Another purpose is to give instructions on the subject usage of the access point. Certain types of access points, for example, for specific incumbents as head of state, head of government, etc., are not suitable for use as a subject entry. Access points for geographic names (151), however, are the main topic for these notes. Name authorities for city sections include a 667 telling the cataloger that the access point is not suitable for use as a geographic subdivision. Name authority records for places that have changed names but not geographic extent may include a 667 indicating that the earlier name is not valid for use as a subject. More information on this subject treatment can be found in the Subject Headings Manual, H 432, Subject Usage Information in Name Authority Records.

> 151 ## $a Chelsea (London, England)
> 667 ## $a SUBJECT USAGE: This heading is not valid for use as a geographic subdivision.

> 151 ## $a Hong Kong
> 667 ## $a SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Hong Kong (China).

110 1# $a United States. $b President (1923-1929 : Coolidge)
667 ## $a SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Coolidge, Calvin, 1872-1933.

100 3# $a Mann (Family : $d 1644- : $c Lübeck, Germany)
667 ## $a SUBJECT USAGE: This heading is not valid for use as a subject; use a family name heading from LCSH.

Catalogers have gradually changed the application of the 667 field over time. Records in the database show any number of examples.

A past practice that should be used sparingly—if at all—is to reassure other catalogers that the new record is not a duplicate. It should be evident from the 670s and 675s on each NAR that the two authorized access points represent two different entities. If two or more access points are similar enough to cause confusion in assigning them to bibliographic records, construct a 667 note.

667 ## $a Not the same as: [data]

667 ## $a Cannot identify with: [data]

670 - Sources found

$a - Source citation (NR)
$b - Information found (NR)
$u - Uniform Resource Identifier (R)
$w - Bibliographic record control number (R)

This section is organized as follows:

Introduction and basic format
Justifying other elements
Citing the main entry (optional)
Citing the title
Citing the publication or other date
Citing the numeric/chronological designation
Citing location of data found
Citing the data
Citing bibliographic files
Citing reference sources
Citing other files or databases
Citing GEOnet and other reference sources for place names
Citing non-bibliographic sources
Citing internet resources

Introduction and basic format

The 670 field is used to justify the authorized access point and the cross-references in the name authority record. It may also contain further important information that is necessary to identify the person, corporate body, or work/expression title, or information that can be used to clarify relationships between the entity and other entities in the file.

At least one 670 field is required in each authority record. In most cases, it is necessary to create only a single 670 field, citing the work being cataloged and giving the form(s) of the name found therein. If the work being cataloged contains no information about the entity being established, the title is recorded in field 675.

In certain other cases, it will be necessary to create additional 670 fields, citing other sources where the name was found, such as bibliographic records in bibliographic utilities or in reference sources. It is not always necessary to include a 670 for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record.

A 670 is required to justify all elements of an authorized access point and references. However, it is **not** necessary to add 670 fields to justify references in the following cases:

- references justified by instructions or policy statements only, usually because the reference is derived from inverting, shortening, etc., the authorized access point or giving a substitute form of the access point;
- references made on the basis of the cataloger's awareness of different romanizations or orthographies;
- name/title cross-references derived from the work being cataloged, from other works cataloged under the same authorized access point, or from information in standard reference sources;
- references to predecessor/successor names of corporate bodies reflecting changes due to national or orthographic reform, changes in names of government bodies due to an official language change, or changes involving only a parent body to which the body being established is subordinate.

All data must be given in standard romanized form. It is understood that any romanization transcribed is the cataloger's romanization. When transcribing a romanized form found in a non-Latin script item, add after it the bracketed phrase: **[in rom.]**. In languages such 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.]** to note vocalization, as appropriate. If a cataloger chooses to provide non-Latin script variant access points, the 670 $b should contain both the non-Latin script transcription(s) found in the source and the systematically romanized form(s).

To facilitate international contribution and use of records in the authority file, when giving dates use the spelled out or abbreviated forms for months, because the U.S. practice for recording dates using numerals differs from the practice in some other countries.

Justifying other elements

Information recorded in the 046, 3XX, or 678 field of the authority record should generally be justified unless it is otherwise obvious from information recorded in subfield $a of a 670 citation or it can be easily inferred from other identifying elements recorded, including the preferred name.

For the 046 field and many of the 3XX fields, a subfield $u or subfield $v recorded in the same field may be used instead of or in addition to a 670.

The 670 field for the work cataloged, normally the first 670 in the record, contains the following elements:

> $a Title proper, imprint or other date: $b first location of data cited ([data found]) other
> location ([data found])

Citing the main entry (optional)

The main entry (i.e., the name in the 1XX field of the bibliographic record cited), formerly given as the first element of the 670, is no longer required. However, if the title is generic in nature ("Minutes," "Report," etc.) or the cataloger feels that the main entry adds pertinent information to the record, it may be included. In cases where automated tools are used to assist in the

generation of authority records, main entries may be added to 670 fields algorithmically, or non-Latin script parallel titles may be added algorithmically. Such entries may be left in place in the interest of saving time or deleted at the cataloger's discretion. *Note:* Examples of past cataloging practices can be found in the LC/NAF.

670 ## $a Hero with a thousand faces, 1949: $b title page (Joseph Campbell)

670## $a The papers of Martin Luther King, Jr., 1992-: $b volume 7, page xxv (The Martin Luther King, Jr. Papers Project; King Papers Project) book jacket (Mrs. Coretta Scott King at the King Center in Atlanta selected Stanford historian Clayborne Carson to edit Martin Luther King, Jr.'s papers; Project continues to publish definitive 14-volume set of his sermons, speeches, correspondence, published writings and unpublished manuscripts; in association with the King Estate, Stanford University and University of California Press)

670 ## $a Hamilton, Bruce. Lanes, 2017: $b container (Bellingham Chamber Music Society)

670 ## $a Actas del Primer Congreso Internacional sobre Luis Cernuda (1902-1963), 1990?: $b t.p. (O. Paz) p. 13 (Octavio Paz)

670 ## $a 한국 고대 음식 문화사 = Han'guk kodae ŭmsik munhwasa, 2020: $b t.p. (김동실 = Kim Tong-sil)

Citing the title

It is only necessary to cite the title proper; in most cases, other title information need not be given. However, if the title is relatively brief, cite it in full.

If the title is long, it may be shortened by abbreviating words or by using the 3-dot mark of omission, so long as it is complete enough for later identification in an online catalog. If the name of the entity being established is part of the title, do not omit the name. When shortening the title, do not obscure the subject area of the work.

110 2# $a Texas State Library
670 ## $a Texas. State Auditor's Dept. Audit report, Texas State library ... 1945.

670 ## $a Liste des journaux, des bulletins ... 1951: $b t.p. (Bibliothèque nationale du Cambodge à Phnôm-Penh)

Citing the publication or other date

The format for citing the date in the 670 field is governed by how it appears in the bibliographic record for the work cataloged. Generally, they will be the same. If the bibliographic record includes a non-Gregorian date, give a Gregorian date as a minimum.

Bibliographic record:
>264 #1 $a Jefferson, North Carolina : $b McFarland & Company, Inc. Publishers, $c **[2018]**

Authority record:
>670 ## $a George Orwell, **2018**: $b title page (Mark Connelly)

Bibliographic record:
>264 #1 $a Kyōto-shi : $b Benridō Korotaipu Insatsujo, $c Taishō 14 **[1925]**

Authority record:
>670 ## $a Tessai sensei ibokushū, 1925: $b colophon (Tanaka Denzaburō [in rom.])

Citing numeric/chronological designation

Multipart monographs: If the part is the first part, the date of publication may be given as an open date. If the part is subsequent to the first part, give the date of publication of the part itself, without indicating that it is an open date.

