

Update Information  
2016 Update Number 3

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	Introduction. Replace.
Z1	Name and Series Authority Records	008/32 – Undifferentiated personal name. Revised to include 670 fields information. Replace.
Z1	Name and Series Authority Records	1XX – Headings. Revised to reflect PCC series practices under RDA. Replace.
Z1	Name and Series Authority Records	374 – Occupation. References to LC-PCC PSs added. Replace.
Z1	Name and Series Authority Records	380 – Form of Work. Revised for consistency. Replace.
Z1	Name and Series Authority Records	670– Source Data Found. New section on format added, and existing sections reorganized. Instructions on automated authority generation programs and citations revised. Replace.
Z1	Name and Series Authority Records	672 – Title Related to the Entity. Replace.
Z1	Name and Series Authority Records	673 – Title Not Related to the Entity. Replace.
Z1	Name and Series Authority Records	675– Source Data Not Found. Revised for consistency. Replace.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Supplement to the MARC 21 Format for Authority Data	672 Title Related to the Entity	Subfield \$0 instruction deleted. Replace.
Supplement to the MARC 21 Format for Authority Data	673 Title Not Related to the Entity	Subfield \$0 instruction deleted. Replace.

## INTRODUCTION

These instructions address the creation and update of name and series authority records (NARs and SARs). They do not address subject authority records. For the purposes of this document, “authority record” applies to both name and series authority records. “Authority file” applies only to the name and series authority records that constitute the LC/NACO authority file (LC/NAF).

LC staff members and libraries participating in the Name Authority Cooperative (NACO) component of the Program for Cooperative Cataloging (PCC) contribute records to the authority file.

In constructing authorized access points, variants, and recording information, NACO participants and LC catalogers not working in the LC Database may make use of all records in the file against which the searching and cataloging is being done: OCLC, British Library, SkyRiver, etc. NACO participants may choose to use only LC records found in the file being searched. For LC catalogers working in the LC Database, the file is the set of records comprising the “LC database” (see the 670 section of this document). In this document, “database” refers to whatever file is being used for searching and cataloging.

Use this document (DCM Z1) in connection with RDA: Resource Description and Access, *Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)*, and other sections of the *Descriptive Cataloging Manual (DCM)*. This document supplements the MARC 21 Format for Authority Data and generally does not repeat information found in the format. The examples are given in MARC 21 style; an exception is the use of a blank space before and after the delimiter/subfield code combination. The symbol “#” represents a blank in an indicator position; the symbol “\$” is used for the delimiter.

This Introduction covers the following topics:

- Name authority records (NARs)
- Series authority records (SARs)
- Justification of access points and elements
- NACO normalization
- Should an SAR be made?
- How many SARs should be made?
- Series Statement appears only on ECIP data view at galley stage
- Searching series

### Name authority records (NARs)

A name authority record has the following basic contents: 1) the authorized access point (MARC 21 field 1XX), 2) the sources for justification of the authorized access point, including

additions that are part of the authorized access point, variant access points, some identifying elements, and 3) any related access points used to express relationships (MARC 21 fields 4XX/5XX). Additional information may be recorded in fixed fields (008) and in note areas of the authority record (MARC 21 fields 667, 675 or 678). Optional MARC fields such as 046 and 3XX may also be given. Control data and content designation are also included for proper identification and manipulation of the data.

NARs are not made for personal names when the only clue to the person's identity is a nonalphabetic or nonnumeric device, topical subject headings, or geographic features. Under RDA, a name may be used and an authority record may be created for entities that were formerly only used as subjects such as, family names, fictional characters and non-human entities (e.g., animals) when these purport to be responsible for the creation of, contribution to, etc. a work or expression.

Generally, make a name authority record for any person, corporate entity (including geographic), or family name that may be used as an access point in a bibliographic record, whether the name is actually first used as a descriptive or subject access point. Under certain LC workflow procedures, e.g., Minimal Level Cataloging, an authority record may not be created for every access point assigned.

NACO libraries are not obligated to contribute authority records for every access point generated by their cataloging. However, any NAR contributed to the LC/NAF must have all necessary elements of the access point established in the following cases:

All bodies that are part of an established hierarchy; e.g., when establishing a corporate entity that is entered subordinate to its parent body, the parent body must also be established. In other words, if an NAR for the parent body or an intervening subunit is not present in the LC/NAF, it must be established. This means that more than one NAR will be created for the LC/NAF, and some of those authorized access points may not be used in bibliographic records.

All bodies added to the NAR to reflect a relationship with the 1XX ; e.g., if an entity is entered independently and a variant form is given through a higher body or bodies, the higher body/bodies needs to be represented in the authority file as well. Thus, catalogers may need to create other NARs in addition to the one needed for use in the catalog even if that name is not used on a bibliographic record.

All names and corporate bodies used in a related entry (5XXs) must also be represented in the authority file. For example, when establishing a name for an author who uses a pseudonym, or a corporate authorized access point representing an earlier and later change of name, the cataloger will need to connect the authorized access point by means of see also references. In order to avoid blind references, the cataloger will need to make sure that the corresponding authorized access point is established.

Jurisdictional names used as additions to a 1XX must also be established before they can be used. For example, when using the name of a city as a qualifier for a corporate body, the city must be represented in the authority file.

Certain elements of a name/title access point must also be established; e.g., when an

NAR for the conventional collective title “Works” is created under an author who is not established in the LC/NAF, an NAR for the author must be contributed as well.

Additional guidelines for the creation of titles of works or expressions are listed below:

For titles or name/titles, an authority record is often made when one or more of the conditions listed below applies. Apply these criteria to each element of the full access point (main title, language, part, etc.) and make a separate authority record for each element that meets the criteria.

- (1) a reference will be traced on **that** authority record; or,
- (2) research done to establish that authorized access point must be recorded; or,
- (3) the authorized access point is needed for a related work access point or subject entry and the related work is not represented by a bibliographic record in the LC database, or, for serials, by a CONSER record in OCLC; or,
- (4) certain information needs to be recorded, e.g., citation title for a law.

Note: Currently, authority records are **not** automatically created for each element of a authorized access point for a work or expression, e.g., when creating a name/title NAR for an expression record such as: Queneau, Raymond, \$d 1903-1976. \$t Fleurs bleues. \$l English it is not necessary to create an NAR for the work record: Queneau, Raymond, \$d 1903-1976. \$t Fleurs bleues.

