|  |
| --- |
| Name |
| Authority  |
| Manual |
|  |
| Library and Archives CanadaVersion 1.13 |

[1. Introduction 5](#_Toc4058302)

[2. LC/NACO and Canadiana databases 6](#_Toc4058303)

[3. MARC AUTHORITY FIELDS 8](#_Toc4058304)

[4. 010 Library of congress Control Number 15](#_Toc4058305)

[5. 016 LAC Authority Record Control number 15](#_Toc4058306)

[6. 024 Other Standard Identifier 16](#_Toc4058307)

[7. 035 System Control Number 16](#_Toc4058308)

[8. 040 Cataloguing Source 16](#_Toc4058309)

[9. 042 Authentication Code 17](#_Toc4058310)

[10. 043 Geographic Area Code 17](#_Toc4058311)

[11. 046 Special Coded Dates 17](#_Toc4058312)

[12. 053 LC Classification Number 19](#_Toc4058313)

[13. 065 Other Classification Number 19](#_Toc4058314)

[14. 1XX Authorized Access Points 20](#_Toc4058315)

[15. 336 Content 32](#_Toc4058316)

[16. 368 Other Attributes of Person or Corporate Body 32](#_Toc4058317)

[17. 370 Associated Place 33](#_Toc4058318)

[18. 371 Address 34](#_Toc4058319)

[19. 372 Field of Activity 35](#_Toc4058320)

[20. 373 Associated Group 36](#_Toc4058321)

[21. 374 Occupation 37](#_Toc4058322)

[22. 375 Gender 38](#_Toc4058323)

[23. 376 Family Information 38](#_Toc4058324)

[24. 377 Associated Language 38](#_Toc4058325)

[25. 378 Fuller Form of Personal Name 39](#_Toc4058326)

[26. 380 Form of Work 39](#_Toc4058327)

[27. 381 Other Distinguishing Characteristics of Work or Expression 40](#_Toc4058328)

[28. 382 Medium of Performance 40](#_Toc4058329)

[29. 383 Numeric Designation of Musical Work 41](#_Toc4058330)

[30. 384 Key 41](#_Toc4058331)

[31. 385 Audience Characteristics 41](#_Toc4058332)

[32. 386 Creator/Contributor Characteristics 41](#_Toc4058333)

[33. 4XX See From Tracing 42](#_Toc4058334)

[34. 5XX See Also From Tracing 46](#_Toc4058335)

[35. 663 Complex See Also Reference – Name 47](#_Toc4058336)

[36. 665 History Reference 48](#_Toc4058337)

[37. 667 Non public General Note 48](#_Toc4058338)

[38. 670 Source Data Found 49](#_Toc4058339)

[39. 672 Title Related to the Entity 62](#_Toc4058340)

[40. 673 Title Not Related to the Entity 62](#_Toc4058341)

[41. 675 Source Data not Found 62](#_Toc4058342)

[42. 678 Biographical or Historical Data 62](#_Toc4058343)

[43. 7XX Heading Linking Entry fields 64](#_Toc4058344)

[44. APPENDIX A: Normalization 65](#_Toc4058345)

[45. APPENDIX B: Name Authority Scenarios 67](#_Toc4058346)

[46. Appendix C: Cataloguing FAQs 73](#_Toc4058347)

[47. Appendix D: Core Elements 74](#_Toc4058348)

[48. Appendix E: Revision process 77](#_Toc4058349)

[49. Appendix F: Documents 79](#_Toc4058350)

[50. Appendix G: Solutions for Technical Issues 80](#_Toc4058351)

[51. APPENDIX H: Undifferentiated Personal Name 81](#_Toc4058352)

[52. APPENDIX I: Bibliographic file maintenance (BFM) 83](#_Toc4058353)

This document is mainly based on the information from DCM Z1, NACO training, PCC Policy Statements and Cataloguing FAQs.

LAC might not follow BIBCO practices.

Yellow means the text has been added or modified from the previous version.

Green means the text is under review

# Introduction

## Definitions

**Canadiana (shorter name of Canadiana Name Authorities in French/Autorités de noms Canadiana en français)**

Database of French authority records, includes French and neutral authority records from Amicus. It also includes the Canadian Subject Headings (CSH). All is available through OCLC.

**Controlled Headings**

Validated headings attached to an underlying authority record (often hyperlinked in the bibliographic record) such that if a heading were to change the bibliographic records attached to that heading would change also.

**Internal Name Authorities**

LAC historical Name Authority file which includes English, French and neutral authority records from Amicus. Available internally through App Hub.

**Mandatory Field**

Minimal required fields in a new authority record in LC/NACO and Canadiana before adding core fields required for person, family, corporate body, etc.

**NACO**

Name Authority Cooperative Program. Name authority file known as LC/NACO in this document.

**NAF**

Name Authority File

**NAR**

Name Authority Record

**Synchronized**

The English authority record and the French authority record are linked via a 7XX field.

**Validated Headings**

Allowable within a bibliographic record (meaning the record will save) but without the underlying authority record attached.

## Purpose

The purpose of this document is to provide an overview of procedures to be followed in the creation of name authority records. It also highlights LAC decisions to align more closely to the requirements of the Name Authority Cooperative Program (NACO). This document provides guidance for staff in the cataloguing section and informs their workflow when using the LC/NACO and Canadiana files; two separate and distinct authority files.

# LC/NACO and Canadiana databases

## Synchronized databases

We will attempt to have two fully synchronized authority files. “Synchronized” means that the NACO record and Canadiana record are linked via a 7XX field. It does NOT mean that the Authorized Access Points (AAP) are identical or matching. Basically, the two files will function in a manner similar to VIAF: each entity is described by a “cluster” of headings or authorized access points.

The LC/NACO file is for authority records created in English with headings mainly written in English. It will be consulted by English speakers.

The Canadiana file is for authority records created in French wit headings mainly in French. It will be consulted by French speakers.

## LC/NACO: a shared database

It is dynamic, changing every 24 hours. Focus on records related to an item being catalogued.

Any record may be changed by another NACO participant for appropriate reasons.

A different choice isn’t always an error, so respect the judgment of your colleagues

**Leave a correct, unique authorized access point alone**

## Bibliographic file maintenance

NACO: See Appendix

*See also Guidelines for reporting NACO bibliographic file maintenance (BFM) (*[*https://www.loc.gov/aba/pcc/naco/bfmguide.html#nonreportable*](https://www.loc.gov/aba/pcc/naco/bfmguide.html#nonreportable)*).*

Canadiana: [not available yet]

## Deletion of an authority record

**LC/NACO:** Only LC catalogers can delete NARs in the NAF

**CANADIANA:** All LAC staff in the cataloguing section have this right.

## Normalization

LC/NACO and Canadiana follow the same normalization.

See Appendix A.

## Series

The creation of series authorities are suspended in NACO until the series training. Until then, cataloguers should create only the access points for series in LC/NACO.

The creation of series authorities are possible in Canadiana.

Please refer to : **Interim Guidelines for Series and Series Authorities Document**

## Romanization tables

**LC/NACO:** ALA-LC Romanization Tables

**Canadiana:** ISO tables

# MARC AUTHORITY FIELDS

## Leader and 008 Fixed-Length Data Elements

### Leader- LC/NACO

| **OCLC** **(WMS)** | **MARC** | **CODES AVAILABLE** | **LC in WMS****DEFAULT** | **Use** |
| --- | --- | --- | --- | --- |
| Record Status | Leader/05 |  | Generated by the system | **►Generated by the system** |
| Type of Record | Leader/06 | z - Authority data | z - Authority data | **►z** |
| Encoding Level | Leader/17 | n - Complete authority recordo - Incompete authority record | n - Complete authority record | **►n** |
| Punctuation Policy | Leader/18 |  | ‘ ‘ - Undefined | **► ‘ ‘ - Undefined** |

### Leader- Canadiana (CSH included)

| **OCLC** **(WMS)** | **MARC** | **CODES AVAILABLE** | **CANADIANA** **in WMS****DEFAULT** | **Use** |
| --- | --- | --- | --- | --- |
| Record Status | Leader/05 |  | Generated by the system | **►Generated by the system** |
| Type of Record | Leader/06 | z - Authority data | z - Authority data | **►z** |
| Encoding Level | Leader/17 | n - Complete authority recordo - Incompete authority record | n- Complete authority record | **►n** |
| Punctuation Policy | Leader/18 |  | ‘ ‘ - Undefined | **► ‘ ‘ - Undefined** |