>670 ## $a Worldscope industrial company profiles, c1987- : $b v. 1, t.p. (Center for International Financial Analysis and Research, Inc.) v. 1, t.p. verso (CIFAR)

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

If the work being cataloged is:

>The verdict, vol. 2, no. 1 (Feb. 1975)

cite as:

>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])
>　　　　　*("Feb. 1975" is the chronological designation)*

>670 ## $a Studies in Confederate history, no. 1 (1966), surrogate: $b t.p. ([data])
>*Not:*　670 ## $a Studies in Confederate history, 1966, surrogate: $b t.p. ([data])
>　　　　*(issue has only a numeric designation and a date of publication)*

>670 ## $a Police administration statistics, 1972: $b t.p. (Statistics Canada, Judicial Division); 1973/74: t.p. (Statistics Canada, Judicial Statistics Division)

Citing location of data found

The 670 field for the work being cataloged records the form(s) of the name found in the piece and indicates **where** in the piece the forms are found. In these cases, add **$b** immediately after

the date. A 670 field should include the following data in $b: (1) the specific location(s) of the information found, and (2) the information found.

Generally, cite the preferred source of information first, followed, if necessary, by other sources. Regardless of whether it is the preferred source or any other source, identify the specific location within the source where the information was found. Abbreviations may be used (e.g., t.p., jkt., v. 6).

If the information comes from a specific page of a print resource or digital reproduction of a print resource, cite the page.

If the information comes from the cover of a print resource or digital reproduction of a print resource, cite the parts of the cover as:

> cover (for front cover)
> p. 2 of cover (for inside front cover)
> p. 3 of cover (for inside back cover)
> p. 4 of cover (for back cover)

For multipart resources with numbered parts, provide the designation of the part and the location within the part (e.g., v. 6, page 10; map recto, label).

The cataloger may use "etc." to avoid giving more than two locations or a sequence of locations in a print resource or digital reproduction of a print resource (e.g., "p. 316, etc.").

> 670 ## $a The complete guide to creating enduring festivals, 2015: $b t.p. (Dr. Ros Derrett, OAM) p. xi (Roslyn Derrett)

> 670 ## $a New York times, Apr. 18, 1990: $b p. B7, obit. (d. Apr. 17, 1990, Atlanta, Ga., age 64)

> 670 ## $a Kreppein, U. Spiel der Schatten, 2013: $b label (Danish String Quartet: Rune Tonsgaard Sørenson, Frederik Øland, violin; Asbjørn Nørgaard, viola; Fredrik Sjølin, cello)

> 670 ## $a Singapore periodicals index (CD-ROM) 1981-1994: $b disc label (National Library Board, Singapore)

> 670 ## $a Bluegrass generation, 2018: $b t.p. (Neil V. Rosenberg) ECIP galley (bluegrass banjoist) back cover (Professor Emeritus of Folklore at Memorial University of Newfoundland)

> 670 ## $a Presenting Tyrannosaurus rex, c1993: $b t.p. (John Acorn) p. 4 of cover (writer, scientist, dinosaur expert)

Citing the data

Give the name as it appears in full in the source being cited. If the entire preferred name appears in the title of the work cited, it is not necessary to repeat the name in parentheses. This is the **only** case where the parenthetical statement may be omitted.

> 110 2# $a Texas State Library
> 670 ## $a Texas. State Auditor's Dept. Audit report, Texas State Library ... 1945.

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 **$b** and what is extraneous, confusing, or causes validation errors and should be deleted.

If the name or information about the name appears in the same form in different locations in a single source, do not repeat this information.

If the name cited is in an inflected language but is not in the nominative case, it is not necessary to amplify the citation to "explain" this, although a mark of omission may be used to indicate that surrounding words have been omitted.

Data other than names should be given in as brief a form as possible. Summarize and edit information found as needed to avoid extraneous or repetitive information. Generally, translate data in foreign languages into English, paraphrasing or summarizing where possible. However, **do not** translate names and titles or other distinguishing terms that could be used in the 1XX field to break a conflict.

Personal names

Record all forms of the name as well as identifying information such as titles, degrees, affiliations and occupations found on the preferred source of the item being cataloged. Be selective about citing forms of the name not on the preferred source. Record only those judged to add important information about the name (such as a fuller form) or those that justify cross-references.

Cite birth and death dates explicitly whenever they appear in sources.

Do not abbreviate or translate attributes such as title of the person that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access point. Other data may be abbreviated or summarized. Generally, informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

> 670 ## $a U istokov Chernomorskogo flota Rossii, 2011: $b t.p. (А. А. Лебедев = A.A.
> Lebedev) colophon (Лебедев Алексей Анатольевич = Lebedev Alekseĭ
> Anatolʹevich)

670 ## $a Pablo Neruda e sua poesia eterna, 2004: $b p. 54 (Neftali Ricardo Reyes Bosoalto (Pablo Neruda); b. July 12, 1904) p. 59 (d. Sept. 23, 1973, in Santiago, Chile)

670 ## $a Hoops + hurdles, 1999: $b t.p. (Professor Michael Kidd)

670 ## $a Foreign bodies in the eye, 1977: $b credit frame (Doctor G. Lambert, WHO)

Corporate names and conference names

For corporate name authorities, include in the data cited all the hierarchy required to justify needed variant access points. Use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should not be recorded.

110 1# $a Durango (Colo.). $b Forestry Division
410 1# $a Durango (Colo.). $b Parks & Recreation Department. $b Forestry Division
510 1# $w r $i Hierarchical superior: $a Durango (Colo.). $b Parks & Recreation Department
670 ## $a Tree, shrub & perennial selection & care guide, 1989? $b t.p. (City of Durango, Parks & Recreation Department, Forestry Division)

110 1# $a Durango (Colo.). $b Parks & Recreation Department
670 ## $a Tree, shrub & perennial selection & care guide, 1989? $b t.p. (City of Durango, Parks & Recreation Department)

For conferences, generally record the place and date of the meeting, even if the qualifiers are not included in the authorized access point being established.

111 2# $a Congrès international de philosophie médiévale
670 ## $a Intellect et imagination dans la philosophie médiévale, 2006: $b title page (actes du XIe Congrès international de philosophie médiévale de la Société internationale pour l'étude de la philosophie médiévale (S.I.E.P.M.), Porto, du 26 au 31 août 2002)

In citations involving corporate name changes, generally cite only sources that deal with the immediately preceding and succeeding names. However, when giving information from a source that explains a history of name changes, the information may be copied to other NARs.

If the source provides no information related in any manner to the entity represented by the authority record or related entities, cite the source in the 675 field.

Justification of preceding and succeeding names is not required for:

- changes in a government body authorized access point because of an official language change;
- changes involving only a parent body to which the body being established is subordinate.

Archival materials and manuscripts

If manuscripts or archival collections are being cataloged, no "location of data" is necessary. Normally, it will be necessary to cite the creator of the collection, due to the generic nature of the "title":

> 670 ## $a Austin, W.L. Papers, 1855-1932 $b (Burnham, Parry, Williams & Co.)

> 670 ## $a Johnston, A. Papers, 1865-1948 $b (Bethlehem Iron Company; later became the Bethlehem Steel Corporation)

> 670 ## $a Fowler, A.V. Papers, 1923-1970 $b (Albert W. Fowler; Albert Wose Fowler; Quaker librarian & archivist; b. 1940, son of Albert V. & Helen W. Fowler)

> 670 ## $a Oberlin College. Office of Business and Finance. Records, 1927-1988 $b (Lewis R. Tower, appointed first business manager of Oberlin College in 1954; retired in 1971)

> 670 ## $a A guide to the ms. preserved in the Public Record Office, 1924 $b (The State Paper Office, or, as it was originally called, the Office of Her Majesty's Papers and Records for Business of State and Council, was est. by Queen Elizabeth in 1578)

Citing bibliographic files

OCLC and LC database

The format for the 670 field citing bibliographic records in OCLC or in the LC database is:

> 670 ## $a OCLC, [date of search] $b (access point: [data]; usage: [data])

> 670 ## $a LC database, [date of search] $b (access point: [data]; usage: [data])

Note: **Usage** on bibliographic records refers to literal transcriptions of the forms of name usually found in the statement of responsibility on a bibliographic record. 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 to transcribe the name **as it appeared on the publication** and not as it was formulated because of cataloging rules.