LC/PCC catalogers may contribute name authority records for works or expressions as needed for cataloging.

Authority records for works and expressions may also be created even if none of the four criteria listed above applies, e.g., when considered important to record identifying elements in 3XX fields.

An authority record for a name/title or a title access point is not required when the preferred title of the work and the title of the expression manifested are the same or would be the same due to normalization. An authority record may be created for these expressions but 4XXs that represent the original work should not be added regardless of whether they are represented by existing NARs or 1XX/245 combinations.

*Example:*

```
100 1# $a Allende, Isabel. $t Eva Luna. $l English
BUT NOT
400 1# $a Allende, Isabel. $t Eva Luna
```

*(Variant not added because that form represents the authorized access point for the work)*

*LC music cataloging practice:* As of August 16, 1999, authority records are created for ALL title and name/title headings. When a name/title see also reference needs to be made, make an authority record for the name/title referred from if such a record had not been made in accordance with the above guidelines.

*Series authority records (SARs)*

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

*PCC series practice:* Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

Creation of series authority records is optional for PCC libraries, but any series that is traced in a PCC bibliographic record (8XX field) must be supported by a series authority record. For record-keeping purposes, it is recommended that series authority records be created whenever a PCC library decides to class together an analyzed numbered series or multipart monograph, whether or not the series is traced in bibliographic records.

A series-like phrase record also can be made to record information of general interest or application, e.g., the 1XX in the record is an imprint rather than a title.

A series authority record has the following basic contents: 1) type of series code (i.e., monographic series, analyzable multipart item, a serial other than a monographic series, series-like phrase), 2) form of authorized access point, 3) series treatment (classification, analysis, and tracing), 4) series numbering, 5) an LC call number, if classified as a collection, 6) place of publication and publisher/issuing body, 7) the source(s) on which the form of series authorized access point is based, 8) cross references leading to the authorized access point from variant forms and from/to related authorized access points. Additional information may be recorded in fixed fields and in note areas of the authority record. Control data and content designation are also included for proper identification and manipulation of data.

Until 1983, series authority records created at LC, for the most part, reflected solely LC holdings and practices. However, now the authority file is a national authority file, and LC catalogers do not consult, create or update SARs. SARs in the national authority file now serve primarily to accommodate the holdings and practices of other institutions.

Series treatment information reflects institution-specific decisions. Therefore, the fields containing series treatment information require the identification of institution(s) following that practice. Also, series treatment decisions in an institution can change, certain series treatment

fields provide the means for indicating variations in practice within an institution.

In August, 2008, the PCC Steering Committee approved a recommendation to allow the creation of post-cataloging series authority records. The intent is to allow libraries to do series authority control after cataloging without the piece in hand when authority control was not done at the time of cataloging. When a title is first cataloged, the series statement in the bibliographic record is formulated while examining the piece. Post-cataloging authority records are created based on that series statement by catalogers who are fully trained and authorized to contribute series authorities. The authority file must be consulted at that time to prevent conflicts, add qualifiers, etc. It is recognized that SARs created post-cataloging may lack some references, so they are to be coded as preliminary records. They must also have a nonpublic general note indicating their origins. The authorized form is then added as a series tracing to the bibliographic record.

Series authority records may be for works or expressions. Catalogers should do their best not to mix FRBR entities on the same series authority record. Elements that are specifically expression-related should not be added into work authority records and work-related elements should not be added into expression authority records. For example, since form of work (380 field) is a work element, it should not be added to a series authority records that represents an expression of a work (e.g., an English translation).

Use judgment in deciding whether to also record any attribute used as a qualifier in an authorized access point as a separate element (using MARC 21 046 and 3XX fields) and whether to record additional identifying elements (those not needed for differentiation) as separate elements.

When recording attributes as separate elements, prefer to use terms from controlled vocabularies.

#### *Justification of access points and elements*

The preferred form of name or title, additions in the authorized and variant access points, and other identifying elements recorded in the 046 or 3XX fields generally should be justified using one of the methods described in the 046 and 670 sections of this document. When the information recorded is obvious from the 1XX form or the 670 field for the work for which the authority record is being established, additional justification is not needed. When updating an authority record, additional justification is not needed if already present or obvious in the existing fields. For example, if the preferred title for the work is *Best short stories*, it is not necessary to provide additional justification when recording "Short stories" as a form of work recorded in the 380 field.

For specific information about justification of data recorded in a 046 or a 3XX, see the instructions for that field and the 670 section in this document.

### *Additions and changes to authority records*

Almost as common as the need for a new authority record is the need to alter an existing record. New information can be received in various ways (e.g., new cataloging, investigation in response to a query) and may be significant enough to add to the permanent authority record.

Normally a new reference or a change in the authorized access point must be justified by the addition of new information to the authority record. Many other types of data can be added to the authority record when judged useful for proper identification.

In order to minimize the impact of database maintenance with associated bibliographic records and/or related authority records, catalogers are urged to refrain from making unnecessary changes to 1XXs. Although there are guidelines in the RDA instructions and/or LC-PCC PSs that indicate when changes are or are not necessary, the necessity for other changes may be evident only to the agency making the change (for example, to break a conflict when the searching universe for the changing agency and the agency observing the change are different). Assume that such changes are valid.

Change an authority record when errors in the authorized access point or in a variant access point is 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, preferred title, or series, change the authority record; add the published source after the CIP source in the 670 field to document the change. Changes in the imprint date, choice of a primary access point, and title proper do not require changes to authority records created for CIP items.