### 008 Fixed-Length Data Elements - LC/NACO

| **OCLC** **(WMS)** | **MARC** | **CODES AVAILABLE** | **LC in WMS****DEFAULT**  | **USE** |
| --- | --- | --- | --- | --- |
| Date Entered on File | 008/00-05 |  | Generated by the system | **►Generated by the system** |
| Direct/Indirect Geographic Subdivision | 008/06 | I - Subdivided geographically – indirectN - not applicable | n - not applicable | **►n****►**Corporate body (religions and religious orders), see H475 |
| Romanization Scheme Code | 008/07 | c - National library association standardn - not applicable| - No attempt to code | | - No attempt to code | **►Always: | - No attempt to code** |
| Language of catalog | 008/08 |  | ‘ ‘ - Undefined | **►Always: ‘ ‘ - Undefined** |
| Kind of Record | 008/09 | a – Established headingb – Untraced referencec – Traced reference | a – Established heading | **►a** |
| Descriptive Cataloging Rules Code | 008/10 | a - Earlier rulesb – AACR1c – AACR 2d – ACCR2 compatiblen – Not applicablez – Other [RDA] | z – Other  | ►**z**  |
| Subject heading system/thesaurus | 008/11 | a – LCSHn – Not applicable | a – LCSH | ►**a**  |
| Type of Series | 008/12 | a - Monographic seriesb - Multipart itemc - Series-like phrasen - Not applicablez - Other | n - Not applicable | ►**n for personal name**►a,b,c for series |
| Numbered/Unnumbered Series | 008/13 | a - Numberedb - Unnumberedc - Numbering variesn - Not applicable | n - Not applicable | ►**n for personal name**►a,b,c for series |
| Heading Use — Main or Added Entry | 008/14 | a – Heading is appropriate for use as main or added entryb - Heading is not appropriate for use as main or added entry | a – Heading is appropriate for use as main or added entry | **►a** |
| Heading Use — Subject-Added Entry | 008/15 | a – Heading is appropriate for use as subject-added entryb - Heading is not appropriate for use as subject-added entry | a – Heading is appropriate for use as subject-added entry | **►a** |
| Heading Use — Series Added Entry | 008/16 | a – Heading is appropriate for use as series-added entryb - Heading is not appropriate for use as series-added entry | b - Heading is not appropriate for use as series-added entry | **►b****►a for series** |
| Type of Subject Subdivision Code | 008/17 | n - Not applicable| - Fill character | n - Not applicable | **►n** |
| Type of Government Agency | 008/28 | ‘ ‘- Not a government agency a - Autonomous or semi-autonomous component c - Multilocal f - Federal/national i - International intergovernmental l - Local m - Multistate o - Government agency-type undetermined s - State, provincial, territorial, dependent, etc. u - Unknown if heading is government agency z - Other | - Fill character | | - Fill character | **►Use the appropriate code** |
| Reference evaluation | 008/29 | a - Tracing are consistent with the headingb - Tracing are not necessarily consistent with the heading n - Not applicable | n - Not applicable | **►n if no 4XX/5XX****►a if 4XX/5XX present** |
| Record Update in Process | 008/31 | a – Record can be usedb – Record is being updated | a – Record can be used | **►a** |
| Undifferentiated Personal Name | 008/32 | a - Differentiated personal nameb - Undifferentiated personal namen – Not applicable | a - Differentiated personal name | **►a (commonly used)****►use “n” for a family name, corporate name and series****►Do not use “b” in an RDA NAR** |
| Level of Establishment Code | 008/33 | a – Fully established headingb – Memorandumc – Provisionald – Preliminaryn – Not applicable | a – Fully established heading | **►a**  |
| Modified Record | 008/38 |  | ‘ ‘ - Undefined | **►Always: ‘ ‘ - Undefined** |
| Cataloging Source Code  | 008/39 | ‘[blank]’ - Library of Congressc – Library of Congress/PCC | c – Library of Congress - PCC[default] | **►LAC should used :****” ‘[blank] ‘- Library of Congress****[eventually, it will be updated to align with MARC standards ]** |

### 008 Fixed-Length Data Elements – Canadiana (CSH included)

| OCLC (WMS) | MARC | CODES AVAILABLE | CANADIANA in WMS -DEFAULT  | USE |
| --- | --- | --- | --- | --- |
| Date Entered on File | 008/00-05 |  | Generated by the system | **►Generated by the system** |
| Direct/Indirect Geographic Subdivision | 008/06 | ‘ ‘ – Not subdivided geographicallyd - Subdivided geographically – directI - Subdivided geographically – indirectn - not applicable| - No attempt to code | n - not applicable | **►n for name record****►use the appropriate code for subject record** |
| Romanization Scheme Code | 008/07 | a – International standardb – National standardc - National library association standardd – National library or bibliographic agency standarde – Local standardf – Standard of unknown origing - Conventional romanizationn - not applicable| - No attempt to code | | - No attempt to code | **► | - No attempt to code** |
| Language of catalog | 008/08 | b – English and Frenche – English onlyf – French only‘ ‘ No information provided| - No attempt to code | f – French only | **►Always f – French only for NAR****►English only for CSH** |
| Kind of Record | 008/09 | a – Established headingb – Untraced referencec – Traced referenced – Subdivisione – Node labelf – Established heading and subdivisiong – Reference and subdivision| - No attempt to code | a – Established heading | **►a** |
| Descriptive Cataloging Rules Code | 008/10 | a - Earlier rulesb – AACR1c – AACR 2d – ACCR2 compatiblen – Not applicablez – Other [RDA] | z – Other  | **►z**  |
| Subject heading system/thesaurus | 008/11 | a - Library of Congress Subject Headings b - LC subject headings for children's literature c - Medical Subject Headings d - National Agricultural Library subject authority file k - Canadian Subject Headings n - Not applicable r - Art and Architecture Thesaurus s - Sears List of Subject Heading v - Répertoire de vedettes-matière z - Other | - No attempt to code  | v – Répertoire des vedettes-matières | **►v****►code k will appears in CSH records** |
| Type of Series | 008/12 | a - Monographic seriesb - Multipart itemc - Series-like phrasen - Not applicablez – Other| - No attempt to code | n - Not applicable | **►n for NAR****►Series: use the appropriate code** |
| Numbered/Unnumbered Series | 008/13 | a - Numberedb - Unnumberedc - Numbering variesn - Not applicablez – Other| - No attempt to code | n - Not applicable | **►n****►series: use the appropriate code** |
| Heading Use — Main or Added Entry | 008/14 | a – Heading is appropriate for use as main or added entryb - Heading is not appropriate for use as main or added entry | a – Heading is appropriate for use as main or added entry | **►a** |
| Heading Use — Subject-Added Entry | 008/15 | a – Heading is appropriate for use as subject-added entryb - Heading is not appropriate for use as subject-added entry | a – Heading is appropriate for use as subject-added entry | **►a** |
| Heading Use — Series Added Entry | 008/16 | a – Heading is appropriate for use as series-added entryb - Heading is not appropriate for use as series-added entry | b - Heading is not appropriate for use as series-added entry | **►b****►series “a”** |
| Type of Subject Subdivision Code | 008/17 | a - Topical b - Form c - Chronological d - Geographic e - Language n - Not applicable | - No attempt to code | n - Not applicable | **►n** |
| Type of Government Agency | 008/28 | ‘ ‘- Not a government agency a - Autonomous or semi-autonomous component c - Multilocal f - Federal/national i - International intergovernmental l - Local m - Multistate o - Government agency-type undetermined s - State, provincial, territorial, dependent, etc. u - Unknown if heading is government agency z - Other | - No attempt to code | | - No attempt to code | ►**Use the appropriate code** |
| Reference evaluation | 008/29 | a - Tracing are consistent with the headingb - Tracing are not necessarily consistent with the heading n - Not applicable| - No attempt to code | n - Not applicable | **►n** |
| Record Update in Process | 008/31 | a – Record can be usedb – Record is being updated| - No attempt to code | a – Record can be used | **►a** |
| Undifferentiated Personal Name | 008/32 | a - Differentiated personal nameb - Undifferentiated personal name [DO NOT USE]n – Not applicable| - No attempt to code | a - Differentiated personal name | **►a** **►NAR for a family name, use “n”****►Do not use “b” in an RDA NAR** |
| Level of Establishment Code | 008/33 | a – Fully established headingb – Memorandumc – Provisionald – Preliminaryn – Not applicable| - No attempt to code | a – Fully established heading | **►a** |
| Modified Record | 008/38 | ‘ ‘ - Not modified s - Shortened x - Missing characters | - No attempt to code | ‘ ‘ - Not modified | **►‘ ‘ - Not modified** |
| Cataloging Source Code | 008/39 | ‘[blank] ‘- National bibliographic agency  | ‘[blank]‘- National bibliographic agency | **►‘[blank]‘- National bibliographic agency** |

# 010 Library of congress Control Number

|  |  |
| --- | --- |
| **CORE (LC/NACO)** | **Person, Family, Corporate body, Work, Expression** |

**LC/NACO**: This field is mandatory and the number is generated by the system after the authority record is saved.

**Canadiana**: This field is not used in Canadiana.

# 016 LAC Authority Record Control number

|  |
| --- |
| **MANDATORY WHEN CREATING AN AUTHORITY IN NACO AND CANADIANA** |
| **CORE (Canadiana)** | **Person, Family, Corporate body, Work, Expression** |
| **Subfields** | $a - Record control number $z - Canceled or invalid record control number  |

Canadiana numbers must be added to all authority records corresponding to resources in our collection, whether we create, modify or simply use the authority record.

This applies to both LC/NACO and Canadiana files. The same number must be added to equivalent authority records, with E and F suffixes.

**IMPORTANT**: Canadiana number should be recorded without hyphens. If applicable, remove the hypens from the generated numbers.

Canadian number generator link: <http://v41extcapps01.services.bac-lac.gc.ca:8095/eng/bibliographic/GenerateSingle>

**REMINDERS:**

* If you copy an authority already created in Amicus, you do NOT generate a new Canadiana number. You copy the Canadiana number that has already been used in the Internal Name Authority file and you add E or F.
* Please be careful when you use the generator, you should generate an authority number, not a bibliographic number. Also, you will be ask to click only once to avoid wasting numbers.
* If you have a problem with the generator, contact the Standards and System Team.

**DUPLICATE RECORDS**

When you have two authority records for a same person, corporate body, etc., delete the record not preferred. Record the Canadiana number deleted in subfield $z.