> 100 1# $a Grant, James, $d 1771 or 1772-1833
> 400 1# $w nnea $a Grant, James, $d 1771 or 2-1833
> 670 ## $a The narrative of a voyage of discovery, 1803: $b title page (James Grant, lieutenant in the Royal Navy)
> 670 ## $a OCLC, Aug. 23, 1993 $b (access point.: Grant, James, 1771 or 2-1833)

110 2# $a Asesoramiento y Gestión Económica, S.A.
410 2# $a AGECO (Firm)
670 ## $a Datos básicos sobre la evolución, 1972: $b cover (Asesoramiento y Gestión Económica, S.A.) t.p. verso (AGECO)
670 ## $a OCLC, Feb. 19, 1993 $b (access point: Asesoramiento y Gestión Económica, S.A.)

If different forms of name appear in the bibliographic records, record the access point and also any forms found, including usage identical to the authorized access point. Separate the access point from the other forms, and preface the other forms with an appropriate label, e.g., usage. Do not normally cite specific bibliographic records or the exact location of the variations found.

670 ## $a LC database, Jan. 5, 2015 $b (access point: Smith, Julius Harold, 1924-; usage: J. Harold Smith)

Minimal-level LC cataloging (MLC) records and less than fully authenticated serial records

Authority work normally has not been done for access points used in minimal level cataloging records and less than fully authenticated serial records (i.e., authentication field 042 does not contain pcc or an equivalent code). It may be necessary to reconsider the construction of the authorized access point. If the authorized access point is different, evaluate for 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 access points. However, when the information is useful, document its source in the 670 field, e.g., **MLC access point:** or **Less than fully authenticated serial usage:**

Format for MLC headings:
670 ## $a OCLC, [date of search] $b (MLC access point: [data]; MLC usage: [data])

Format for a combination of an MLC access point and a full-level access point in the same 670:
670 ## $a OCLC, [date of search] $b (access point.: [data]; MLC access point.: [data]; MLC usage: [data])

Format for less than fully authenticated serial access point:
670 ## $a OCLC, [date of search] $b (Less than fully authenticated serial access point: [data])

100 1# $a Charles, Lloyd, $d 1945-
670 ## $a Housing construction in Jamaica, 1988: $b t.p. (Lloyd Charles)
670 ## $a OCLC, May 27, 2002 $b (MLC hdg.: Charles, Lloyd, 1945-)

100 1# $a Houlihan, Diane, $d 1937-
670 ## $a United States foreign relations with China, 1987: $b t.p. (Diane Houlihan)
670 ## $a OCLC, Sept. 7, 1993 $b (Less than fully authenticated serial access point.:
        Houlihan, Diane, 1937-)

110 2# $a Barrington & Wilder
410 2# $a Barrington and Wilder
670 ## $a Barrington & Wilder Records, 1875-1910 $b (Barrington & Wilder)
670 ## $a OCLC, July 20, 2001 $b (MLC access point: Barrington and Wilder; MLC usage:
        Barrington & Wilder)

Citing reference sources

In some cases, RDA and the LC-PCC PSs require the cataloger to search reference sources beyond the resource in hand. Some examples include names written in a non-Latin script, names containing a title of nobility, and geographic names.

Further research is also needed to resolve conflicts.

When doing further research, record the information found in a 670 field and take the information into account when formulating the preferred name and the authorized access point.

You may use abbreviations when citing standard reference sources. Include a year of publication or an edition statement. Include the location of data within the resource consulted **unless** the reference source is a strictly alphabetized source, such as the *Dictionary of American Biography*, *Who Was Who*, or an encyclopedia. When using abbreviations, make sure they are generally understandable.

670 ## $a Encyc. Brit., viewed online 28 April 2020 $b (Library of Alexandria)

670 ## $a Nat. fac. dir., 1987 $b (Elizabeth Jackson Hall; Loyola University Chicago,
        Ph.D., 1976; philosophy prof., Loyola University Chicago)

670 ## $a Brockhaus, 1974 $b (under Walkenried: Zisterzienserabtei W.; founded 1127)

670 ## $a New Cath. enc. $b (Guibert of Gembloux; Benedictine abbot; b. ca. 1125; d.
        Feb. 22, 1213; became abbot of Gembloux, 1193)

670 ## $a Dict. of American biog. $b (Adolph Papageorge Falcón; b. Mar. 16, 1963,
        Corpus Christi, Tex.; A.B., Yale Univ., 1985; M.P.P., Harvard Univ., 1987)

670 ## $a Martindale-Hubbell, 1992: $b v. 6, p. IL311P (Bruce, Joseph J.; b. 1952)

670 ## $a Baker's biog. dict. of musicians, 8th ed. $b (Loewengard, Max Julius; b. Oct. 2, 1860, Frankfurt am Main; d. Nov. 19, 1915, Hamburg; German writer on music, teacher, and composer)

670 ## $a NUC pre-56 $b (Hunt, John, 1775-1848)

Citing other files or databases

If an access point is found in a manual catalog or online database, 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.

Access points found in CIP information from national libraries may be used as the authorized form as long as they are fully compatible with current policies and practices in RDA, the LC-PCC PSs, and DCM Z1.

Information such as birth dates, fuller forms of name, etc., found in CIP information may be used in NACO records (in formulating access points and/or recording as separate elements) as long as inclusion of the information is otherwise in accordance with NACO policies.

100 1# $a Freeman, Constant, $d 1757-1824
400 1# $a Freeman, Const. $q (Constant), $d 1757-1824
670 ## $a Letter from the secretary of the Navy, transmitting a statement of the expenditures and application of the moneys drawn from the treasury on account of the Navy, 1821: $b folded leaf (Const. Freeman, fourth auditor)
670 ## $a American Antiquarian Society files, Dec. 12, 1995 $b (hdg.: Freeman, Constant, 1757-1824; note: joined U.S. Army, 1st lt., Nov. 9, 1776; reached rank of col.; hon. disch., June 15, 1815; auditor of the U.S. Navy Dept.)

100 1# $a Meeker, George H. $q (George Herbert), $d 1871-
670 ## $a Biographical memoir of Edgar Fahs Smith, 1936: $b t.p. (George H. Meeker)
670 ## $a University of Pennsylvania Archives files, Jan. 21, 2000 $b (George Herbert Meeker; b. 1871)

100 1# $a Wallace, Robert J. $q (Robert John), $d 1846-1909
670 ## $a Trevor's taxes on succession, 1881: $b t.p. (Robert J. Wallace, of the Legacy and Succession Duty Office)
670 ## $a Saint Louis University, School of Law files, June 5, 1992 $b (hdg.: Wallace, Robert John, 1846-1909)

100 1# $a Richardson, Hannah White, $d 1811?-1882
670 ## $a White, J. Papers, 1796-1906 $b (Hannah White Richardson)
670 ## $a Haverford College files, May 15, 1999 $b (Hannah White Richardson; b. 1811?; d. 1882; Quaker author of spiritual works and founder and benefactor of Medical College of Pennsylvania)

Citing GEOnet and other reference sources for place names

Preferred names for places should be based on one of the databases specified in the LC-PCC PS. Provide the name of the database and the date searched in subfield $a. For names in the United States, cite GNIS. For names outside the United States, Australia, Canada, Great Britain, and New Zealand, cite the GEOnet Names Server. In subfield $b provide names given for the entity, feature designation or class (e.g., ADM1, PPL, civil) coordinates, and name of larger place if appropriate. (Other relevant information may also be provided.) For names from GEOnet, convey the name type by adding it within brackets after the name, e.g., [conventional], [approved], [short]. Repeat the brackets after each name of this type. Variant names (including non-Latin script names) may be given in a single listing as shown below. If possible, use the degree sign (not superscript zero) to show degrees, and use the mi͡agkiĭ znak (′) (modifier letter prime) for minutes and the tverdyĭ znak (″) (modifier letter double prime) for seconds. Do not cite these databases as "Geonames," which can refer to a different service. Links to gazetteers and other reference sources for geographic names may be found in [Web Resources for SACO](.).