### *NACO normalization*

When a new authority record is added to the authority file or when a new field is added to an existing NAR, each new access point is compared against access points already in the file to determine whether the new access point is adequately differentiated from existing authorized access points. All partners involved in the exchange of LC/NAF authority data have agreed to a specific set of rules for normalization, and these rules are posted at:  
<http://www.loc.gov/aba/pcc/naco/normrule-2.html>

Briefly, the process of normalization removes all diacritics and most punctuation, and

converts all letters to uppercase and all modified letters to their unmodified equivalents. Subfield delimiters and subfield codes are retained in the normalized form. The normalized form of the name differs from the authorized form of the name as an access point. For example:

Authorized form: Île-de-Montréal (Québec)  
Normalized form: ILE DE MONTREAL QUEBEC

The only mark of punctuation that is retained during normalization is the first comma in subfield \$a. This exception means that the following two access points normalize to different forms:

Authorized form: Chung, Hui  
Normalized form: CHUNG, HUI

Authorized form: Chung-hui  
Normalized form: CHUNG HUI

To conform to the NACO standard, participants must adhere to the following policies:

**Authorized access points.** If access points do not differ after character normalization rules have been applied, they are considered to conflict and must be further distinguished.

**Variants.** Do not trace a 4XX variant that normalizes to the same character string as an existing authorized access point in the 1XX in the LC/NAF, including the access point in the record to which the variant is made. This policy also applies to the linking variants to forms of the name created under previous cataloging rules (see 4XX See from Tracings). If a linking variant and the access point in the same record normalize to the same form, do not trace a 4XX linking variant.

4XX variant access points are allowed to conflict across records, but a 4XX variant access point should not conflict with another 4XX on the same record. Apply these guidelines to variants on new authority records and to existing authority records when making some other change to the record.

### Should an SAR be made?

Series authority records should not be made for the following categories:

- (1) a republication that does not include the original series statement (see “Republications” section of 64X Series Treatment – General Information);

- (2) generally, a periodical (includes several separate articles by several contributors, frequency of publication more often than annual, and usually has both numeric and chronological designations) even if the issue in hand consists of a single contribution (e.g., a festschrift, proceedings of a conference) or may have a special title giving the overall theme of the issue. A SAR should however be created in cases where a PCC monographic record is being created for a single issue of the periodical, and an authorized access point for the series is needed;
- (3) a hardcover (sometimes even softcover) edition of a selected issue of a periodical.

Several publishers (e.g., Haworth Press, Pergamon Press) publish separate editions, with special titles, of selected issues of their periodicals. These editions are published in addition to the unbound issues received by subscribers.

Do not consider such a separate edition to be an integral part of the periodical; do not prepare an SAR. Make a separate bibliographic record for it. Add a note explaining its relationship to the periodical, e.g., “Published also as v. 15, no. 2 of the *Journal of children in contemporary society*.” Optionally, give a related work authorized access point for the periodical on the bibliographic record (cf. RDA 25.1.1.3).

It is not always clear, especially at CIP galley stage, whether the item in hand is an integral part of the periodical or a separate edition. Some publishers make clear statements, e.g., saying the title “has also been published as [title of journal], v. \_\_\_\_\_, no. \_\_\_\_\_.” Others make ambiguous or misleading statements, e.g., saying that the edition is “Published as a special issue of the journal \_\_\_\_\_, v. \_\_\_\_\_, no. \_\_\_\_\_ and supplied to subscribers as part of their normal subscription.” The latter statement seems to indicate that the volume in hand is the only one issued and constitutes an integral part of the periodical. If the information given in the item is ambiguous, check the issue of the periodical or contact the publisher.

*How many SARs should be made?*

Because the entities represented by series authority records offer limitless possibilities for variation and change, it is sometimes difficult to determine how many authority records should exist.

- (1) How many authority records are made if the title or the series-like phrase changes?

Is the change in the series-like phrase or in the title proper of the monographic series/other serial a major change or a minor change? (Consult RDA 2.3.2.13 and associated LC-PCC PS.) If it is a major change, make a new SAR. If it is a minor change, give a 670 citation and a 4XX reference for the different form.

Is a separate SAR made when the title of a multipart item changes? No; give the other title proper as a 4XX reference.

- (2) How many authority records are made if the volumes of a monographic series are in different languages? Consult LC-PCC PS 6.27 and LC-PCC PS 24.6, Section I, One or Several Series Access Points, Language editions.
- (3) How many authority records are made if the same volumes in a series are published separately in the same language by **different** publishers (e.g., a publisher in the U.S. and a publisher in England)? Create one SAR if the volumes in the series are published separately in the same language by multiple publishers in different countries, but constitute the same expression of the work, and there is a consistent correspondence in the numbering of parts.
- (4) How many authority records are made if the volumes of a monographic series switch from having numbers to lacking numbers and vice versa? Consult LC-PCC PS 6.27 and LC-PCC PS 24.6, Section I, One or Several Series Access Points, Changes in numbering.
- (5) How many authority records are made for main series and subseries? Consult LC-PCC PS 6.1.3.2, LC-PCC PS 6.27, and LC-PCC PS 24.6, Section H, Main Series and Subseries.
- (6) Has there been a change in responsibility (i.e., different person/body, body's

name changes, uniform title changes)? Consult RDA 6.1.3 and associated LC-PCC PSs at 6.1.3.1 and 6.1.3.2.

- (7) When reestablishing a series, is the apparent difference between the “earlier” form of title and the current title due to different transcription practices? If so, make only one SAR. *Optionally*, give the “earlier” form as a 4XX/667 old catalog heading (see 4XX See From Tracings).

Possibilities include the following:

- (a) A change in the ALA/LC policy for romanization or word division results in a different title.

```
130 #0 $a Makedonikē vivliothēkē
430 #0 $w nna $a Makedonikē bibliothēkē
```

- (b) The title is in a language containing a symbol or numeral that under earlier rules was replaced by the corresponding word or words.

```
130 #0 $a Soldatenschicksale des 20
    Jahrhundert als Geschichtsquellen
430 #0 $w nna $a Soldatenschicksale des
    zwanzigsten Jahrhunderts als
    Geschichtsquellen
```

- (c) The title of the series was transcribed in truncated form under previous rules.

```
130 #0 $a Occasional papers of the California
    Academy of Sciences
410 2# $w nnaa $a California Academy of
    Sciences, San Francisco. $t
    Occasional papers
```

- (d) The series title consists solely of the name of a corporate body and the same form of the same series was under earlier rules considered to lack a title.

```
130 #0 $a Centre de recherches d'histoire
    ancienne (Series)
410 2# $w nnaa $a Centre de recherches
```

d'histoire ancienne. \$t Publication

*(pre-AACR2 form of heading: Centre de recherches d'histoire ancienne. [Publication])*

- (e) Evidence indicates that a word such as Bibliotheca, Collection, Edice was always present as the first word of the title but was not considered to constitute a part of the title proper.
- (8) How many series-like phrase SARs are made for the same phrase used by different bodies? There should be only one SAR.