**WMS-Authority file**

**LC/NACO**: The field is not mandatory. It is an important field, but you can save the record without it.

**CANADIANA**: The field is mandatory. You cannot save the record without it.

# 024 Other Standard Identifier

**IMPORTANT: There is a temporary moratorium on adding or editing 024 fields in NACO records.**

<https://listserv.loc.gov/cgi-bin/wa?A2=ind1809&L=PCCLIST&P=38986>

Catalogers are encouraged to add standard identifiers if they are found on the resource being catalogued. Persons, corporate bodies and geographic entities can all have identifiers.

**EXAMPLES**

International Standard Name Identifier (ISNI)

|  |  |  |
| --- | --- | --- |
| 024 | 7# | $a9876543219876532 $2isni |

OCRID scholarly identifier often used by in the academic community.

|  |  |  |
| --- | --- | --- |
| 024 | 7# | $a0000-0001-9159-4040 $2orcid |

Other identifiers such as VIAF can also be used

|  |  |  |
| --- | --- | --- |
| 024 | 7# | $a25151302855548661786 $2viaf |

# 035 System Control Number

**Canadiana:** Amicus numbers appear in this field only for migration purpose.

Do not add this number into 035 in a LC/NACO record.

# 040 Cataloguing Source

This information is read-only.

Our institution code ($dCaOONL) is auto-generated when revising a record.

In LC/NACO, the field will be coded as $beng for name authority record

In Canadiana, this field will be coded as $bfre for name authority record

**IMPORTANT**: In Canadiana, this field will be coded also as $beng for Canadian Subject Heading.

**EXAMPLE NACO**

|  |  |  |
| --- | --- | --- |
| 040 | ## | $aCaOONL $beng $erda $cCaOONL |

**EXAMPLE CANADIANA**

|  |  |  |  |
| --- | --- | --- | --- |
| 040 |  | ## | $aCaOONL $bfre $erda $cCaOONL |

Canadian Subject Heading

|  |  |  |  |
| --- | --- | --- | --- |
| 040 |  | ## | $aCaOONL $beng $cCaOONL |

# 042 Authentication Code

|  |
| --- |
| **MANDATORY WHEN CREATING AN AUTHORITY IN NACO AND CANADIANA** |

LAC cataloguer should add field 042 in LC/NACO and Canadiana every time they create, revise or derive an authority record. This code identifies the “virtual” Canadian national authority file which is splits into two databases (LC/NACO and Canadiana).

This field may appear in authority records emanating from national bibliographic agencies.

Libraries should not modify or delete this field.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 042 | ## | $anlc |

# 043 Geographic Area Code

**LC/NACO**: this field is limited to jurisdiction only. Do not use for corporate bodies in the future.

# 046 Special Coded Dates

|  |
| --- |
| **MANDATORY FIELD if information is known** |
| **CORE:** | **Person, Family, Corporate bodies** (date of conference)**, Works** |
| **CORE IF:** | **Corporate bodies** (date of establishment, date of termination)**, Expressions, Work** (date of work) |
| **Subfields** | $f - Birth date (year only)$g - Death date (year only)$k - Beginning or single date created $l - Ending date created $o - Single or starting date for aggregated content$p - Ending date for aggregated content $q - Establishment date \*$r - Termination date \*$s - Start period $t - End period $u - Uniform Resource Identifier $v - Source of information $2 - Source of date scheme \* Until further notice do not use subfields [$q](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth046SPACEDOLLARq&hash=046SPACEDOLLARq&fq=coreresources|true) or [$r.](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth046SPACEDOLLARr&hash=046SPACEDOLLARr&fq=coreresources|true) Continue to use [subfield $s](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth046SPACEDOLLARs&hash=046SPACEDOLLARs&fq=coreresources|true) and [subfield $t](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth046SPACEDOLLARt&hash=046SPACEDOLLARt&fq=coreresources|true) for start and end periods for corporate bodies. |
| **Source****LC/NACO and****Canadian** | Supply dates using the pattern yyyy, yyyy-mm, or yyyy-mm-dd, and 'edtf' in $2.edtf url: <http://www.loc.gov/standards/datetime/> |

**IMPORTANT:** LAC does not record the day or month of a person’s birth for living individuals.

Use field 046 to record dates whether or not they are used in the 1XX authorized access point.

The date in 046 may be more precise than a date used in the 100 subfield $d.

When revising authority records, record dates available in 046 even if there is no date in 100 subfield $d.

Use the Extended Date Time Format (EDTF) schema in all cases except for centuries (ISO 8601)

edtf url: <http://www.loc.gov/standards/datetime/>

**Coding Examples (RDA LC-PCC PS for 9.3.1.3)**

|  |  |
| --- | --- |
| **RDA presentation** | **EDFT coding in 046** |
| 1975 | 1975$2edtf |
| 1975 June 24 | 1975-06-24$2edtf |
| 1975 June | 1975-06$2edtf |
| 1816? [probable date] | 1816? $2edtf |
| Approximately 931 | 0931~$2edtf |
| 1666 or 1667 [known to be one of two years]  | [1666,1667] $2edtf |

 When recording a century in the 046 field, use the first two digits of the hundred-year span. No $2.

|  |  |
| --- | --- |
| 20th century  | 19 [use “19” to represent the 20th century, 1900-1999] |

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 046 | ## | $a1996 $2edtf |
| 100 | 1# | $aStuart, Jordan, $d1996- |
| 670 | ## | $aThe chronicles of Everett Farmer, 2018:$bCIP title page (Jordan Stuart) LAC CIP application (Canadian; born 1996) |

|  |  |  |
| --- | --- | --- |
| 046 | ## | $a1987 $2edtf |
| 100 | 1# | $aDaniell, Ruth, $d1987- |
| 670 | ## | $aThe brightest thing, 2019 :$bCIP title page (Ruth Daniell) LAC CIP application (born 1987; Canadian) |

|  |  |  |
| --- | --- | --- |
| 046 | ## | $s1984 $2edtf |
| 110 | 2# | $aCrime Prevention Council of Ottawa |
| 670 | ## | $aMaking communities safer, 1995: $bcover (Crime Prevention Council of Ottawa) page iii (The Crime Prevention Council of Ottawa was established in 1984 to promote local crime prevention strategies. The Council is directed by a volunteer Board that is comprised of representatives from crime prevention workers, youth, business, police, criminal justice, local government, and public and race relation persons. The Council is funded by the City of Ottawa.) |

# 053 LC Classification Number

**UNTIL FURTHER NOTICE, PLEASE USE IN NACO ONLY:** 053 #4 for Canadian literary author numbers assigned by LAC from the PS8000 schedule

**IMPORTANT:** To follow NACO practice, there is a period between the class number and the cutter number.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 053 | #4 | $a[number] $5[MARC institution code] |

|  |  |  |
| --- | --- | --- |
| 053 | #4 | $aPS8555.H4443 $5CaOONL |

# 065 Other Classification Number

**IMPORTANT:** **DO NOT USE 065**, IT IS CURRENTLY NOT VALID IN NACO.

UNTIL FURTHER NOTICE, PLEASE USE: 053 #4

**IMPORTANT:** 065 is a valid field in Canadiana, but UNTIL FURTHER NOTICE, PLEASE USE: 053 #4

Use this field for Canadian literary author numbers assigned by LAC from the PS8000 schedule. Potentially, PS9000 could be use for French Canadian.

Use subfield $2 fcps - Class FC: a classification for Canadian history, Class PS8000: a classification for Canadian literature (Ottawa: Library and Archives Canada)

Use subfield $5 for the institution code

Repeatable for authors who write in more than one language

# 1XX Authorized Access Points

|  |
| --- |
| **MANDATORY WHEN CREATING AN AUTHORITY IN NACO AND CANADIANA** |

|  |  |
| --- | --- |
| **CORE:** | **Person, Family, Corporate bodies, Works** |

Construct the authorized access point according to Resource Description and Access (RDA), LAC policy statements, and NACO practices

According to the LAC Bilingual Cataloguing Policy, create an equivalent pair of English and French authority records. Usually, cataloguers need to have an item in hand when creating a new authority record in the LC/NACO file and Canadiana file, with some exceptions (CIP, Internal Name Authorities, special projects, etc.)

## Person

Use first indicator value “0” or “1” in field 100 when creating an NAR for a person.

There is no prescribed MARC order for the subfields beyond subfield $a in the X00 fields. RDA 9.2.2.9.5 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:

1. 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.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aElizabeth $bI, $cQueen of England, $d1533-1603 $c(Spirit) |

1. Generally add subfield $c before subfield $q when also adding words, numerals, etc. indicating relationship. (See RDA 9.2.2.9.5 for treatment of Portuguese names)

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aMcCauley, Robert H., $cJr. $q(Robert Henry), $d1913-1979 |

**BUT**

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aM. Alicia $q(Mary Alicia), $cSister, S.C.N. |

1. 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.
2. 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:

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aSmith, J. R. $q(John Robert) $c(Biologist), $d1985- |

### Sources of Information (priority order)

* Preferred sources of information (RDA 2.2.2) in manifestations associated with the person
* Other formal statements appearing in manifestations associated with the person
* Other sources (including reference sources)

### Preferred name for persons

* The preferred name should be the most-commonly-known form of the name (RDA 9.2.2): real name, pseudonym, title of nobility, nickname, initials, and other appellation.
* Words indicating relationship (Jr., III, etc.) are considered part of the preferred name in RDA if commonly found with the name (9.2.2.9.5)

### Different Forms of the Same Name

Choose the most commonly found form as the preferred name (RDA 9.2.2.5.1). Choose the form in the language most commonly found (RDA 9.2.2.5.2) in manifestations associated with the person.

