

# Families

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## Overview

Metadata Guidance Document for the Domain Entities > [Family](#): A collective agent who is composed of persons who are related by birth, marriage, adoption, civil union, or similar legal status, or who otherwise present themselves as a family.

## Changes from Original RDA and PCC practice

Original RDA and PCC Practice	Official RDA and PCC Practice
Gives instructions on record syntaxes for access point control.	Does not include instructions on coding of access points for person.  The LC-NACO Authority File (NAF) is an example of a Vocabulary Encoding Scheme (VES). Vocabulary Encoding Schemes that are not based on RDA Reference Value Vocabularies are left to community practice.  See <a href="#">MG: Vocabulary Encoding Schemes</a>
record	metadata description sets

	An LC/NACO authority record (NAR) is an example of a metadata description set, “One or more metadata statements that describe and relate individual instances of one or more RDA entities.” A metadata statement is “A piece of metadata that assigns a value to an RDA element that describes an individual instance of an RDA entity.”
Preferred name of family is in “catalog entry” form.	Preferred name is in natural language order (usage form).
Date associated with family (RDA 10.4) is an attribute of family.	<a href="#">Family: related timespan of family</a> is a relationship element (Range: Timespan).
Place associated with family (RDA 10.5) is an attribute of family.	<a href="#">Family: related place of family</a> is a relationship element (Range: Timespan).
Relationships were described using relationship designators, which are contained in the appendices.	Relationships are described using relationship elements, which are more granular than relationship designators, and are integrated into the RDA text.
RDA specifies core elements, which could be supplemented by community core elements.	RDA does not specify any core elements. <a href="#">Minimum description</a> of Family prescribes at least one appellation element. Core elements are all defined in LC-PCC policy statements.
LC-PCC practice does not permit using RDA family name authorized access points as subject headings.	LC-PCC practice permits RDA family name authorized access points to be used as subject headings.

**Workflow for creation of a description of an instance of the Family entity**

Program for Cooperative Cataloging metadata description sets for the RDA Family entity are stored as Name Authority Records (NARs) in the LC-NACO Authority File (NAF) following RDA and LC-PCC Policy Statements (PSs) and Metadata Guidance Documents (MGDs)

1. Discover that you are dealing with a family and need an access point for it (either descriptive or subject). Families are collective agents and as such can be creators of

works, expressions, or manifestations, and also the subjects of works. See discussion in [MG: Family: Definition and scope](#).

2. A family is “a collective agent who is composed of persons who are related by birth, marriage, adoption, civil union, or similar legal status, or who otherwise present themselves as a family.” See discussion in [MG: Family: Definition and scope](#).
3. Check the NAF to make sure the family has not already been established. (Do not use family headings established in the Library of Congress Subject Headings.) If it has, use the authorized access point form found there unless there is clearly an error. Consider enhancing the NAR with RDA elements not already there.
4. If no NAR is found, create one.
5. Find information about the family, at a minimum using the work in hand. Other sources of information may also be consulted. Useful sources of information include family histories, local histories, and genealogical websites such as [familysearch.org](#) and [ancestry.com](#).
6. Record the information you find using [Work: source consulted](#) elements. See [MG: Work: Source consulted: Family](#).
7. Record RDA attribute and relationship elements for the family. Category of family and Related timespan of family are core. Record other elements if they would help identify or clarify the family or relationships to other entities, or distinguish the family from other entities with the same name.
  - a. [Family: category of family](#). This is an LC-PCC core element. See [MG: Family: Category of family](#).
  - b. [Family: related timespan of family](#). This is an LC-PCC core element. See [MG: Family: Related timespan of family](#).
  - c. [Family: related place of family](#). See [MG: Family: Related place of family](#).
  - d. [Family: prominent member of family](#). See [MG: Family: Prominent member of family](#).
  - e. [Family: hereditary term of honour](#). See [MG: Family: Hereditary term of honour](#).
  - f. [Family: language of family](#). See [MG: Family: Language of family](#).
  - g. [Family: address of family](#). See [MG: Family: Address of family](#).
  - h. [Family: field of activity of family](#). See [MG: Family: Field of activity of family](#).
  - i. [Family: family history](#). See [MG: Family: Family history](#).
  - j. [Family: note on family](#). Can be used for information not covered by other elements.
8. Record identifier for family. The LCCN is the identifier for the family in the NAF, and will be recorded automatically. If desired you may record other identifiers. See [NACO 024 Best Practices](#) PDF.
9. Consider including non-RDA elements
  - a. Nationality, ethnicity, religion, or other demographic characteristics unrelated to information recorded in RDA elements may be recorded in MARC field 368 subfield \$c (Other designation) if considered important.
10. Considering all the evidence, choose a preferred name. Record it as part of a [Work: source consulted](#) element. Note other names or forms of names to consider recording as variant names (see below). See discussion in [MG: Family: Preferred name of family](#) and [MG: Work: Source consulted: Family](#).
  - a. Has the family changed its name? If so, a separate NAR may be needed, basing the authorized access point for the earlier family on the earlier

preferred name and the later family on the later preferred name. See discussion in [MG: Family: Preferred name of family](#).

11. Create an authorized access point for the family. Record it in the 100 field of the NAR, with first indicator coded "3". See discussion in [MG: Family: Authorized access point for family: Usage](#) and [MG: Family: Authorized access point for family: General](#).
12. Considering all the evidence, record variant names. Record them as part of [Work: source consulted](#) elements. See discussion in [MG: Family: Variant name of family](#) and [MG: Work: Source consulted: Family](#).
13. Create variant access points for the family if considered helpful to users of the database. Record them in 400 fields of the NAR, with first indicator coded "3". See discussion in [MG: Family: Variant access point for family](#).
14. Record relationships to other entities related to the family. Record them in 5XX fields of the NAR. See discussion in [MG: Family: Related RDA entity of family](#).
15. Add the NAR to the database, or, if updating an NAR, replace the existing NAR.
16. Use the authorized access point as needed in bibliographic records.

## Update History

Date	Action
2022-06-10	Updated and corrected links
2022-01-31	Initial release

Document URL: <https://www.loc.gov/aba/rda/mgd/family/mg-family.pdf>