### **No Existing SAR for Series-Like Phrase**

If the authorized or variant access point for an undifferentiated phrase record would conflict with the access point for another entity, add the qualifier “(Series-like phrase)”.

If the authorized or variant access point for an undifferentiated phrase record would consist of a combination of letters that is the same as an acronym/initialism or name of a corporate body, add the qualifier “(Series-like phrase).”

In non-conflict situations, variant access points may optionally be qualified by “(Series-like phrase)” or another qualifier if considered helpful for identifying the series-like phrase.

Give the 643 field as “Various places : various publishers.” Do not give a 667 for publisher variations.

Include the following 667 field: “Undifferentiated phrase record: Covers all instances when this character string used by any publisher is considered to be a series-like phrase; if character string is considered to be a series, separate SAR has been made.”

### **Existing SAR for Series-Like Phrase**

If a SAR already exists, use it as an undifferentiated phrase record; delete from the existing authorized access point any qualifier. If the resulting phrase conflicts with the authorized access point for another entity, add the qualifier “(Series like-phrase).”

If more than one SAR is found to exist for a series-like phrase, consolidate the authority records. If the resulting phrase already conflicts with the authorized access point for another entity, add the qualifier “(Series-like phrase).”

Series statement appears only on ECIP data view at galley stage (LC partner practice)

(1) Series is new to the Library.

Return the ECIP data view to a CIP program specialist with request that CIP return the data view to publisher to “refresh” associated text file to include the series information.

- (a) When revised copy is received, establish series according to regular partner procedures.
- (b) If revised copy is not received within five to eight work days, the ECIP Data Application will be deleted automatically from ECIP system and publisher will be required to resubmit in order to obtain CIP data for the item. Cancel any CIP record which may have been created in the partner database.

(2) Series is already represented by an SAR.

- (a) Series title on data view matches form of title in the SAR: Transcribe the series statement without brackets in the bibliographic record. Trace the series if appropriate according to regular partner procedures.
- (b) Series title on ECIP data view is considered to be variant form of the title in the SAR:
  - (i) Clarify the data with publisher, transcribe the series statement without brackets, and trace the series if appropriate according to regular partner procedures.
  - (ii) Add reference(s) to the SAR for any valid variant form.

- (c) Series title on ECIP data view might represent a title change or situation might require a change in the access point from that in the SAR:
- (i) Clarify the data with publisher and, if appropriate according to regular partner procedures, return the CIP data view to CIP Division with request that CIP contact the publisher (see (1) above for procedures to follow).
  - (ii) When information from publisher is received, follow regular partner procedures and either add information and reference(s) to the existing SAR or create a new SAR as appropriate.
  - (iii) If information is not received within five to eight work days, the ECIP Data Application will be deleted automatically from the ECIP system and the publisher will be required to resubmit in order to obtain CIP data. Cancel any CIP record which may have been created in the partner database.
- (3) Series is represented by analytic bibliographic records but there is no SAR: Create SAR for series according to regular partner procedures.

### Searching series

Searching is the most important step in series processing. You must determine whether your series is already represented in the database; if not, you must know what other series are already in the database so your series will “fit” and not conflict with descriptive access points on authority and bibliographic records (see RDA 6.27.1.9 and associated LC-PCC PS).

Remember that the bibliographic records in the database include series handled under different cataloging codes. Some of the differences affecting series access are summarized below.

#### Choice of authorized access point:

AACR 1 had a special rule for serials. Generic titles were entered under body. Titles containing name or initialism of body were entered under body.

AACR 2 has no special rule for serials. Most were entered under title per 21.1C1.

RDA has one instruction on persons or families considered

to be creators of serials (19.2.1.1.3). Most serials, however, have an authorized access point consisting only of the preferred title.

Title truncated:

For a time AACR 1 eliminated from the series title the name or part of the name of the body. “Bulletin of the Department of Education” became “Bulletin.” “Research Department study” became “Study.”

Space-hyphen-space:

Revised chapter 6 of AACR 1 specified that space-hyphen-space plus the body's name should be added to generic titles to create titles proper. The body's name was given in the form found on the item (which could change from one issue to the next). “Report - Department of Health” might be “Report - Virginia Department of Health” on the next issue and “Report - Commonwealth of Virginia Department of Health” on another issue. The form in the series added entry depended upon which issue was used when establishing the heading.

Subseries:

AACR 1: If subseries title was “weak,” the subseries was entered subordinately to the main series; if subseries title was “strong,” the subseries was entered independently.

AACR 2: If the main series and subseries were on the same source in the preliminaries, the subseries was entered subordinately to the main series; if the main series and subseries were not on the same source in the preliminaries, the subseries was entered independently.

RDA: The title of the main series and subseries do not need to be taken from the same source (2.12.10.2). However, the associated LC-PCC PS continues the practice under AACR2 (both the title of the main series and subseries must appear in the same source).

Also remember that series titles including initial articles appearing on pre-1979 records and in series statements for untraced series (490 0) do not have the filing indicator set for the initial article. If the series title on item in hand includes an initial article, do a search including the initial article as well as a search without it.

**008/32 Undifferentiated Personal Name**General

When creating an NAR for a family name, assign value “n” in 008/32.

As of November 2013, LC and the PCC have agreed to the following guidelines for persons whose preferred names are identical:

- Do not use code “b” in an RDA name authority record; all personal name authority records coded RDA should be differentiated.
- Do not add a new identity to an existing personal name authority record coded 008/32 “b.”

Instead, apply **RDA 9.19.1** to create a unique authorized access point for the person, using suitable additional elements.

Maintenance of existing undifferentiated records:

An existing undifferentiated NAR contains pairs of 670 fields used to group information about each individual covered by the NAR. The first 670 in the pair is an “identifying” 670 field containing a term descriptive of the person’s relationship to the title cited in the second 670 of the pair. The data in the identifying 670 field is contained in subfield \$a and enclosed in square brackets. The second 670 in the pair is a “citation” 670 that contains the normal data elements in a resource being cataloged citation.