* If no predominant form, choose the latest form as the preferred name
* OPTIONAL: Record the other forms as variant names (MARC field 400)

### Personal name exists in NACO without date

If the cataloguer discovers birth and/or death dates for the person, add the information in 670 and/or 046 and leave the heading alone

### More Than One Identity

Choose the name associated with each identity as the preferred name for that identity. Mutiple NARs will be created.

If an individual uses only one pseudonym and does not use his or her real name, choose the pseudonym as the preferred name

* Record the real name as a variant name (MARC field 400)

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aDJ Q, $d1974- |
| 400 | 0# | Flynn, Paul |
| 670 | ## | $aAll music guide WWW site, June 29, 2005 $b(DJ Q; real name: Paul Flynn; born 1974) |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aChampion $c(Musicien) |
| 400 | 0# | $aDJ Champion |
| 400 | 0# | $aMorin, Maxime |
| 670 | ## | $aChill'em all, 2004: $bintérieur du conteneur (nom véritable, Maxime Morin) |

### Variant name for the person

When it appropriate, cataloguers should use judgment on which variants to include. It could be:

* a real name if the preferred name is a pseudonym (to determine when this is an appropriate variant. Refer to Pseudonyms section.),
* a secular name if the preferred name is a name used in religion and vice versa,
* an earlier name and a later name,
* an alternative linguistic form, and
* any other name that a cataloger judged useful to be recorded.

### Duplicate authorities from Amicus

When there are two authority records for the same individual in AMICUS (Harper, David G., 1960- and Harper, David Gordon, 1960-), and there is an existing NACO authority for the same person (Harper, David G. (David Gordon), 1960-).

* Decide which authority record to keep.
* In this record, record the deleted Canadiana number in 016 $z.
* Add the variant names in 4XX
* From the Internal name Authorities , cite as:

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 670 | 1# | $aLAC internal file, September 15, 2018: $b([heading]; variants names: [information]) |

**EXAMPLES CANADIANA**

Not applicable in Canadiana

### Pseudonyms

Refer to: FAQ – LC/PCC practice for creating NARs for persons who use pseudonyms” document (http://www.loc.gov/catdir/cpso/pseud.pdf)

### Qualifiers

Qualifiers are very helpful when there is a conflict and year of birth is either not available or author requests that it not be used or be removed from a record.

**NOTE:** The qualifier “(Fictitious character)” is *not* required unless needed to differentiate the name.

**Examples NACO for OCCUPATION**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aJohnson, Kurt $c(Journalist) |
| 374 | ## | $aJournalists $2lcsh |
| 670 | ## | $aSome 1812 Richmond soldiers/settlers, 2013: $bcover (Kurt Johnson) profile (Kurt Johnson retired as the Letters Editor of the Ottawa Citizen ... after a 43 year career in journalism throughout Ontario, he turned to volunteer work and became an historical researcher, lecturer and member of the Board of Directors of the Goulbourn Museum) |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aMcLeod, John $c(Local historian) |
| 374 | ## | $aLocal history $2lcsh |
| 670 | ## | $aThe Glebe, 2013: $bcover (John McLeod) inside front cover (John McLeod is an active member of Heritage Ottawa and had led its Glebe Walking Tour since 2008. He is also an active member of the Heritage Committee of the Glebe Community Association. He is a heritage buff ...) |

**Examples CANADIANA for OCCUPATION**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aJohnson, Kurt $c(Journaliste) |
| 374 | ## | $aJournalistes $2rvm |
| 670 | ## | $aSome 1812 Richmond soldiers/settlers, 2013: $bcover (Kurt Johnson) profile (Kurt Johnson retired as the Letters Editor of the Ottawa Citizen ... after a 43 year career in journalism throughout Ontario, he turned to volunteer work and became an historical researcher, lecturer and member of the Board of Directors of the Goulbourn Museum) |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aMcLeod, John $c(Historien local) |
| 374 | ## | $aHistorien local $2rvm |
| 670 | ## | $aThe Glebe, 2013: $bcouverture (John McLeod) inside front cover (John McLeod is an active member of Heritage Ottawa and had led its Glebe Walking Tour since 2008. He is also an active member of the Heritage Committee of the Glebe Community Association. He is a heritage buff ...) |

### undifferentiated personal names

See Appendix H.

## Corporate Body

See Appendix E about what to send to your reviewer.

### Corporate body exists in Amicus but not in NACO

Migrate the authority from Amicus to NACO. Revise the record to conform to NACO policy as best you can and upgrade to RDA if necessary.

Add 667 note (**ONLY TO BE USED FOR CORPORATE BODIES**). This note indicates the authority has been migrated using the Internal Name Authorities tool.

If necessary, send the NACO record to LAC INTERNAL REVIEW only

|  |  |  |
| --- | --- | --- |
| **670** | **##**  | $a **Data contributed by Library and Archives Canada for the Canadiana Conversion Project.** |

### Subordinate unit

Please ensure that prior to establishing the AAP for a subordinate unit of a corporate body that the AAP for its parent body has been established. If it has not an authority for the parent body must be established in addition to its subordinate unit.

Authority for: 1XX Parent body. $b Subordinate body

 Another NAR is needed for : 1XX Parent body

Authority for: 1XX Parent body. $b Subordinate body. $b Subordinate body

 NARs are needed for: 1XX Parent body ; 1XX Parent body. $b Subordinate body

## Family

Use first indicator value “3” in field 100 when creating an NAR for a family.

There is no prescribed MARC order for the subfields beyond subfield $a in the X00 fields. When providing multiple additions to the name generally follow these guidelines:

1) Additions to the name are contained in a single set of parentheses separated by colons.

2) The term for the type of family is added after the name and is contained in subfield $a.

3) Subfield $d (date) follows the term for the type of family.

4) Subfield $c is used for place associated with family and follows the date.

5) Subfield $g is used for prominent member of family. Give authorized access point for the person as found in the 1XX of the NAR without any internal subfield coding.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 3# | $aJones (Family : $d1801-1950 : $cNew York, N.Y. : $gJones, Samuel, 1830-1899) |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| 100 | 3# | $aJones (Famille : $d1801-1950 : $cNew York, N.Y. : $gJones, Samuel, 1830-1899) |

##  Places Names NEW

In RDA, chapter 16 only provides general guidelines and instructions on choosing and recording preferred and variant names for places. The only places currently covered are the same kinds of places that were covered by chapter 25 of AACR2, i.e., places that could be considered capable of authorship, or in RDA parlance, places that can be associated with group 1 entities as creators, contributors, etc. of/to works, expressions, manifestations, or items.

For names of places used as the names of governments, RDA refers catalogers to chapter 11 (11.2.2.5.4 for the preferred name and 11.13.1.1 for construction of access points).

Since all the places we are covering in this module are considered jurisdictions, and jurisdictions are corporate bodies, all of the appropriate guidelines in chapters 8 and 11 apply to them as well as what is in chapter 16.

### Places as creators of works or associated with works

The names of places are used to represent a government as a corporate body, and form the first part of the authorized access points for government bodies recorded subordinately, including some government agencies, legislative bodies, courts, armed forces, and government officials (heads of state, heads of government, or ruling executive bodies), embassies, consulates, etc., and delegations to international or intergovernmental bodies.

Or

* Names of places commonly used as the names of governments (see 11.2.2.5.4) and communities that are not governments (e.g., city sections)
* Governments create laws, constitutions, regulations, etc.; sign treaties; have officials and employees; have subordinate executive, legislative, and judicial bodies; issue reports and position statements; create cartographic resources; have court rules; etc.
* Government officials create official communications

### Places as contributors, etc.

* Governments and governmental bodies can be contributors to an expression, or may be associated with manifestations and items as well, for example, as
	+ Performers (e.g., military bands)
	+ Publishers; broadcasters
	+ Printers
	+ Producers of unpublished resources
	+ Distributors
	+ Owners (e.g., government libraries and museums)

### Places as subject

Consult SHM H 405 for the complete list.

* Places are commonly the subjects of works
* Subject Headings Manual H 405: Name vs. Subject Authority File
* DCM Z1 Appendix 1:  Ambiguous Entities
* Group One: entities always established according to descriptive cataloging conventions with authority records that always reside in the name authority file

Tag 151 in Name Authority Records

* + City sections
	+ Collective settlements
	+ Comarcas
	+ Communes
	+ Districts: Conservation districts, Forest districts, Mining districts, Park districts, Recreation districts, Sanitation districts, Utility districts, Water districts)
	+ Jurisdictions, Ancient (other than cities)
	+ Military installations (active; also all after 1899)
	+ Planned communities
	+ Pueblos
	+ U.S. Indian Tribes/Canadian First Nations (as governments/jurisdictions)

Group 2 entities are established according to subject cataloging conventions in the Subject Headings Manual. Their authority records may reside either in the LC/NACO Authority File or in LCSH. The slide lists some of the ambiguous entities that are in Group 2 and tagged as 151 geographic.

Group 2: Geographic Entity needed as subject (SACO/CSH)

040 ## $DLC $beng $cDLC

Group 2: Geographic Entity needed as a descriptive Access point (NACO/Canadiana)

040 ## $DLC $beng $erda $cDLC

667 ## SUJECT USAGE: This heading is not valid for use as a geographic subdivision.