> 670 ## $a GNIS, viewed May 5, 2016 $b (Allegany County; civil, 39°37′17″N 078°41′56″W, located in Maryland; variant: Alligany County)

> 670 ## $a GEOnet, viewed April 12, 2014 $b (Bellinzona [approved]; PPLA in Ticino, Switzerland, 46°11′43″N, 009 01′22″E; also a district of the same name in Ticino)

> 670 ## $a GEOnet, viewed May 4, 2016 $b (Taitung [conventional], Taitung County [conventional], Taidong [approved], Taidong Xian [approved]; ADM1 in Taiwan, 22°53′01″N 121°02′54″E; variants: Taidong Sian; T'ai-tung; T'ai-tung Hsien; non-Latin script: 臺東縣)

Citing 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 the 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 Email from publisher, April 3, 2016 $b (_____)

Citing internet resources

Give the title or name of the internet resource and the date it was consulted in subfield $a. Titles or names should be taken from the resource or constructed by the cataloger to best represent the site. Indicate that the resource was viewed online, if that is not otherwise apparent. In subfield $b, give the location, if appropriate, and the information found.

One of the two following constructions should generally be used to cite internet resources:

670 ## $a [Title or name] website, [date of search] $b ([information])

670 ## $a [Title or name] website, [date of search]: $b home page ([information]) about page ([information]

In the above patterns, punctuation is not prescribed.

670 ## $a Africa Cup of Nations website, May 17, 2016: $b about us page (main international association football tournament in Africa, sanctioned by the Confederation of African Football) history page (first held in 1957)

670 ## $a Family search website, Feb. 4, 2002 $b (Sarah Ann Whitney; born 22 Mar 1825, Kirtland, Ohio; died 4 Sep 1873, Salt Lake City, Utah; married Joseph Smith 27 Jul 1842 Nauvoo, Ill.; married Heber Chase Kimball 17 Mar 1845, Nauvoo, Ill.)

670 ## $a Centre for AIDS Development, Research and Evaluation website, Dec. 14, 2004: $b contact us page (Kevin Kelly, research director)

670 ## $a Free on-line dictionary of computing, Jan. 31, 2005 $b (Bill Gates; William Henry Gates III, CEO of Microsoft)

670 ## $a Advisory Committee on Gulf War Veterans' Illnesses website, July 2, 2003: $b HTML header (RAC-GWVI)

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

670 ## $a The New York times, August 2, 1996 viewed online Feb. 8, 2018 $b (Sam Aaron New York wine merchant, psychologist, died July 31, 1996)

670 ## $a The financing of American automobile manufacturing companies, 1930, via Google Books: $b t.p. (Carl Elmer Allen)

Using URLs in the 670 subfield $a is discouraged. Citing the URL is allowed in very rare cases when a title or name cannot be sufficiently determined or constructed.

Catalogers may optionally provide a uniform resource identifier (URI) in subfield $u of the 670 to link to the cited resource if it contains significant information related to the established entity that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 subfield $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 authorized access point (including additions) or variants; this information will continue to be available if the site changes or disappears. However, information found in online sources may be added to the 046 or 3XX fields with the appropriate citations in subfields $v and $u and not repeated in a 670 when that information is not used in the 1XX or 4XX. If a URI is included in a 670, it must be given in subfield $u.

> 670 ## $a Wikipedia, May 17, 2016 $b (Africa Cup of Nations; main international association football tournament in Africa, sanctioned by the Confederation of African Football, first held in 1957) $u https://en.wikipedia.org/wiki/Africa_Cup_of_Nations
>
> 670 ## $a British Oceanographic Data Centre, viewed on 23 November 2009: $b about us (British Oceanographic Data Centre, National Environment Research Council; BODC, is a national facility for looking after and distributing data concerning the marine environment) $u http://www.bodc.ac.uk/
>
> 670 ## $a YouTube, May 28, 2020 ‡b (Duo Almira: Isabel González, flute; Paula Jimenéz, bassoon) ‡u https://www.youtube.com/channel/UCsxmP4OM__OSE1lJ1PSes5g/
> *(Link in subfield $u to the duo's YouTube channel)*
>
> 670 ## $a YouTube, Jan. 17, 2014: $b Golinski Brothers, Bloody (audio only) (Golinski Brothers; Bob Golinski, guitar; Dave Harries, vocals; Will Gibbs and Alan Bines, saxophone; Ollie Crook, bass; part of the Brighton punk scene) $u https://youtu.be/i4l_SnqZ5FE
> *(Link in subfield $u to an individual YouTube video; the shorter link from the YouTube "Share" button is preferred)*

672 - Title related to the entity

$a - Title (NR)
$b - Remainder of title (NR)
$f - Date (NR)
$w - Bibliographic record control number (R)

The primary purpose of the 672 field is to document that there is a relationship between the 1XX entity and the title recorded in the 672 field.

Use of the 672 field does not negate the need to use the 670 field for the title for which the authority record is being created, nor to use the 670 fields to justify information recorded in the 1XX and 4XX such as preferred and variant forms of name.

100 1# $a Carey, Jacqueline
672 #4 $a The Crossley baby

100 1# $a De Jong, Peter $q (Peter Y.), $d 1945-
670 ## $a His Husband ... c1978: $b t.p. (Peter DeJong)
672 #0 $a Factors instrumental in female occupational status $b a comparison to factors
      instrumental in male occupational status $f 1972 $w (OCoLC)1051729

673 - Title not related to the entity

$a - Title (NR)
$b - Remainder of title (NR)
$f - Date (NR)
$w - Bibliographic record control number (R)

The 673 field may be used to record a title that is not related to the entity represented by the 1XX field in the name authority record. For example, in an authority record for a person, the 673 may be used to record the titles of works written by a different person with a similar name. The primary purpose of the 673 field is to document that there is no relationship between the 1XX entity and the title recorded in the 673 field.

100 1# $a Carey, Jacqueline, $d 1964-
673 #4 $a The Crossley baby $f 2008

675 - Sources not found

$a - Source citation (R)

The 675 field records sources in which no information is found related in any manner to the entity represented by the authority record or related entities. It is not always necessary to include in the 675 every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record.

The 675 field is not repeatable. Cite all sources in one continuous paragraph. Separate source citations with a semicolon. Use subfield **$a** before each separate source.

675 ## $a Who's who in America, 1989 ed.; $a Encyc. Britannica, 15th ed.

675 ## $a The mine explored, 1850
> *[Name being established was not given in the work cataloged; information found in OCLC WorldCat for the same and/or similar works attributed to Phillis Breay.]*

Before 2012, the 675 field was defined to include sources in which information was found to justify references from earlier or later names of an entity. LC/PCC catalogers are not required to change any existing 675 fields simply to meet the new definition.

678 - Biographical or historical data

$a - Biographical or historical data (R)
$b - Expansion (NR)
$u - Uniform Resource Identifier (R)

When supplying biographical or historical data in a 678 note field, construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.

> 678 0# $a Joseph Smith, Jr. (1805-1844) was a Mormon prophet and founder of the Church of Jesus Christ of Latter-day Saints.