*Example:*

```
100 1# $a Lloyd, Richard
670 ## $a [Author of Bound and minor words in Baruya]
670 ## $a Bound and minor words in Baruya, 1989: $b t.p. (Richard
    Lloyd)
670 ## $a [Added entry for Alex, the amazing juggler]
670 ## $a Alex, the amazing juggler, 1981: $b t.p. (Richard Lloyd)
670 ## $a [Editor of Allen Jones]
670 ## $a Allen Jones, 1995: $b t.p. (Richard Lloyd)
```

When information is found to distinguish a person in an existing undifferentiated name record:

- Always create a new name authority record for that person, with distinguishing information, and add an indication that the person was formerly on an undifferentiated record (see *667 notes on records for identities previously on undifferentiated records below*).
- Transfer the citation 670 pertaining to that person from the undifferentiated name record to the new name authority record and edit as necessary.
- If the undifferentiated NAR is not being deleted because multiple identities remain, delete the pair of 670 fields pertaining to the newly created NAR.
- If more than one identity remains in the undifferentiated NAR, and there is not sufficient information in the NAR to create new NARs for each name, leave the NAR coded AACR2.

In order to facilitate machine processing of authority records (e.g., matching, linking), when only one identity is left on an undifferentiated personal name authority record (i.e., other identities are being disambiguated and removed), take the following steps:

**NACO catalogers:**

- Assure that the undifferentiated NAR only contains information relevant to the single identity remaining (e.g., 670s).
- If a differentiated NAR has not been created for the last identity:
  - Add a 667 field to the undifferentiated NAR:

```
667 ## $a Last identity on undifferentiated record;
        reported for deletion.
```

- Report the undifferentiated NAR for deletion to [naco@loc.gov](mailto:naco@loc.gov); LC will create a new replacement NAR, add a 667 note to the new NAR, and delete the old record.
- If a differentiated NAR has been created for the last identity:
  - Add that information in the 667 note on the undifferentiated record to assure that a duplicate NAR will not be created:

```
667 ## $a Last identity on undifferentiated record;
        reported for deletion in favor of [LCCN of
        NAR].
```

- Report the undifferentiated NAR for deletion to [naco@loc.gov](mailto:naco@loc.gov); LC will delete the NAR and add the LCCN of the deleted NAR in field 010 subfield \$z of the newly created NAR.

**LC catalogers:**

- Create a new NAR for the remaining single identity; the heading itself may be differentiated or it may be identical to the heading in the undifferentiated NAR.
- Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR(s), then delete the old undifferentiated NAR.
- Add a 667 note to the new NAR as indicated below.

*Example:*

```
010 ## $a [LCCN] $z [LCCN of deleted NAR]
100 1# $a Lloyd, Richard $c (Linguist)
667 ## $a Formerly on undifferentiated name record: [LCCN of
        deleted NAR].
670 ## $a Bound and minor words in Baruya, 1989: $b t.p. (Richard
        Lloyd)
```

667 notes on records for identities previously on undifferentiated records

Always add a 667 note to a new NAR to identify the LCCN of the authority record in which information about that person had been recorded:

```
667 ## $a Formerly on undifferentiated name record: [LCCN of
undifferentiated name record].
```

From April 1988-mid-June 1990 LC/NACO policy for undifferentiated personal name authority records (formerly called non-unique name authority records) was to list up to three persons. If the heading represented four or more persons, the name authority record covered three persons and contained a 667 note "Record covers additional persons." The subsequent policy was to list each person the heading represents without regard to the number of people using that name. Although the note "Record covers additional persons" has been discontinued for new records, it should be retained when found on existing records.

SARs

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

*PCC series practice:* Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

Prior to March 21, 1991, only value "n" was used in this field. Use value "a" or "b" if a new SAR is entered under a personal name heading. Catalogers may change this field if the value is incorrect when updating the SAR for another reason.

## 1XX Headings

### General

*Note:* The use of subfield \$h for the addition of content type in an authorized or variant access point is pending at this time.

LC/PCC catalogers should consult the *PCC Post RDA Test Guidelines* at: <http://www.loc.gov/aba/pcc/rda/PCC%20Post%20RDA%20Test%20Guidelines.html> for instructions on using RDA and/or AACR2 in new and existing authority records.

When modifying an authority record for any reason, delete a final mark of punctuation in the 1XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging instructions (e.g., a parenthetical qualifier).

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

### NARs

#### Canadian Headings: RDA

As of August 2012 LC and PCC catalogers creating RDA name authority records are not required to search Library and Archives Canada (LAC) to determine the form of the authorized access point for either personal or corporate names. In cases of conflict, etc. a search for the LAC form of name may be conducted in the VIAF (viaf.org) or other databases. Note that as of April 2015, all Canadian First Nation entity names should be coded as 151 to align with the instructions for U.S. Tribal entities in LC-PCC PS 16.4.1.

### SARs

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

*PCC series practice:* Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

When creating an SAR for an entity already represented by an existing NAR, either cancel the NAR or convert the NAR to an SAR.

For the title proper of a multipart monograph, consult RDA 2.1.2.3.

#### Choosing a monographic series title proper:

(1) If the resource has more than one form of series title, consult RDA 2.12.2.2 and 2.12.2.5.

(2) If the resource has the series title in more than one language or script on the same source, consult RDA 2.12.2.4.

(3) If the resource has series title pages in more than one language and or script, consult RDA 2.2.3.1.

(4) Consider spacing and changes in typography when determining where the series title begins and ends. Also consult RDA 2.12.2.3.

Establishing an SAR access point:

(1) Determine choice of authorized access point based on RDA 6.27 and its associated LC-PCC PS.

(2) Exclude from the authorized access point the following information included in the series statement in the bibliographic record for the component part:

- (a) initial article in subfields \$a, \$t, \$n, and \$p;
- (b) other title information;
- (c) statement of responsibility;
- (d) parallel title(s);
- (e) ISSN;
- (f) numeric/chronological designations.

(3) Add a parenthetical qualifier(s) if appropriate according to the guidelines in LC-PCC PS 6.27.1.9.