* Amusement parks
* Aqueducts
* Astronomical features (asteroids, comets, galaxies, planets, etc.)
* Bridges
* Camps
* Canals
* Cemetery sites, Archaeological
* Cities, Extinct (pre-1500)
* Collective farms
* Docks
* Estates
* Fairgrounds
* Farms
* Forests
* Fortresses (Structures)
* Gardens
* Golf courses
* Hazardous waste sites
* Highways
* Historic sites (including historic districts not in cities)
* Islands, Nonjurisdictional
* Land grants
* Locks (Hydraulic engineering)
* Military installations (inactive pre-1900 installations)
* Mines
* Parks (Geographic entities)
* Pipelines
* Playgrounds
* Plazas (Open spaces, squares, etc.)
* Ports (Physical facilities)
* Ranches

### Bibliographic Coding

In bibliographic records, 151 in authorities turns into:

 110 1\_ or 710 1\_ for access points

 651 \_0 for subjects (*not 610 10*)

## Compilations of works by one agent (Person, Family or Corporate body)

Follow the general instructions for choosing preferred titles of works

### Conventional collective agent

* If the compilation purports to be the complete works of an agent, use *Works*
* If the compilation purports to be the complete works of an agent in a single form, use one of the following: Correspondence, Essays, Novels, Plays, Poems, Prose works, Short stories, Speeches, or another appropriate specific collective title.
* If the compilation is less that the complete works of the agent
	+ Either record each work separately
	+ And/or append the term “Selections” to the appropriate conventional collective title. “Selections” can no longer stand alone.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $a Adams, John Quincy,$d 1767-1848.$t Diaries.$k Selections |
| 380 |  | Diaries$2lcgft |
| 400 | 1# | $a Adams, John Quincy,$d1 767-1848.$t John Quincy Adams: diaries |
| 670 |  | $a Adams, J. John Quincy Adams : diaries. I, 2017:$b title page (Edited by David Waldstreicher) |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $a Adler, Meghan.$t Poems.$k Selections |
| 400 | 1# | $a Adler, Meghan.$t Pomegranate |
| 670 |  | $a Pomegranate, 2018. |

##  Authorized access point for the work

Most RDA entity attributes have a discrete place in MARC to record them. Preferred title does not. It can only be recorded as part of the authorized access point for the work.

Record the preferred title in subfield $t (100, 110, 111) or subfield $a (130). Other subfields may be appropriate

* If the work/expression does not have an explicit creator, use X30

##  Changing an existing authorized access point

### to Resolve a NACO Conflict

**Situation:** A new authorized access point being established conflicts with an existing authorized access point, but although there may be no distinguishing characteristics available for the name being established.

Since two different authorized access points cannot normalize to the same form, cataloguers have to change an existing authorized access point, even though it does not have an error.

If there is a distinguishing characteristic already in the existing NACO record in conflict, cataloguer should use it.

**EXAMPLES NACO AND CANADIANA**

 New record (with no distinguishing characteristics available to resolve the conflict)

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $a Lamoreaux, Jeanne |
| 670 | ## | $a Neither here nor there, 2013: $b t.p. (Jeanne Lamoreaux) |

 Existing record

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $a Lamoreaux, Jeanne |
| 374 | ## | $a Architects $2lcdgt |
| 670 |  | $a Architecture in social context, 1975: $b title page (Jeanne Lamoreaux) foreword (Jeanne M. Lamoreaux; born in 1925; architect) |

Changing the existing record to resolve the conflict

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $a Lamoreaux, Jeanne, **$d1975-** |
| 374 | ## | $a Architects $2lcdgt |
| 670 |  | $a Architecture in social context, 1975: $b title page (Jeanne Lamoreaux) foreword (Jeanne M. Lamoreaux; born in 1925; architect) |

### to Close an Open Date

Updates may be made only if there is already an open birth date, or an open death date, in the authorized access point.

1. When an existing authorized access point for a person has an open birth date, and a death date has been identified, the authorized access point may be updated to include the death date.
2. When an existing authorized access point for a person has an open death date, and a birth date has been identified, the authorized access point may be updated to include the birth date. This one is new to NACO, since NACO RDA guidelines instruct you to use a hyphen before a death date in all cases, even if a birth date is not in the authorized access point.

### To Correct an RDA Authorized Access Point “Error of Fact”

It could be an authorized access point that contains an incorrect date (e.g. typo)

When dates are incorrect in any heading (1XX) of a NAR they should be changes to reflect the correct date(s). Do not add the inaccurate date or typo as a cross reference.

**IMPORTANT (NACO):** Reportable BFM

It could be headings based on information provided by a CIP title page that contains an incorrect name. Because the published item often discrepancies in names, dates, etc. and this may cause a heading to be changed This is not the same as changing a heading just to add a date or fuller form of name.

**IMPORTANT (NACO):** Reportable BFM

It could be an authorized access point that is no longer based on the preferred name (the original record was based on a form that was never used again, and the person is clearly known now by another form)

**IMPORTANT (NACO):** Non-Reportable BFM

**EXAMPLES**

An authorized access point is established based on a thesis. Often the fullest form available is presented on a thesis preferred source.

Along the way, more publications were cataloged, and at one point the AACR2 record was re-coded to RDA. But did the cataloger who re-coded the record to RDA really evaluate the record? What would you say the clearly-known form of name is now? The authorized access point in this case contains an “Error of Fact” and should be changed.

The correct authorized access point should be based on the predominant usage of the name.

Make a See reference (4xx) for the old valid form of 1XX, with $w.

If the variant form is a valid reference under current RDA instructions, use $w nne.

If the variant form is not a valid reference under current RDA instructions, use $w nnea. In case of doubt, use $w nnea

### Scope of searching

To confirm the predominant usage, the cataloguer should search in WorldCat (via OCLC WMS)”.

The usage is based on the form used in field 245 by the author (when he or she is alive).

If a person legally changes their name, the cataloguer should use their last form of name, not the usage, for creating the authorized access point.

### Usage in 670 field

**EXAMPLES**

Information from OCLC: headings or access points is from 100 and usage is from 245 $c

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aOCLC, May 9, 2014 $b(headings: Bradshaw, John; Bradshaw, John David, 1952- ; usage: John Bradshaw; John David Bradshaw) |

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aOCLC, December 9, 2009 $b(heading: Ageton, Arthur Ainsley, 1900-; Ageton, Arthur A.; Ageton, Arthur Ainsley; usage: Arthur A. Ageton) |

From an Internet source:

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aOfficial website, September 24, 2017 $b(preferred names: … variant names: …) $u URL  |

# 336 Content

|  |  |
| --- | --- |
| **CORE:** | **Expressions** |
| **CORE IF:** |  |
| **NOT CORE:** |  |
| **Subfields** | $a – Content type term (RDA 6.9)$b – Content type code (RDA 6.9)$2 – source code |
| **Source****LC/NACO and Canadiana** | $2 – source code. Give “rdacontent” |

Use for expressions.

The list of terms is also available in the Term and Code List for RDA Content Types at : *http://www.loc.gov/standards/valuelist/rdacontent.html*

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 336 | ## | $atext $btxt $2rdacontent |

# 368 Other Attributes of Person or Corporate Body

|  |  |
| --- | --- |
| **CORE:** | **Person, Corpotate body** *(If body’s name does not convey the idea of a corporate body)* |
| **CORE IF:** | **Corporate body** |
| **NOT CORE:** |  |
| **Subfields** | $a – Type of corporate body (RDA 11.7.1.4)$b – Type of jurisdiction (RDA 11.7.1.5)$c – Other designation (RDA 11.7.1.6) [Profession or occupation may be recorded in field 374.]$d – Title of person (RDA 9.4) [Record titles of royalty, nobility or religious rank n the form used in the authorized or variant access points.]$s – Start period [yyyy]$t – End period [yyyy]$u – Uniform Resource Identifier $v – Source of information$2 – Source |
| **Source $2****LC/NACO** | Prefer English controlled vocabulary for terms in subfields [$a](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth368SPACEDOLLARa&hash=368SPACEDOLLARa&fq=coreresources|true), [$b](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth368SPACEDOLLARb&hash=368SPACEDOLLARb&fq=coreresources|true), and [$c](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth368SPACEDOLLARc&hash=368SPACEDOLLARc&fq=coreresources|true).  |
| **Source $2****Canadiana** | Prefer French controlled vocabulary for terms in subfields [$a](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth368SPACEDOLLARa&hash=368SPACEDOLLARa&fq=coreresources|true), [$b](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth368SPACEDOLLARb&hash=368SPACEDOLLARb&fq=coreresources|true), and [$c](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth368SPACEDOLLARc&hash=368SPACEDOLLARc&fq=coreresources|true).  |

Use for other attributes of a person or a corporate body.

For consistency, capitalize the first term in each subfield $a, $b and $c.

Repeat the field when the vocabulary sources differs or another associated element differs.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aFreer Gallery of Art   |
| 368 | ##  | $aArt museums (institutions) $2aat |

|  |  |  |
| --- | --- | --- |
| 151 | ## | $aFrance |
| 368 | ##  | $bCountries (sovereign states) $2aat  |

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aJoan, $cof Arc, Saint, $d1412-1431  |
| 368 | ##  | $cSaints $2lcsh  |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aWalsh, Joseph-Alexis, $cvicomte, $d1782-1860 |
| 368 | ##  | $dvicomte  |

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aJeanne Marie, $csoeur, $d1926-2013 |
| 368 | ##  | $dsoeur |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aJeanne, $cd’Arc, Saint, $d1412-1431  |
| 368 | ##  | $cSaints $2rvm  |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aChateaubriand, François-René,$cvicomte de,$d1768-1848 |
| 368 | ##  | $dvicomte de |

|  |  |  |
| --- | --- | --- |
| 100 | 0# | $aAngela de la Cruz,$csoeur,$d1846-1932 |
| 368 | ##  | $dsoeur |

# 370 Associated Place

|  |  |
| --- | --- |
| **CORE:** | **Corporate bodies** |
| **CORE IF:** | **Family, Works** |
| **NOT CORE:** |  |
| **Subfields** | $a – Place of birth (RDA 9.8) $b – Place of death (RDA 9.9) $c – Country associated with a person (RDA 10)$e – Place of residence of a person (RDA 9.11)  Place associated with the family (RDA 10.5), Place of headquarters of a corporate body (RDA 11.3.3)$f – Other associated place of person, family (RDA 10.5), or corporate body (11.3.3); Conference  (RDA 11.3.2)$g – Used only for Place of origin of work (RDA 6.5) on work authority records$2 – Use the source code indicating the source of the terms used in all other subfields: |
| **LC/NACO****Sources** | $2naf (for the LC/NACO authority file); $2lcsh (for place names established only in LCSH);If there is no authority record for the place in NAF and LCSH, cataloguers can record the name of the place without $2  |
| **Canadiana****Sources** | $2lacnaf (for the Canadiana authority file);$2rvm (for place names established only in RVM).If there is no authority record for the place in LACNAF and LRVM, cataloguers can record the name of the place without $2  |

Use for geographic locations associated with a person, family or corporate body.