> 678 1# $a The North Atlantic Treaty Organization (NATO) is a political and military alliance founded upon the signing of the North Atlantic Treaty on 4 April 1949. It has member countries from North America and Europe. Since 1999 several former Warsaw Pact countries have joined NATO including Hungary, Bulgaria, and Romania. Additional non-member countries participate in NATO programs such as the Partnership for Peace

The 678 field was previously used to preserve useful biographical/historical information pertaining to the 1XX heading when manual name and series authority records were converted to machine-readable form. When adding biographical or historical information to NARs, the 678 note field should be upgraded to contain full sentences.

7XX - Heading linking entries

These fields are used to record the authorized form of name from a national bibliography or a separate national authority file, whether or not the access point differs from the authorized access point and reference fields in the NACO authority record. The use of these fields (except 781) is limited to a National Bibliography Agency (NBA) or its authorized deputy.

> 110 2# $a Canadian Geospatial Data Infrastructure
> 670 ## $a Canadian Geospatial Data Infrastructure (CGDI) user needs assessments, 2019: $b title page (Canadian Geospatial Data Infrastructure)
> 710 26 $a Infrastructure canadienne de données géospatiales $0 (CaOONL)ncf10633721

At this time, NBA-produced authority records are those of Library and Archives Canada (LAC) and the National Library of South Africa. The 7XX serves as a means for LAC to link the English and French versions of their authority records. The British Library and the Library of Congress have both announced that they will not, at this time, create or maintain such links.

781 - Subdivision linking entry

$z - Geographic subdivision (R)

The 781 field is an optional field that NACO participants may provide in name authority records for geographic names (151). The 781 field indicates the correct form and MARC21 coding for a geographic name when it is used as a geographic subdivision in a subject heading on a bibliographic record.

NACO members wishing to use this field should consult DCM Z1 and SHM instruction sheets H 830 and H 835.

The code used in the second indicator of the 781 field is **0** (Library of Congress Subject Headings) and the subfield assignment is **z** (geographic subdivision).

> 151 ## $a Westfield (N.Y.)
> 781 #0 $z New York (State) $z Westfield
>
> 151 ## $a Westfield (N.Y. : Town)
> 781 #0 $z New York (State) $z Westfield (Town)

Not all geographic names in the LC/NAF are suitable for use as geographic subdivisions. Subject practice does not subdivide geographically below the city level.

For access points that represent geographic entities within cities, such as city sections, a 667 subject usage note should be added with the wording: "This heading is not valid for use as a geographic subdivision."

Subject practice differs from descriptive practice in using only the access point that represents the latest name or status of a jurisdiction that has changed its name or status, regardless of the time period covered. Access points for earlier names of a place are coded "**b**" in fixed field 008/15 and have a 667 subject usage note. NACO participants should not add 781 fields to these records.

Provisional Authority Records

Provisional authority records are identified in fixed fields by the presence of code **c** in fixed field 008/33 (Level of establishment).

NACO participants usually create provisional authority records in the following instances:

- The contributing library does not have the language expertise to establish the authorized access point as a fully established authority record; this would include situations where the library lacked adequate reference sources for research or where the cataloger was not confident of the correct grammatical form for the access point.
- The contributing library is unable, due to limited resources or other constraints, to complete related authority work or to determine the appropriate reference structure that is required for fully established authority records.

The Policy, Training, and Cooperative Programs Division (PTCP) is prepared to provide language expertise, etc., to NACO participants on request (coop@loc.gov), so that such records can be fully established at the time they are contributed.

Preliminary Authority Records

Preliminary authority records can be identified by the presence of code **d** in fixed field 008/33 (Level of establishment). This indicates that the access point was taken from a bibliographic record because the bibliographic resource was not available at the time the access point was established. Preliminary authority records often are created in retrospective cataloging projects.

NACO catalogers are expected to routinely upgrade NARs coded preliminary when making other modifications to the record. Because of this maintenance requirement, NACO participants are asked to contact the Policy, Training, and Cooperative Programs Division (coop@loc.gov) before embarking on projects that may result in large numbers of NARs coded preliminary being added to the LC/NACO Authority File.

Communications with the Library of Congress

Communications with LC are sent by the institution's NACO liaison or funnel coordinator via email. There are two general categories of queries:

1) Reporting bibliographic file maintenance (BFM). If a newly created authorized access point affects LC bibliographic records, the institution's NACO liaison or funnel coordinator communicates this using the naco@loc.gov mailbox. As of December 2003, routine changes to existing access points do not require BFM notification. Guidelines for reporting NACO BFM are available online.

See Appendix 1 for more information on BFM reporting requirements.

If BFM is required, the text of the email will be as follows:

The following new NARs will require BFM at LC:

010 ## $a nr 93018463
100 1# $a Kim, Chong-man

010 ## $a nr 93018472
100 1# $a Kaush, Muhammad

010 ## $a no 93002846
100 1# $a Aghaiev, Einulla

010 ## $a no 93002857
100 1# $a Hubbes, Harald

The following updated NAR will require BFM at LC:

010 ## $a n 85018375
100 1# $a Marti, F. $q (Felix)

2) Reporting duplicates (e.g., duplicate LCCNs)

Include both authority record LCCNs in the email.

Other communications include:

a. Questions arising out of the general course of business.
b. Updating contact information (e.g., changes in contact information and email addresses, or additions to the PCC list).

Additions and Changes to Authority Records

General information

The need to alter a record already in the LC/NAF is almost as common as the need to create a new authority record. New information regarding a name may be received in various ways (e.g., new cataloging, investigation in response to a query) and may prove significant enough to add to an existing authority record.

Clearly, there are numerous instances in which authority file maintenance is necessary and encouraged. Some commonly recurring situations are described below.

Though a significant percentage of name authority records within LC/NAF have been coded as RDA descriptions (i.e., 008/10 = "z" and 040 $e = "rda"), this transition is by no means complete. Name authority records based on earlier content standards must be re-coded for RDA at the first instance of use.

Normally, a new cross-reference or a change in access point(s) must be justified by the addition of new information to the authority record. Many other types of data may be added to the authority record when considered useful for proper identification and disambiguation.

Change an authority record when errors in an authorized access point or in cross-references are discovered. When the published work for an item cataloged through the CIP program shows a change in the form of name of a person, corporate body, or preferred title, change the authority record; add the published source after the CIP source in the same 670 field in order to document the change. Changes in the citation of the work cataloged, such as date of publication, title proper, or choice of access points, do not require changes to authority records created for CIP items.

> 670 ## $a … $b ECIP (M.R. King; Dept. of Biomedical Engineering, Cornell University) galley (Michael R. King) book t.p. (Michael R. King)

Generally, do not add or take away any information in authorized access points (1XX) coded RDA unless there is a clear error, the addition/removal is called for by RDA instructions or LC/PCC policy statements, or the change is requested by a living author or entity. The purpose of this practice is to minimize the amount of bibliographic file maintenance necessary in library catalogs worldwide if authorized access points were routinely changed.

However, when a cataloger encounters a typo or inaccurate information in the 1XX, the cataloger is then encouraged to make any additional changes necessary to bring the entity description into accord with current NACO practice. In addition, if a personal name access point has an open birth date or an open death date and a death date or birth date becomes available, the authorized access point may be updated to close the dates. (Do not add dates to an access point that lacks dates unless necessary to break a conflict.)

Generally, in the interest of timeliness and the spirit of cooperation, it is expected that if a cataloger finds an error in an authority record he or she is responsible for fixing the error(s) and

reporting BFM as needed. If the error is a repeated error and shows a pattern of misunderstanding of an instruction or "best practice" or is complex and may require extensive research, etc., in order to resolve, the NACO liaison may contact the liaison at the library listed in the 040 $c or $d of the NAR. A listing of NACO liaisons by institution is available on the NACO website.