(4) If you find a CONSER record,

(a) do not use an access point from a record in the following categories:

- 010 prefix is "cf"
- 010 prefix is "cn" and 040 \$b is "fre"

unless you have determined that the access point on such a record is the correct RDA authorized access point

(b) accept the choice and form of access point on records with 042 code of **lc**, **lcd**, or **pcc** as the authorized access point unless there is a clear-cut error. If you are a CONSER participant, correct an error in form of qualifier; choice of qualifier is accepted as found. If you are not a CONSER participant, notify the CONSER Coordinator ([lhaw@loc.gov](mailto:lhaw@loc.gov)) if an error is discovered; use the correct authorized access point on the SAR.

### 374 Occupation

#### General

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 terms do not come from a controlled vocabulary, use a singular form.

See LC-PCC PS 9.16.1.3 for instructions on recording profession or occupation as an element.  
See LC-PCC PS 9.19.1.6 for instructions using a profession or occupation term in an access point.

#### Repeatability:

In choosing between repeating a field vs. 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.

#### Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the Information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

### 380 Form of Work

#### General

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.

#### **Repeatability:**

**In choosing between repeating a field vs. 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, repeat the field. Overall best practice: repeat the field when needed for clarity.**

#### *Examples:*

```
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
```

#### SARs

For instructions on recording form of work as an element in a work-level series authority record, see LC-PCC PS 6.3.1.3.

**670 Source Data Found**

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

*PCC series practice:* Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

This 670 section covers the following topics:

- **Introduction**
- **Format of 670 fields**
- **Recording** names and titles
- Recording dates
- Justifying variant access points
- Justifying other elements
- **Recording** other data
- Special types of citations

**Introduction**

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the entity, that justify the choice of the name **or title** and any additional elements used to construct the authorized access point (1XX). The information also justifies, as needed, variant forms of the name **or title** (4XX), other identifying elements (046 and 3XX), and clarifies relationships between the 1XX and other entities in the file.

***Functions of the 670 field:***

- To **record** information, from sources (e.g., **books**, phone calls, **websites**), in support of the choice and form of the authorized access point, variants, and other identifying elements
- To store information that may be used to break a conflict later
- To **record information on relationships between entities** (e.g., **a person is the author of a work, a corporate body was absorbed by another corporate body**)
- To **identify a person with works in diverse subject areas or of diverse forms**
- To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal names)
- To clarify whether different forms of a name or of a title are simply variations or reflect a change in the name or title
- To record research required by the current **guidelines**
- To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate authorized access points and misattributions
- To support machine manipulation based on algorithms using information in the 670

**The examples given throughout the following text have various conventions in regard to punctuation and style. These conventions are not prescriptive and should be considered as best**

**practices to facilitate the exchange of information in a shared database environment. Catalogers are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.**

Generally, the first 670 field cites the **resource** for which the authority record is being established, i.e., the **resource** being cataloged; give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields when adding new 670 fields.

If the **resource** being cataloged **or consulted** provides no information to justify the **authorized** access point, variants, **or other elements recorded in the NAR**, see the **675** section of DCM Z1 for **instructions on citing the resource in a 675 field**.

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

### Format of 670 fields

#### General

With the exception of the eszett, the Euro, and the spacing circumflex (cf. LC-PCC PS 1.4) all characters found in the MARC code table: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File.

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

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

When authority records are created using automated authority generation programs, additional information may be included. This data may also be formatted in a different way than instructed in this document. Generally, this data should be retained as generated to maintain the cost effectiveness of this process unless the data is confusing or causes validation errors. The exceptions to this are 1) names and titles for which NARs are created and 2) BGN citations. Follow the instructions in those sections for recording this data.

#### Subfield \$a – Source citation

A 670 field should include the following **data in subfield \$a**:

- 1) The title **proper** of the **resource** being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with the creator's name that would begin the authorized access point for the work. If the

authorized access point for the work is the same as the title proper plus a qualifier, it may be provided instead of the title proper to avoid ambiguity. When information in subfield \$a of a 670 field is provided to justify an authorized or variant access point, follow the additional instructions at *Recording names and titles*.

2) The date of publication.

*Examples:*

670 ## \$a Barlow, Nadine G. Mars, 2008: \$b t.p. ([data])

670 ## \$a Socialism (Routledge (Firm)), 2003: \$b \$b t.p. ([data])

Also see the guidelines below for specific categories:

- **Multipart monographs.** If the part is the first part, give the date of publication as an open date.
- **Serials other than monographic series.** Generally, use a chronological designation instead of a publication date. If there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a “surrogate” was used.

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

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

- **Integrating resources.** Apply the instructions at RDA 2.2.4.2 for source of the title proper of a website. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating websites, update number or release number for updating loose-leaves).

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

Subfield \$b – Information found

A 670 field should include the following data in subfield \$b:

- 1) The specific location(s) of the information found. For multipart resources with numbered parts, provide the designation of the part and the location within the part (e.g., v. 6, page 10). Abbreviations may be used (e.g., t.p., jkt., label, map recto).

- 2) **Information found.** Following the location, cite the information found there, enclosed in parentheses. As appropriate, give multiple occurrences of information from the same source following the location of the information. (*Note:* In SARs, the parenthetical statement of the form of title proper was omitted until June 1989.)

*Examples:*

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

670 ## \$a Da real world, 1999: \$b container (Beyoncé)

670 ## \$a The World Book encyclopedia, 2010: \$b v. 17, p. 106 (Sand,  
George; 1804-1876; pen name of Amantine-Lucile-Aurore  
Dupin)

Also see the guidelines below for specific categories:

- **ECIPs.** If the authorized access point (1XX) is being constructed from an ECIP at the galley stage, precede the first location with “ECIP” (e.g., ECIP t.p., ECIP data view).

670 ## \$a Arts-based research in education, 2008: \$b ECIP  
t.p. (Richard Siegesmund) galley (associate prof.  
in the Lamar Dodd School of Art, Univ. of Georgia)

- **Internet resources.** For websites, provide the name of the location within the website if appropriate (e.g., about us; history, timeline; government, executive branch).

670 ## \$a Amistad Research Center (Website), viewed on May  
23, 2016: \$b history of the center (Amistad  
Research Center; established in 1966)

- **Multiple locations within a resource.**

- **NARs.** For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for sequence p. 316-325, 329-331).