Repeat field 370 if subfield $2 does not apply to all subfields.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aBovey, Patricia E |
| 370 | ##  | $cCanada$2naf |
| 374 | ## | $aArt historians $aLegislators $lcsh |
| 670 | ## | $aWikipedia, viewed August 30, 2018 $b(Patricia E. Bovey; born May 15, 1948; Canadian art historian; senator for Manitoba)$uhttps://en.wikipedia.org/wiki/Patricia\_Bovey |

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aFotenn Consultants |
| 370 | ##  | $eOttawa (Ont.) $eKingston (Ont.) $eToronto (Ont.) $2naf |
| 670 | ## | $aFotenn (Website), April 18, 2018: $bAbout - Our Firm (Fotenn is an award-winning planning, urban design, and landscape architecture firm with offices in, Ottawa, Kingston and Toronto. Established in 1992, Fotenn now has more than 30 planning, landscape architecture, architecture and urban design staff engaged in projects across the country) $u <http://www.fotenn.com/> |

**EXAMPLES CANADIANA**

Coming…

# 371 Address

|  |  |
| --- | --- |
| **CORE:** |  |
| **CORE IF:** |  |
| **NOT CORE:** |  |
| **Subfields** | $a, $b, $c, $d, $e –Address of the corporate body (RDA 11.9)$m – Email address of the person or corporate body (RDA 9.12), (RDA 11.9)$u – Web address (RDA 9.12, 11.9) |
| **LC/NACO****Sources** |  |
| **Canadiana****Sources** |  |

Use field 371 for corporate body. 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 (Headquarters).

Record multiple addresses, with or without ranges of dates, in separate occurrences of field 371.

Not required to maintain address information when updating a record that contains an address.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aMunicipal Planning Consultants |
| 371 | ##  | $a64 St. Clair Avenue East $bToronto |
| 670 | ## | $aThe Official plan of the Eastview Planning Area, 1966: $btitle page (Municipal Planning Consultants Co. Ltd. ; Town Planners. Professional Engineers ; 64 St. Clair Avenue East. Toronto) |

**EXAMPLES CANADIANA**

Coming…

# 372 Field of Activity

|  |  |
| --- | --- |
| **CORE:** |  |
| **CORE IF:** |  |
| **NOT CORE:** |  |
| **Subfields** | $a – Used for both the field of activity of the person or the corporate body. It is not necessary to select a term from an established thesaurus.$2 – Used if the term is selected from an established thesaurus |
| **LC/NACO****Sources** | $2lcsh (for subject in LCSH)$2lcdgt (for subject in LCDGT)$2lcgft $2cash (for subject in CSH)(and other acceptable subject files in English) |
| **Canadiana****Sources** | $2lacnaf (for the Canadiana authority file);$2rvm (for place names established only in RVM). |

Use field 372 for a term describing the field of endeavour or expertise in which a person was engaged. (RDA 9.15); or for a term describing the field of business in which a corporate body is engaged, its area of competence, responsibility, jurisdiction, etc. (RDA 11.10)

For consistency, capitalize the first word in each subfield $a if it is uncontrolled. However, controlled terms should be recorded as established.

Field of activity is not recorded as part of an access point (RDA 9.15.1.3).

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aBruntlett, Chris |
| 372 | ##  | $aUrban transportation $2lcsh |
| 670 | ## | $aBuilding up the cycling city, 2018: $btitle page (Chris Bruntlett); about the authors (Chris Bruntlett [is] the cofounder ... of Modacity, a creative agency using words, photography, and film to inspire happier, healthier, simpler forms of mobility ... to address the evolving needs of cities large and small) |

# 373 Associated Group

|  |  |
| --- | --- |
| **CORE:** | **Corporate bodies** *(Associated institutions -in certain cases)* |
| **CORE IF:** | **Corporate bodies** *(Associated institutions)* |
| **NOT CORE:** |  |
| **Subfields** | $a – Associated group$s – Start date of a date range$t – End date of a date range$2 – Source code identifying the controlled vocabulary the term came from, if appropriate. |
| **LC/NACO****Sources** | $2lcsh (for subject in LCSH)$2lcdgt (for subject in LCDGT)$2lcgft $2cash (for subject in CSH)(and other acceptable subject files in English) |
| **Canadiana****Sources** | $2lacnaf (for the Canadiana authority file);$2rvm (for place names established only in RVM). |

Use field 373 for a term identifying a group, institution, associated, etc., that is associated with the entity in 1XX. Use subfields $s and $t to record the dates of affiliation if known (for a person RDA 9.13).

For personal names, prefer a controlled vocabulary, such as the LC/NACO Authority File.

If the additional term is 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.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aSlaney, Frances M.,$d1953- |
| 373 | ##  | $aUniversity of British Columbia $aUniversité Laval $aCarleton University $2naf |
| 670 | ## | $aThe Canadian Museum of Civilization, 2015 : $b cover (Frances M. Slaney) ; about the author (She began her studies at the University of British Columbia (BA) and completed them at Université Laval (MA, PhD). She is currently Associate Professor of Anthropology at Carleton University) |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| Coming.. |  |  |
|  |  |  |
|  |  |  |

# 374 Occupation

|  |  |
| --- | --- |
| **CORE:** | **Person,** |
| **CORE IF:** | **Person** *(for a person whose name consists of a phrase or appellation not conveying the idea of a person in case of no conflict),*  |
| **NOT CORE:** |  |
| **Subfields** | $a – Occupation (RDA 9.16)$s – Start date of a date range$t – End date of a date range$2 – Source code identifying the controlled vocabulary the term came from, if appropriate. |
| **LC/NACO****Sources** | $2lcsh $2lcdgt \*preferred$2mesh \*preferred$2cash(Any Codes from either the Occupation Term Source Codes or the Subject Source Codes lists may berecorded from English controlled vocabulary) |
| **Canadiana****Sources** | $2lacnaf (for the Canadiana authority file);$2rvm (for place names established only in RVM). |

Use field 374 for a term identifying the occupation or profession of a person.

Assign terms that group all the members of a profession together, rather than separating them out by gender, nationality, ethnicity, religion, sexual orientation, or other characteristics that are not strictly occupational.

|  |  |  |
| --- | --- | --- |
| 374 | ## | $aSingers (*not* Women singers, *not* African American singers, *not* African American women singers, *not* Male singers, *not* African American male singers) |

Terms from a controlled vocabulary are preferable but not mandatory. When terms do not come from a controlled vocabulary, use a singular form.

Record a date range only if it is easy to determine and unambiguous.

If the vocabulary source differs, repeat the field. Repeat the field when needed for clarity.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aJohnson, Brian $q(Brian R.) |
| 374 | ##  | $aUniversity and college faculty members $aLiterature teachers $2lcdgt |
| 670 | ## | $aFear and learning, 2013: $bpage 95 (Brian Johnson) page 265 (Brian Johnson is an associate professor of English at Carleton University in Ottawa, Ontario, where he teaches theory, horror and Canadian literature) |
| 670 | ## | $aDepartment of English Language and Literature, Carleton University (Website), viewed June 27, 2018 $b Faculty directory (Brian Johnson) $u https://carleton.ca/english/people/johnson-brian/ |

# 375 Gender

Do not record. Exception: when the information has changed over the course of a person’s lifetime.

**IMPORTANT:** Do not delete gender information recorded by other agencies.

# 376 Family Information

|  |  |
| --- | --- |
| **CORE:** | **Family** |
| **CORE IF:** | **Family** *(Prominent member of the family)* |
| **NOT CORE:** | **Family** *(Hereditary title)* |
| **Subfields** | $a – Type of family, e.g. family, royal house, dynasty, clan (RDA 10.3)$b – Prominent member of family (RDA 10.6)$c – Hereditary title (RDA 10.7) is only recorded here and cannot be used in the access point for the family. |

On the record for the authorized access point for a family, record the family type.

# 377 Associated Language

|  |  |
| --- | --- |
| **CORE:** | **Expression** |
| **CORE IF:** |  |
| **NOT CORE:** |  |
| **Subfields** | $a – language code (from the MARC language code list, or ISO 639-3)$l – term identifying the language$2 – Source code representing the controlled vocabulary of the code in $a. |
| **LC/NACO****Sources** | Subfield $2 is not required when the MARC Code List for Languages is used as the language source code (second indicator value “#”). |
| **Canadiana****Sources** |  |

Record the codes for languages commonly used by the person, family or corporate body (RDA 9.14, 10.8, 11.8).