While information may not generally be added to an authorized access point, the cataloger may add cross-references as well as additional attribute information as justified by RDA instructions, LC/PCC policy statements, and the Descriptive Cataloging Manual. In some cases, additional 670 fields to justify such additions or changes may be necessary.

Generally, do not change or edit 670 fields on existing name authority records, nor should the sequence of 670 fields on existing NARs be altered. When necessary to justify new or additional attribute information within name entity descriptions, add 670 fields following those already in the record.

Exception: If a NACO cataloger encounters typos or inaccurate information/transcription data based on consulting the source cited in the 670, the cataloger should correct such typos or errors in pre-existing 670 fields.

Additions and changes are governed by the same guidelines used for creating original authority records (i.e., RDA, the LC/PCC policy statements, and the Descriptive Cataloging Manual).

Training status

If the member is in training status, changes are reviewed by the reviser just as they are for newly created NARs.

NACO participants are required to revise the **entire record** so that it reflects current practice. This includes examining and making necessary adjustments to the fixed fields (008/10 - Descriptive cataloging rules; 008/29 - Reference evaluation; 008/33 - Level of establishment) and variable fields.

Independent status

After independent status is granted to an individual NACO contributor, updated records no longer have to be approved.

In some cases, depending upon individual workflows and the number of name authorities created, enhanced or edited by NACO trainees, some trainees may be granted independence in some but not all name authority categories. For instance, trainees may be granted independence as personal name contributors before they are able to independently contribute corporate body names or series authority records.

Earlier Name Authority Records in the LC/NAF

Evaluating form of name in the 1XX

If an authorized access point that is not coded RDA is found in the LC/NAF (RDA: descriptive cataloging rules fixed field **008/10 = z** and **040 $e = rda**), reevaluate the authorized access point based on the work-in-hand and other sources. Determine the RDA authorized access point and which of the following cases applies:

- RDA authorized access point would match the earlier 1XX
    - If the RDA authorized access point would be the same as the earlier 1XX, make changes in the record so that it is fully in accord with current NACO policy.
    - Change the fixed field for Descriptive cataloging rules (008/10) to **z** and insert 040 **$e rda**.
- RDA authorized access point would not match the earlier 1XX
    - Enter the RDA authorized access point in the 1XX field.
    - Change the existing 1XX to 4XX and add subfield **$w nne** or **$w nnea**, as appropriate.
    - Make necessary changes to the record so that it is fully in accord with current NACO policy.
    - Change the tags and other codes as necessary. Change the fixed field for Descriptive cataloging rules (008/10) to **z** and insert 040 **$e rda**. Evaluate and adjust the cross-references to reflect RDA practice and code the fixed field for Reference evaluation (008/29) appropriately.

In either case, after recoding to RDA, the record may be enhanced with additional attributes (e.g., 046, 3XX fields) to further describe the entity.

Cancellation of Name Authority Records in the LC/NAF

Occasionally, a record in the LC/NAF should be deleted. Most commonly an authority record is canceled because it is found to be a duplicate.

There are no specific guidelines for handling duplicates. NACO catalogers are encouraged to make the determination as to which NAR should be canceled and report this to their LC liaison. Generally:

- Prefer to keep a heading that has been coded for RDA over one coded AACR2 or coded for earlier rules.
- If both NARs are coded for AACR2 or RDA, prefer the heading that contains more information (e.g., dates, fuller form of name).
- If both headings are identical, prefer the one with the more complete set of information citations (670s) and references, 046 or 37X fields.
- If all things are equal, pick either one. Do not agonize over the choice!

In any case, useful information from the NAR being canceled is transferred to the NAR being kept. Only LC can cancel duplicates, but the NACO Program relies on independent NACO catalogers to recommend which heading should be kept in order to make the process more efficient. Unless there are other factors involved, the assessment of the NACO cataloger will generally be accepted by LC.

When a record is found to be a duplicate and the information has been transferred to the record to be retained, send an email to naco@loc.gov with the following information:

> [LCCN]: deleted

> [LCCN]: retained

The cancellation itself can only be done by LC.

Deletion of a record in the OCLC review files

It may occasionally be necessary to delete records input into an institution's OCLC review or save files when duplicates are found for these name authority records. For instructions describing how to delete records from these files, consult the documentation provided by the utility. Do not report records deleted from the save or review files to the Library of Congress.

Undifferentiated Personal Name Authority Records

Under current RDA NACO guidelines, undifferentiated authorized access points for personal names are no longer allowed in the LC/NAF. Each bibliographic identity should be identified by a separate name authority record. As NACO catalogers encounter information that may help separate some or all of the individual name entities included in legacy undifferentiated name authority records, they are instructed to create new name authority records for them. RDA allows a greater range of additions to preferred names to create differentiated access points. This procedure is described in full in DCM Z1 (008/32).

Undifferentiated name authority records can be identified by code "**b**" in 008/32 (Name) and by multiple pairs of 670 fields as in the following example.

> 100 1# $a Stewart, John
> 667 ## THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS UNDIFFERENTIATED
>   RECORD HAS BEEN HANDLED FOLLOWING THE GUIDELINES IN DCM Z1 008/32
> 670 ## $a [Editor of The Best of Tracks]
> 670 ## $a The Best of Tracks, 1975 (a.e.) $b cover (John Stewart, editor)
> 670 ## $a [Author of Of no fixed abode]
> 670 ## $a Of no fixed abode, 1975: $b t.p. (John Stewart) jkt. (lecturer in soc. admin.,
>   Univ. of Lancaster)
> 670 ## $a [Author of Ulster D.V.]
> 670 ## $a Ulster D.V., 1972: $b t.p. (John Stewart) introd. (former missionary; pastor,
>   Woodvale Meth. Church, Belfast)
> 670 ## $a [Subject of The missionary power]
> 670 ## $a The missionary power, 1827 (subj.) $b t.p. (John Stewart)
> 670 ## $a [Editor of Made for television]
> 670 ## $a Made for television, 1985: $b t.p. (John Stewart) p. iv (Television access
>   officer at the British Film Institute)
> 675 ## $a WW Aus, 1975; $a Allibone; $a Lanman, C. Biog. annals of civil govt. of U.S.,
>   1876; $a Hough; $a Drake; $a WwasW in Amer., 1607-1968; $a Academic
>   WW, 1973-74; $a Commonwealth univ. yrbk., 1974; $a WW, 1970, 75

If a NACO contributor needs to use an access point for a person whose preferred name matches that on an undifferentiated name record, the access point must, of course, be differentiated with an addition such as date, fuller form of name, or occupation. If the desired access point represents a person who is one of the identities on an undifferentiated name record, the 670 fields for that identity must be removed from the undifferentiated name record at the time a new NAR is created.

4XX and 5XX Fields

Cross-references in 4XX and 5XX fields on existing LC/NAF records may be added, deleted, and/or modified under the same guidelines as for creating new records. Changes may be made for various reasons, including:

- deleting a 4XX/5XX field because it is no longer appropriate,
- modifying a 4XX/5XX field in order to reflect new information or make a correction,
- adding a new 4XX/5XX field because new information has been encountered.

Many modifications to 4XX/5XX fields will also necessitate the addition of 670 fields. Generally, do not remove/delete 4XX variant access points from existing name authority records. Variant access points in non-Latin scripts should be ignored by catalogers who are not qualified to maintain them.

When adding or adjusting 4XX/5XX fields on a name authority record, remember that the whole record must be brought up to date with current NACO policy. Examine and, if necessary, adjust all 4XX/5XX fields in the record. Code the Reference evaluation fixed field (008/29) appropriately.

In most cases, 5XX fields in AACR2 records use "simple" linking relationship codes (e.g., **$w a** = earlier name, **$w b** = later name, etc.). These should be updated to follow the [PCC Guidelines for the Application of Relationship Designators in NACO Authority Records](#) by using 5XX fields with subfield **$w r** to represent the presence/use of an RDA relationship designator in subfield $i.