670 ## \$a Drevon, André. Alice Milliat, 2005: \$b t.p.  
Alice Milliat) p. 9, etc. (b. Alice  
Joséphine Marie Million on May 5, 1884 in  
Nantes; d. May 19, 1957; female athlete)

- **SARs.** For SARs, always give each location separately.  
*Note:* Specific location was not given on “n42-” (retrospective) SARs.

*PCC series practice:* In post-cataloging authority work without the piece in hand, use the location “resource not in hand.” If the piece is examined again and the authority record is updated, it is allowable to edit the corresponding 670 field to provide a location and additional forms of series titles as needed.

670 ## \$a From child to adult, 1970: \$b resource not in  
hand (American Museum sourcebooks in  
anthropology)

**Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the information**

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

Catalogers may *optionally* provide a uniform resource identifier (URI) in subfield \$u of the 670 citation 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 \$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 a 4XX. If a URI is included in a 670, it must be given in subfield \$u.

*Example:*

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/>

**Recording names and titles**

**Record** names or series titles used in the authorized access point or variant access points in full, as they appear in the source, without abbreviation by the cataloger.

When preparing an authority record for the text of a law or a subject compilation of laws, if a source being cited contains an official short title or citation title, cite that title, preceded by the term “citation title” and its exact location, e.g.

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

For corporate 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**.

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

If information about an earlier or later name or title is found in the same source as the name or title in the authorized access point, give all the information in the 670 field. Do not separate the information about the earlier or later name or title in order to give it in a 675 field.

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

### **Recording dates**

To facilitate international contribution and use of authority records, when record dates, generally use the spelled out or abbreviated forms for months as the U.S. practice for recording dates using numerals differs from the practice in some other countries. (For dates recorded using automated authority generation programs, see the *Format of 670 fields* section of this document.) Do not change the style of dates in existing records. As a best practice, if a date is not included in subfield \$d of the 100 field, consider adding a 046 field if dates are available.

### **Justifying variant access points**

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

- (1) Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies;
- (2) A variant title derived from the resource being cataloged, from other resources cataloged under the same access point, or from information in standard reference sources;
- (3) References for authorized access points of corporate bodies reflecting changes due to national orthographic reform, changes in names due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (4) Optional references from AACR2 or pre-AACR 2 forms on SARs and on retrospective NARs.

### **Justifying other elements**

Information recorded in the 046 or 3XX 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 example, in the authority record for Elizabeth I, Queen of England, 1533-1603, it is not necessary to justify "female" in the 375 field.

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 **or in addition to** a 670. See the 046 section of this document for guidelines on subfield \$u and subfield \$v.

### **Recording other data**

**NARs.** Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) 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.

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

### **Special types of citations**

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

**LC/NAF.** When converting information found in obsolete or non-active MARC fields (e.g., 664, 665, 666) into a 670 note, cite the LC/NAF in a citation such as those provided in the examples below:

```
670 ## $a Info converted from 665 field in this record, [date of
      conversion] $b ([data converted from 665 field])
```

```
670 ## $a 665 info formerly in this record $b ([data moved from
      665 field])
```

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

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

**NARs.** Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **access point:**<sup>1</sup> (or **MLC access point:** if appropriate), give the access point (or access points) found, even if it is the same as the current authorized access point.

---

<sup>1</sup> Formerly these citations were given using the labels **hdg.:** and **MLC hdg.:**. Do not change existing citations using these labels.

If different forms of the 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:**<sup>2</sup> or **non-transcribed form:**<sup>3</sup> 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)

670 ## \$a LC database, Mar. 11, 2016 \$b (access point: Swedish American Corporation; non-transcribed form: Swedish American Corp.)

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

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

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

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

**Citing other files or catalogs.** If 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

<sup>2</sup> “Usage” for bibliographic records refers to the transcribed forms of name usually found in statements of responsibility of bibliographic records. It may also appear in other parts of the bibliographic record such as a title proper or a quoted note. Because of changes in cataloging instructions, catalogers should be careful when taking information from the publication statement, distribution statement, etc. and the series statement.

<sup>3</sup> “Non-transcribed form” for bibliographic records refers to a form of the name that may not represent a transcribed form. For example, in AACR2 records, a publisher’s name that appeared on the resource as “ABC Publishing Company” might have been recorded in the publication statement as “ABC Pub. Co.” Normally, there is no need to cite such a form in a 670 field. Formerly, this citation was given as **variant:** (not the same as a variant citation for another database such as GEOnet or a variant form of name found on a resource). Do not change existing citations using this label.

catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

```
670 ## $a LC in OCLC, [date] $b ([data])
670 ## $a M/B/RS Collections Authority file $b ([data])
670 ## $a New Delhi MARC file $b ([data])
670 ## $a MWA/NAIP files $b ([data])
670 ## $a NUC pre-56 $b ([data])
670 ## $a NRMM $b ([data])
670 ## $a BNF in VIAF, [date] $b ([data])
```

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

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

**BGN.**<sup>4</sup> Provide the name of the database and the date searched in subfield \$a. For domestic names, cite GNIS. For foreign names, cite GEOnet. 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 foreign names, convey the name type by adding within brackets after the name, e.g., [conventional], [approved], [short]. Repeat the brackets after each name of this type. Variant names (including non-roman script names) may be given in a single listing as shown below. If possible, use the degree sign (**not** superscript zero) to show degrees, use the miagkii znak (modifier letter prime) for minutes and the tverdyi znak (modifier letter double prime) for seconds.

```
670 ## $a GNIS, viewed May 5, 2016 $b (Allegheny 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-roman script: 臺東縣; 臺東)
```

**Non-bibliographic sources.** Give the non-bibliographic source, the date, and the information. The source can be given specifically ("Letter from author," "Phone call to publisher," etc.) or in general terms ("Information from author," "Information from publisher," etc.). When noting a specific source, it isn't necessary to show how information was received, e.g., that letter was

<sup>4</sup> GNIS (US domestic names; URL: <http://geonames.usgs.gov/pls/gnispublic>); GEOnet (foreign names; URL: <http://geonames.nga.mil/gns/html>)

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 (\_\_\_\_\_)

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

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

**Citations for undifferentiated NARs.** For information on existing 670 citations found on undifferentiated NARs, see DCM Z1, 008/32 Undifferentiated Personal Name.