Use language codes from the MARC21 language code list, or the larger ISO 639-3 list. The MARC list is a subset of ISO 639-3, the complete list of codes for all languages.

MARC21 language code list: <http://www.marc21.ca/M21/COD/LNG.html>

ISO 639-3 list: <http://www-01.sil.org/iso639-3/codes.asp>

# 378 Fuller Form of Personal Name

|  |  |
| --- | --- |
| **CORE:** |  |
| **CORE IF:** | **Person,**  |
| **NOT CORE:** |  |
| **Subfields** | $q – fuller form |

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

The fuller form of a part of the name not included in the form chosen as the preferred name.

Normally we record either the fuller form of given name(s) or the fuller form of surname(s); but if there are fuller forms of both, record the entire name in direct.

The data entered in 378 $q is intended to match the data used in 100 $q but it is possible that 378 $q could be fuller than 100 $q.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aSlaney, Frances M., $d1953- |
| 378 | ## | $qFrances Margaret |
| 670 | ## | $aThe Canadian Museum of Civilization, 2015:$bcover (Frances M. Slaney) |
| 670 | ## | $aLost objects exchange morphology, 1981:$btitle page (Frances Margaret Slaney) |

# 380 Form of Work

|  |  |
| --- | --- |
| **CORE:** |  |
| **CORE IF:** | **Work** |
| **NOT CORE:** |  |
| **Subfields** | $a – Form of work (RDA 6.3) |
| **LC/NACO****Sources** |  |
| **Canadiana****Sources** |  |

Use Form of Work on records for the authorized access point for works (name-title, or series title).

Prefer a controlled vocabulary. Record the source in subfield $2.

For consistency, capitalize the first term in each subfield $a.

If the vocabulary source differs, repeat the field.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $a Canada. $t Borrowing Authority Act |
| 380 | ## | $a Statutes and codes $2 lcgft |
| 670 | ## | $a The Borrowing Authority Act and measures of federal debt, 2018. |
| 670 | ## | $a Government of Canada justice laws website, viewed June 22, 2018 $b(Borrowing Authority Act (S.C. 2017, c. 20, s. 103); an Act to Provide the Minister of Finance with Borrowing Authority and to Provide for a Maximum Amount of Certain Borrowings; short title: This Act may be cited as the Borrowing Authority Act; assented to 22nd June 2017) $uhttp://laws-lois.justice.gc.ca |

# 381 Other Distinguishing Characteristics of Work or Expression

|  |  |
| --- | --- |
| **CORE:** |  |
| **CORE IF:** | **Work, Expression** |
| **NOT CORE:** |  |
| **Subfields** | $a – Other distinguishing characteristic (RDA 6.6, 6.12) |
| **LC/NACO****Sources** |  |
| **Canadiana****Sources** |  |

Use Other Distinguishing Characteristics of Work or Expression on records for the authorized access point for works (name-title, or series title).

Other characteristics of expressions that are unique to musical works (RDA 6.18.1.4-6.18.1.6) may also be recorded.

# 382 Medium of Performance

|  |  |
| --- | --- |
| **CORE:** | **Work** (Musical works with non-distinctive titles) |
| **CORE IF:** | **Work** (Musical works with distinctive titles) |
| **NOT CORE:** |  |
| **Subfields** | $a – Medium of performance (RDA 6.15)$b – Soloist$d – Doubling instrument (RDA 6.15)$n – Number of performers in a medium$p – Alternative medium of performance (RDA 6.15)$s – Total number of performers$v – Note |
| **LC/NACO****Sources** |  |
| **Canadiana****Sources** |  |

Use Medium of Performance on records for the authorized access point for musical works.

# 383 Numeric Designation of Musical Work

|  |  |
| --- | --- |
| **CORE:** | **Work** (Musical works with non-distinctive titles) |
| **CORE IF:** | **Work** (Musical works with distinctive titles) |
| **NOT CORE:** |  |
| **Subfields** | $a – Serial number (RDA 6.16)$b – Opus number (RDA 6.16)$c – Thematic index number (RDA 6.16)$d – Thematic index code (RDA 6.16)$e – Publisher associated with serial or opus number (RDA 6.16) |
| **LC/NACO****Sources** |  |
| **Canadiana****Sources** |  |

Use Numeric Designation of a Musical Work on records for the authorized access point for musical works.

# 384 Key

|  |  |
| --- | --- |
| **CORE:** | **Work** (Musical works with non-distinctive titles) |
| **CORE IF:** | **Work** (Musical works with distinctive titles) |
| **NOT CORE:** |  |
| **Subfields** | $a – Key (RDA 6.17) |
| **LC/NACO****Sources** |  |
| **Canadiana****Sources** |  |

Use Key on records for the authorized access point for musical works.

# 385 Audience Characteristics

Cataloguers may use this field but they are encouraged to wait until best practice guidelines.

# 386 Creator/Contributor Characteristics

Cataloguers may use this field but they are encouraged to wait until best practice guidelines.

# 4XX See From Tracing

|  |  |
| --- | --- |
| **400****400****400****410****410****411****430****451** | 1\_ = Surname formatted in inverted order (Surname, Forename) or a name without forename(s) which is known to be a surname0\_ = Forename or a name consisting of words, phrases, initials, separate letters, or numerals that are formatted in direct order3\_ = Family1\_ = Corporate body (jurisdiction)2\_ = Corporate body (non-jurisdiction)2\_ = Meeting (etc.)\_0 = Work/Expression with no explicit creator = Geographical entity |

At a minimum, includes a variant name of the entity.

## Normalization

In LC/NACO practice, variant access points may conflict with other variant access points. They may not conflict with any authorized access point (4XX = 4XX acceptable; 4XX = 1XX not acceptable).

## Punctuation

Delete any final mark of punctuation in a 4XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

## Justification in 670

Not all 4XX references require justification

Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies (and vs &, Third vs 3th, etc.);

## 37X fields

Instead of or in addition to adding variants, consider providing access by adding 37X fields.

## Adding Internal Names Access points (previous Amicus Access Points)

Record any LAC internal file name that *differs in form of name, form of qualifier, dates (born/death) or actual dates* (e.g. 1934 rather than 1935).

It’s not best practice, but that will facilitate control of headings in migrated bibliographic records in WorldCat.

**IMPORTANT:** The form needs to be valid under RDA.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aAnctil-Tremblay, Alain |
| 400 | 1# | $aAnctil-Tremblay, Alain, $d1957- |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aDavid, Charles, $d1946- |
| 400 | 1# | $aDavid, Charles Earl, $d1946- |

Qualifer need to be in English

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $Mainville, Nathalie |
| 400 | 1# | $~~aMainville, Nathalie $c (Bibliothécaire)~~ |
| 400 | 1# | $aMainville, Nathalie $c(Librarian) |

To avoid future conflicts: Do not record the LAC internal file name when the NACO access point has a date of born and LAC internal file name access point doesn’t have it.

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aGagné, Claudette, $d1965- |
| ~~400~~ | ~~1#~~ | $~~aGagné, Claudette~~ |

## Variant access points with qualifiers

You will not always be able to copy the data exactly as found in a 7XX in a variant access point (4XX). You will often have to modify the variant access point to fit the NACO policies (i.e., all additions must be in English).

**EXAMPLES**

If you add a 4XX for:

|  |  |  |
| --- | --- | --- |
| 700 | 1# | $aBourassa, Dominique $c(Bibliothécaire) |

You need to do this:

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aBourassa, Dominique |
| 400 | 1# | $aBourassa, Dominique $c(Librarian) |
| 700 | 1# | $aBourassa, Dominique $c(Bibliothécaire) |

You could not do this:

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aBourassa, Dominique |
| 400 | 1# | ~~$aBourassa, Dominique $c(Bibliothécaire)~~ |
| 700 | 1# | $aBourassa, Dominique $c(Bibliothécaire) |

## variant access points of corporate bodies and conferences

Each superior body in variant access points needs to be in NAF as an authorized access point.

## corporate body

**EXAMPLES**

For instance, if:

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aBody A |
| 410 | 2# | $aBody B. $bBody A |

Then there needs to be a NAF record for

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aBody B |

This is acceptable:

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aBody A in English |
| 410 | 2# | $aBody A in French |

If you have an authorized access point for:

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aBody A in English. $bBody B in English |

You need a record for Body A in English in NAF.

|  |  |  |
| --- | --- | --- |
| 410 | 2# | $aBody A in English. $bBody B in French |

This is not acceptable:

|  |  |  |
| --- | --- | --- |
| 410 | 2# | $aBody A in French. $bBody B in French |

*Because Body A in French does not appear in a NAF record as an authorized access point.*

## Conference

**EXAMPLES**

If you have an authorized access point for:

|  |  |  |
| --- | --- | --- |
| 110 | 2# | $aBody A in English. $bConference name in English (= body B in English) $n(number in English : $ddate : $clocation as authorized access point in English) |
| 110 | 2# | $aPanafrican Association of Catholic Exegetes. $bCongress $n (17th : $d2015 : $cBamenda, Cameroon) |

**OR**

|  |  |  |
| --- | --- | --- |
| 111 | 2# | $aConference name in English $n(number in English : $ddate : $c location as authorized access point in English) |
| 111 | 2# | $aInternational Conference on the Biological Standardisation of Certain Remedies $n(2nd : $d1925 : $cGeneva, Switzerland) |

You would need:

|  |  |  |
| --- | --- | --- |
| 410 | 2# | $aBody A in English. $bConference in French (= body B in French) $n(number in English: $d … : $clocation as authorized access point in English) |
| 410 | 2# | $aPanafrican Association of Catholic Exegetes. $bCongrès $n(17th: $d2015: $cBamenda, Cameroon) |

**OR**

|  |  |  |
| --- | --- | --- |
| 411 | 2# | $aConference name in French $n(number in English: $d …: $clocation as authorized access point in English) |
| 411 | 2# | $aConférence internationale pour la standardisation biologique de certains médicaments $n(2nd: $d1925: $cGeneva, Switzerland) |

A variant access points with the superior body in French and/or the number in French would not be acceptable. A location in French will not always be acceptable:

|  |  |  |
| --- | --- | --- |
| 410 | 2# | $a~~Association panafricaine des exégètes catholiques~~. $bCongrès  $n~~(17e~~ : $d2015 : $c ~~Bamenda, Cameroun~~) |
| 411 | 2# | $aConférence internationale pour la standardisation biologique de certains médicaments $n(~~2e~~ : $d1925 : $c~~Genève, Suisse~~) |

**IMPORTANT**: if the authorized access point for the superior body or the location in NAF are in French, then you can use the French form in the variant access points for the conference.