LC/PCC catalogers are reminded that when a variant access point (400) and an authorized access point (100) are in conflict an addition should be made to either the 400 or 100 to resolve the conflict (e.g., fuller form of name, period of activity, etc.). When catalogers encounter a variant form in a 500 field in the course of updating an authority record, they should resolve the conflict and change the field to a 400. (Under AACR2, the conflict between an authorized access point and a variant access point in a different record could be resolved by tagging the variant access point with field 500. This practice was discontinued when RDA was implemented, but examples of the AACR2 practice still can be found in the LC/NACO Authority File.)

670 - Source data found

Add new 670 citations to an existing name authority record in the following two situations:

1. Additions or changes have been made to the record, and the changes need to be justified.
2. Important new information is found about an entity that warrants inclusion

Procedure

Apply the guidelines in the section on the 670 field for new authority records in formulating additional 670 citations.

Generally, do not change the order of the existing 670 fields already cited in the record. List new 670 fields after those already given. Existing 670 fields should not be modified, except to correct catalogers' typos, to clarify information that may be needlessly confusing, or to include additional entity attribute information (e.g., fuller form of name, date information, place of birth/death, etc.) encountered when consulting the same resource.

Do not routinely delete 670 fields already cited when the addition of new 670 fields makes the earlier ones irrelevant.

For the updating of undifferentiated personal name authority records, follow the guidelines in this manual and in DCM section Z1 (008/32).

Appendices

Appendix 1:
Identifying LC Bibliographic Records in OCLC and Reporting Bibliographic File Maintenance (BFM)

General

When doing authority work, NACO libraries are required to notify LC of bibliographic file maintenance (BFM) for LC bibliographic records that is generated by certain categories of authority work.

"Database of entry," "Realm of conflict," and BFM

"Database of entry" and "Realm of conflict" are used interchangeably to indicate the file against which searching and cataloging is being done.

In constructing authorized access points, variants, and recording information, NACO participants may make use of all bibliographic records on the file against which the searching and cataloging is being done. For NACO catalogers who use OCLC or SkyRiver as their NACO node of contribution, this means that *all* bibliographic records in OCLC or SkyRiver *may* be considered a part of the "Database of entry" or "Realm of conflict." For NACO catalogers at LC, the "Database of entry" or "Realm of conflict" is the LC bibliographic file alone.

In the interest of uniformity and equity, NACO catalogers working in OCLC or SkyRiver may choose to consider LC bibliographic records alone as the "Database of entry" or "Realm of conflict" in constructing NACO authorized access points, variants, and recording information.

Regardless of what file is considered the "Database of entry" or "Realm of conflict," all NACO catalogers have an obligation to take BFM into account when it impacts LC bibliographic records in the course of NACO work. Some categories of BFM are considered "non-reportable" and are detected through machine validation; other categories of BFM require reporting by the NACO cataloger to the Library of Congress. See below for more information on these categories of BFM.

Identifying LC bibliographic records

LC bibliographic records may be accessed through the LC OPAC or through OCLC or SkyRiver when taking required BFM into account. This is the easiest method for identifying LC bibliographic records.

LC bibliographic records include both "current" records (LC bibliographic records that have been input/imported and issued by LC) and retrospective records (LC bibliographic records that have been input by libraries other than LC). The phrase "LC cataloging" is used to refer to the following categories of cataloging:

1. cataloging done by LC itself (original cataloging);

2. cataloging done by LC that has been input by libraries other than LC;
3. cataloging done by other agencies at the "LC level" and issued/distributed by LC (some done under the Program for Cooperative Cataloging; cataloging done under the National Coordinated Cataloging Program; older cooperative cataloging; or CONSER (certain levels of authentication));
4. LC copy cataloging (LC use of cataloging done by other libraries).

Note that because of OCLC's merge process, the iteration of a record for LC cataloging residing in the OCLC database may not equate, data element for data element, to the iteration of the same record residing in the LC catalog. For example, the former may contain call numbers and subject headings from classification and subject heading systems not used by LC. In addition, access points may have been changed by member libraries in the bibliographic utility.

Over the years LC has engaged in many cataloging programs, and it is thus impossible to define the LC catalog by a succinct and easily followed formula. In defining that catalog as a subset of the OCLC database, different approaches for monographs and serials are required. For monographs, it is necessary to key on the values in the cataloging source (MARC 21 008/39 - Srce). For serials, the key is in the authentication codes in the 042 field and the code for language of cataloging in subfield **$b** of field 040.

Monographs

The cataloging source (MARC 21 008/39) fixed field contains one of the following four values:

> \# - National bibliographic agency
> c - Cooperative cataloging program
> d - Other
> u - Unknown

When the cataloging source is blank, other clues are needed to distinguish LC cataloging from that of other national bibliographic agencies. When the cataloging source is "**c**," cataloging done up until 1996 may be assumed to be LC-related cataloging, i.e., there are records in LC's catalog that are candidates for BFM. Beginning in 1996, cataloging done with cataloging source "**c**" requires other clues to determine if the record resides in LC's catalog. When the cataloging source is "**d**," other clues are needed to determine if the record resides in LC's catalog. Ignore records containing cataloging source "**u**."

    a. Cataloging source is "#" (blank). When cataloging source is "#," any record containing "DLC" or any of its permutations (slash, hyphen) in any subfield of field 040, either alone or in combination with another library's [MARC organization code](#), is a candidate for BFM. Some examples include:

> 040 ## $a DLC
> 040 ## $a DLC-R   [code used for input via RLIN21]
> 040 ## $a DLC/ICU
> 040 ## $a IU/DLC
> 040 ## $a DNLM/DLC   [beginning summer of 2000-]

b. Cataloging source is "c." When cataloging source is "**c**," cataloging done prior to 1996 is LC-related and the record is a candidate for BFM. Older cataloging contains the name of a library or the name of a library followed by "/ICU" in **$a** of field 040. LC had cooperative programs with both the National Library of Medicine and the Government Printing Office that used cataloging source "**c**." From 1983 through 1987 LC had various collaborative programs with Harvard, the University of Chicago, and the University of Illinois. 040 $a illustrates these conditions as follows:

      040 ## $a [Name of library]
      040 ## $a [Name of library]/ICU
      040 ## $a DNLM/DLC   [until summer of 2000]
      040 ## $a DGPO/DLC   [until December 2002]
      040 ## $a MH
      040 ## $a ICU
      040 ## $a IU
      040 ## $a IU/DLC

In 1988-1996 cataloging source value "**c**" was used to indicate records created through the National Coordinated Cataloging Program. The libraries in that program worked directly in LC's system; therefore, those records reside in LC's catalog regardless of whether LC has used them or not, and they are therefore candidates for BFM. In December of 1991 the 042 code "lcnccp" began to be used to identify the records in this program. Bibliographic records containing that code and the following MARC organization codes in subfield $a of field 040 are candidates for BFM:

      040 ## $a CtY [Yale]
      040 ## $a CU   [University of California at Berkeley]
      040 ## $a ICU [University of Chicago]
      040 ## $a InU [Indiana University]
      040 ## $a IU   [University of Illinois]
      040 ## $a MH [Harvard]
      040 ## $a MiU [University of Michigan]
      040 ## $a MoSU-L [Saint Louis University School of Law]
      040 ## $a TxU [University of Texas]
      040 ## $a DLC/UPL [NCCP library working in LC system upgrades LC in-process or MLC
               record; "UPL" = code of upgrading library]

The Program for Cooperative Cataloging began in 1996. These records can be identified by the code "pcc" in field 042. LC use of these records is indicated by the presence of DLC in a subfield **$**d in field 040; these LC-used records are candidates for BFM.