**672 Title Related to the Entity***General*

The 672 field may be used to record a title that is related to the entity represented by the 100, 110, 111, or 151 in the name authority record. For example, in an authority record for a corporate body, 672 fields may be used to record titles for which the corporate body is a creator, issuing body, or subject. 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.

New 672 fields may be added after existing ones to record additional titles associated with the entity. Do not routinely delete or change existing 672 fields when inputting new 672 fields.

Non-Latin script elements should be given in romanized form.

A title recorded in a 672 field in subfield \$a may be a title proper, title proper of series, preferred title, etc. Titles should be recorded following the appropriate RDA and LC-PCC PS instructions for that element. Apply the same instructions on non-filing characters in the 245 field to record the number of non-filing characters in the second indicator of the 672 field.

*Examples:*

```
100 1# $a Carey, Jacqueline, $d 1964-
672 #0 $a Angels
672 #0 $a Kushiel's scion
      (672 fields with titles proper)
```

```
100 1# $a Carey, Jacqueline
672 #4 $a The Crossley baby
      (672 field with title proper)
```

```
111 2# $a Vatican Council $n (2nd : $d 1962-1965 : $c Basilica di San
      Pietro in Vaticano)
672 #0 $a Constitutio de sacra liturgia
      (672 field with preferred title)
```

```
151 ## $a Spain
672 #0 $a Llei d'enjudiciament civil i normes complementàries
      (672 field with variant title for the work associated with the Catalan expression
      of the work and date of expression)
```

*Subfield \$b – Remainder of title*

When recording a title proper, subfield \$b may be used to record the other title information or parallel title proper to eliminate confusion for titles needing further identification.

*Examples:*

672 #0 \$a United States history \$b a selective guide to information sources  
(Subfield \$b contains other title information)

672 #4 \$a Las estrellas \$b Stars  
(Subfield \$b contains parallel title proper)

Subfield \$f – Date

Subfield \$f is used to record a date appropriate to the entity recorded in \$a (e.g., use date of work for a preferred title and date of publication for a title proper). Do not use brackets in \$f when recording a supplied date of publication or production. Do not give a date of distribution, date of manufacture, or copyright date in \$f.

*Examples:*

## 672 for work:

672 #0 \$a Amor en los tiempos del cólera \$f 1985  
(Date of work)

## 672 for expression:

672 #0 \$a Love in the time of cholera \$f 1988  
(Date of English expression of Amor en los tiempos del cólera)

## 672 for manifestation:

672 #0 \$a Miłość w czasach zarazy \$f 2005  
(Date of publication of manifestation of Polish expression of Amor en los tiempos del cólera)

Subfield \$w – Bibliographic record control number

Subfield \$w is used to record bibliographic record control numbers (e.g., 001, 010, and 016 fields in bibliographic records). It is recommended that catalogers provide \$w when readily available. Subfield \$w should be repeated for each instance of a separate control number (e.g., an LCCN and an OCLC record number should be provided in separate subfields). For further instructions on inputting record control numbers, see the subfield \$w section within the CONSER Editing Guide (CEG) – Section E. MARC 21 Format for Serials as Applied within CONSER – Variable Data Fields – 76X-78X Linking Entries – Linking Entry Fields General Information.

*Note:* subfield \$w should only be used with titles for the manifestation.

*Example:*

[in \$w “#” = space input by cataloger]

672 #0 \$a Bread and other bakery products industry \$w (DLC)###88646267  
\$w (OCoLC)3774505 \$w (CaOONL)84079116XE

**673 Title Not Related to the Entity***General*

The 673 field may be used to record a title that is not related to the entity represented by the 100, 110, 111, or 151 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.

Use of the 673 field does not negate the need to use the 675 field as described in the 675 section of DCM Z1.

New 673 fields may be added after existing ones to record additional titles associated with the entity. Do not routinely delete or change existing 673 fields when inputting new 673 fields.

Non-Latin script elements should be given in romanized form.

A title recorded in a 673 field in subfield \$a may be a title proper, title proper of series, preferred title, etc. Titles should be recorded following the appropriate RDA and LC-PCC PS instructions for that element. Apply the same instructions on non-filing characters in the 245 field to record the number of non-filing characters in the second indicator of the 673 field. For specific subfields in the 673 field, apply the same instructions given in the 672 section of DCM Z1.

*Examples:*

[in \$w “#” = space input by cataloger]

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

*(Title proper associated with different Jacqueline Carey)*

```
110 2# $a National Gallery of Art (U.S.)
673 #0 $a Paintings and drawings on the backs of National Gallery
pictures $w (DLC)### 47008205 $w (OCoLC)1654530
```

*(Title proper associated with the National Gallery in London)*

BUT NOT

```
110 2# $a National Gallery of Art (U.S.)
673 #4 $a Impressed by light : $b British photographs from paper
negatives, 1840-1860
```

*(Although the National of Art is not the creator, it is the publisher so this title should be record in a 672)*

**675 Source Data Not Found**

In April 2012 this field was redefined as: “Citation for a consulted source in which no information is found related in any manner to the entity represented by the authority record or related entities.” LC/PCC catalogers are not required to change **any** existing **675 fields** simply to meet this new definition.

When creating a new NAR always cite the **resource** being cataloged in the 675 field if the item being cataloged provides no information **related in any manner to the entity represented in the authority record**. Also cite in the 675 field other sources consulted that contain no information, when that very lack of information is considered worth recording for future users of the authority record.

*Examples:*

```
675 ## $a Oxford classical dictionary, 1996
675 ## $a GEOnet, viewed April 2, 2014
```

However, it is not always necessary to include in the 675 field every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record.

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

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

**672 Title Related to the Entity**

**NACO:**

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

**Do not use subfields:**

\$6 or \$8

**SACO:**

Do not use 672.

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**LC:**

**NAMES/SERIES:**

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

**Do not use subfields:**

\$6 or \$8

**SUBJECTS:**

Do not use 672.

**673 Title Not Related to the Entity**

**NACO:**

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

**Do not use subfields:**

\$6 or \$8 |

**SACO:**

Do not use 673.

---

**LC:**

**NAMES/SERIES:**

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

**Do not use subfields:**

\$6 or \$8 |

**SUBJECTS:**

Do not use 673.