      040 ## $a [MARC code] $c [MARC code] $d DLC [Library of Congress]
      042 ## $a pcc

*c. Cataloging source is "**d**."* LC use of records created by other libraries is indicated by codes in field 042 as follows; these LC-used records are candidates for BFM:

> 040 ## $a [MARC code] $c [MARC code] $d DLC [Library of Congress]
> 042 ## $a lccopycat
> 042 ## $a lccopycat-nm
> 042 ## $a lcderive

Note that multiple codes can appear in this field, e.g.:

> 042 ## $a lcode $a lccopycat

Serials

All records with an 042 field are candidates for BFM *except*

a) those containing solely an "x" code in 042 (e.g., "xlc");
b) those with 040 **$b** = fre.

Reportable and "non-reportable" BFM

Once all LC bibliographic records affected by NACO work have been identified, a decision needs to be made regarding BFM notification to LC.

As of December 1, 2003, NACO participants have fewer categories of BFM that must be reported directly to LC (naco@loc.gov), thanks to the expanded usage of automated reports generated by the bibliographic utilities. BFM can be divided into two major categories: "Non-reportable BFM" and "Reportable BFM."

Please consult Guidelines for reporting NACO BFM for more information on the differences between "Non-reportable BFM" and "Reportable BFM." When in doubt, it is always a good policy to report BFM directly to naco@loc.gov.

The NACO site also contains a useful FAQ on headings found in the LC Online Catalog labelled "[from old catalog]".

Appendix 2:
Pseudonyms and Multiple Bibliographic Identities

Individuals can use more than one name. In authority terms, a distinction must be made between different forms of one name associated with one bibliographic identity and one individual and different names associated with more than one bibliographic identity for one individual.

RDA 9.2.2.5 addresses the situation of different forms of one name and one bibliographic identity and one individual.

RDA 9.2.2.8 addresses the situation of different names associated with more than one bibliographic identity for one individual. Different bibliographic identities may use pseudonyms for identification.

Although RDA itself does not make a distinction between bibliographic records and authority records, RDA 9.2.2.8 does consider a bibliographic identity to be unique. NACO application of RDA 9.2.2.8 requires a separate authority record for each bibliographic identity.

Two complicating factors must also be considered:

1. An individual may have more than one identity, but resources created under one or more identities may not be reflected in bibliographic records. In this case, the missing identity is not considered to be bibliographically important, and generally there will not be a name authority record to represent the identity.
2. Under AACR2, the cataloging code used prior to RDA, a distinction was made between bibliographic identities for contemporary individuals and bibliographic identities for non-contemporary individuals. Also, authority treatment for individuals with more than one bibliographic identity could vary, depending on the discipline associated with the individual. Under RDA and the LC-PCC PSs, diverging practices from AACR2 have been consolidated into one standardized policy.

At the time of PCC RDA implementation in 2012, a [LC/PCC practice for creating NARs for persons who use pseudonyms](#) procedural document was created by the Policy and Standards Division (now the Policy, Training, and Cooperative Programs Division) at the Library of Congress to support the new standardized policy. Although the intention at the time was to incorporate this document into official NACO documentation, that has not happened, and it remains the sole source of guidance and examples for authority records for persons with multiple bibliographic identities, outside of LC-PCC PS for 9.2.2.8, which actually references the [LC/PCC practice for creating NARs for persons who use pseudonyms](#) procedural document.

Appendix 3:
Obsolete Conventions for Punctuation, Spacing, Abbreviations

Note: **These guidelines are retained as historical information and for understanding information already present in 670 fields. Style and punctuation are no longer prescribed as of the 1996 revised DCM Z1.**

Follow the date or edition statement of the source with a colon if the next element is the first unit of location. The date is followed by no punctuation if the next element is in parentheses. If an open date ending with a hyphen is being transcribed, follow it by a single space before the colon (e.g., 1909- :).

Do not use brackets around numbers for unnumbered pages, volumes, etc., nor around dates of publication.

Information taken from the source cited in the 670 is enclosed within parentheses in subfield $b.

Use a single space and no punctuation to separate the various locations and data. Exception: use a semicolon to separate information cited from different issues of a serial.

Give citations of the name in full, but abbreviate other words liberally whenever the context makes the meaning clear.

> 670 ## $a Looking at America's canyons, c1983: $b t.p. (P. Jonathan Phillips) cover p. 4 (Geology Dept. Chair, Univ. of British Columbia)

> 670 ## $a Police administration statistics, 1972: $b t.p. (Statistics Canada, Judicial Division); 1973/74: t.p. (Statistics Canada, Judicial Statistics Division)

> 670 ## $a The History of the Dakota Presbytery of the Presbyterian Church in the United States of America, 1892: $b t.p. (Presbytery of Dakota) p. 3 (org. 1844)

> 670 ## $a OCLC, Sept. 24, 2001 $b (hdg.: Harris, John Lowrey, 1953- ; usage: John Lowrey Harris)

> 670 ## $a Telephone call to author, June 12, 2005 $b (Christopher C.L. Murphy, b. Aug. 19, 1948)

Appendix 4:
Joining the NACO Program

Institutions that wish to contribute authority records to the LC/NAF are welcome to apply for membership in the Program for Cooperative Cataloging (PCC). The steps below outline the typical sequence of events leading to NACO membership. Procedures for forming a funnel project or joining an existing funnel project are similar. For additional information about membership in the PCC and its component parts, including NACO, consult: Program for Cooperative Cataloging

Initial contact:

- Prospective institution expresses interest in NACO participation.
- Prospective institution submits a NACO Application through the PCC Directory.
- PTCP staff members review the application and forward it to the PCC Steering Committee for consideration.

Once approved by PCC Steering Committee:

- PTCP staff members work with the new institution to schedule mandatory NACO training.
- NACO training can be done on-site with a NACO trainer. Traditionally, on-site training takes five full days.
- Although NACO training itself is at no cost, the institution assumes the responsibility to fund the trainer's travel, lodging, meals and per-diem expenses
- Online NACO training workshops are offered twice a year by PTCP staff. Online NACO workshops last 4-5 weeks, with approximately 6-8 hours per week of hands-on work (including mandatory attendance at seven two-hour webinars)

Connecting the institution to various services:

- PTCP staff assist the institution with:
    - Databases and mailing lists
    - NACO node authorizations
    - MARC Organization Codes
    - PCC Directory

After NACO training:

- Institution undergoes NACO review
- NACO reviewer mentors with the institution in the review phase
- NACO reviewer grants NACO independence (often in stages)

Appendix 5:
PCC Directory, NACO Statistics, and NACO Membership

The PCC implemented a membership directory in 2018. The PCC Directory was created to partially shift the bureaucratic maintenance of the NACO Program (and other PCC programs) from the Policy, Training, and Cooperative Programs Division at the Library of Congress to individual NACO institutions.

The NACO Program requires considerable behind-the-scenes maintenance. Shrinking resources at the Library of Congress have meant more work for fewer people (interesting fact: in 2004, the PCC Secretariat, the section at the Library of Congress that supports NACO operations, had over 20 staff members to support 500 NACO institutions in the program at the time; in 2020, the PCC Secretariat has 4 staff members to support close to 1000 NACO institutions in the program).

NACO operations for recording and distributing statistics, running PCC elections, and maintaining NACO contact lists were all separate activities and required considerable work hours to maintain.

With the PCC Directory, individual NACO institutions have a profile with a contact person at the institution who can report and maintain NACO statistics, vote in PCC elections, and keep membership information up to date.

When an institution joins the NACO Program, the NACO application is submitted through the PCC Directory, creating a preliminary profile. Once the NACO application is approved by the PCC Steering Committee, the profile is activated, and the institution assumes the responsibility to maintain the profile in order to keep membership in the program active and current.

There is more general information on the [PCC Directory](#) on the NACO website, along with information on the responsibilities of NACO institutions in [maintaining their PCC Directory profile](#), [voting in PCC elections](#), and reporting [NACO statistics](#).