## Adding Non-Latin Variant Access Point

Adding Non-Latin Variant Access Point to an existing NAR

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aGavala, Maria |
| 670 | ## | $aSoumas, Th. Kinēmatographos kai sexoualikotēta-erōtismos, 1983: $btitle page (Maria Gavala)  |

**ACTION:** Cataloger identifies a variant non-Latin name in the resource in hand. The cataloger would like to add the non-Latin variant to the existing NAR.

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aGavala, Maria |
| 400 | 1# | $a**Γαβαλά, Μαρία** |
| 667 | ## | $a**Non-Latin script reference not evaluated**. |
| 670 | ## | $aSoumas, Th. Kinēmatographos kai sexoualikotēta-erōtismos, 1983: $btitle page (Maria Gavala)  |
| 670 | ## | $aHo lemonokēpos, 2012: $btitle page (**Μαρία Γαβαλά** = Maria Gavala) |

# 5XX See Also From Tracing

Every entity in a 5XX must be established. Mandatory match 5XX-1XX

A corresponding link may or may not exist in the other record

Reciprocal access points for related entities are required in three situations:

Persons with different identities (pseudonyms)

Earlier and later forms of a corporate name

Heads of state

If a place name is used in a qualifier, it must be established.

### Record in 5XX fields

🞟 Use subfield $i for a relationship designator and subfield $w with value “r” as the first subfield

🞟 Capitalize the first word in the designator and end subfield $i with a colon

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 511 | 2# | $iCorporate body: $aLewis and Clark Expedition $d(1804-1806) $wr [related entity to the person named Meriwether Lewis] |

|  |  |
| --- | --- |
| RDA Appendix K: | Designators for relationships between persons/families/ corporate bodies and other persons/families/corporate bodies. |
| RDA Appendix J : | Designators for relationships between works/expressions and other works/expressions |
| RDA Appendix I: | Designators for relationships between persons/families/ corporate bodies and works/expressions (it could be find in another controlled vocabulary, such as the MARC relator terms list or the Art and Architecture Thesaurus) |
| RDA Appendix M: | Designators for relationships between works and subjects (it could be find in another controlled vocabulary, such as the MARC relator terms list. |

**WMS-Authority file**

 To be developed.

* ….… Click on COPY AUTHORITY DATA.

A message will confirm that the record has been copied.

* After, click on INSERT SEE ALSO LINK (under RECORD).

A message will confirm the link and the 7XX will be hyperlinked.

If the INSERT SEE ALSO LINK is disabled, it is because there is no copied record in the buffer.

# 663 Complex See Also Reference – Name

Field 663 is used to record the details of relationships between two bibliographic identities, e.g. between authorized access points for pseudonyms, joint pseudonyms and personal names; or between personal names and the access point for the executive office, they occupy. Field 663 contains the explanation of a complex relationship (RDA 30.2) between established authorized access points that use $w fourth position codes. Do not use 664 with field 663.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aRich, Barbara |
| 500 | 1#  | $wnnnc $aJackson, Laura (Riding), $d1901- |
| 500 | 1# | $wnnnc $aGraves, Robert, $d1895- |
| 663 | ## | $aJoint pseudonym of Laura (Riding) Jackson and Robert Graves. For works of these authors written under their own names, as well as other names used by Laura (Riding) Jackson, see also: $bGraves, Robert, 1895- $bJackson, Laura (Riding), 1901- |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aGraves, Robert, $d1895- |
| 500 | 1#  | $wnnnc $aRich, Barbara |
| 663 | ## | $aFor works of this author written in collaboration with Laura (Riding) Jackson, see also: $bRich, Barbara |

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aJackson, Laura (Riding), $d1901- |
| 500 | 1#  | $wnnnc $aRich, Barbara |
| 500 | 1# | $wnnnc $aRiding, Laura, $d1901- |
| 500  | 1# | $wnnnc $aVara, Madeleine, $d1901- |
| 500 | 1# | $wnnnc $aOutcome, Lilith, $d1901- |
| 500 | 1# | $wnnnc $aReiter, Lilian, $d1901- |
| 500 | 1# | $wnnnc $aL. R., $d1901- |
| 663 | ## | $aFor work soft his author written under other names, see also: $bRiding, Laura, 1901- $bVara, Madeleine, 1901- $bOutcome, Lilith, 1901- $bReiter, Lilian, 1901- $bL. R.,1901-$aFor works written in collaboration with Robert Graves, see also: $bRich, Barbara |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| 100 | 1# | $aMarquis, Stéphane, $d1954- |
| 500 | 1#  | $wnnnc $aRodspaine, Peter, $d1954- |
| 500 | 1# | $wnnnc $aMiller, Joan P., $d1954- |
| 500  | 1# | $wnnnc $aSperandio, Eric Pier |
| 663 | ## | $aPour les ouvrages de cet auteur écrits sous son nom véritable, voir aussi: $bSperandio, Eric Peter. $aPour les ouvrages écrits sous ses autres pseudonymes, voir aussi: $bRodspaine, Peter, 1954- $bMiller, Joan P., 1954- |

|  |  |  |
| --- | --- | --- |
| 100 | 2# | $aÉglise catholique. $bDiocèse de Chicoutimi. $bÉvêque (1979- : Couture) |
| 500 | 1#  | $wnnnc $aCouture, Jean-Guy, $d1929- |
| 663 | ## | $aLes ouvrages de l’évêque agissant à titre officiel sont groupés sous cette vedette; pour ses autres ouvrages, voir aussi: $bCouture, Jean-Guy, 1929- |

# 665 History Reference

Not used by LC. Use 678.

# 667 Non public General Note

Give information of permanent value and general interest that would be useful also to institutions outside of LAC.

Free text. Commonly used phrases.

**IMPORTANT**: Special note for the Canadiana Conversion Project (See under Corporate body or Appendix D for more information)

**667 ## Data contributed by Library and Archives Canada for the Canadiana Conversion Project.**

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 667 | ##  | $aNot same as: [name or title, LCCN]. |
|  |  |  |
| 667 | ## | $aCannot identify with: [name or title, LCCN]. |
|  |  |  |
| 667 | ## | $aReinvestigate before using again.  |
|  |  |  |
| 667 | ## | $aFormerly on undifferentiated name record: [LCCN of undifferentiated name record].  |
|  |  |  |
| 667 | ## | $aCoded provisional because [reason for coding]. |
|  |  |  |
| 667 | ## | $aDate of birth removed from all fields per author request, [date updated]. |
|  |  |  |
| 667 | ## | $aFor works issued before/after [date]. (To be used for official language changes) |
|  |  |  |
| 667 | ## | $aPseudonyms not found on published works: Miz Scarlett, SCC, and Stevenopolis. Note: Do not make references from the unestablished pseudonyms. |
|  |  |  |
| 667 | ## | $a See also related access points for individual instance of this conference which include specific information about the number, date, or place of the individual conference. |
|  |  |  |
| 667 | ## | $aSUBJECT USAGE: This name is not valid for use as a subject. Works about this person are entered under [personal name heading]. |
|  |  |  |
| 667 | ## | $aSUBJECT USAGE: This name is not valid for use as a geographic subdivision. |

# 670 Source Data Found

|  |
| --- |
| **MANDATORY WHEN CREATING AN AUTHORITY IN NACO AND CANADIANA** |

Records sources of information used to record elements in the description.

* Use one 670 per source.
* Always cite item in hand for new authority. **I**t is generally the first 670 field cited.
* In NACO practice the first is generally the resource being cataloged when the authority record is first created
* For revised records: if there is no new information in the item in hand, do not add an additional 670.
* Use only abbreviations that occur on the source of information.

### Introduction

*Use for:*

* To justify the authorized access point and the cross references.
* To supply information, from bibliographic, and at times non-bibliographic sources (e.g., e-mails, phone calls, letters), in support of the choice and form of the authorized access point and variant access points. These correspond to “Source Consulted” notes in RDA 5.8, 8.12, 24.7, 29.6.
* To record information identifying the person, family, corporate body or uniform title.
* To store information that may be used to break a conflict later.
* To identify a person with a particular work or as an author in a particular discipline or time period.
* To 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 cataloguing instructions and interpretations.
* To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate headings and misattributions.
* To support machine manipulation based on algorithms using information in the 670
* To identify separate individuals who share one undifferentiated personal name heading.

*Not use for*:

* To justify references prescribed by cataloguing rules or rule interpretations.

## Format of 670 fields

### General

### Content of the 670 field

* the authorized access point of the work (RDA 6.27) where information was found;
* the imprint date of the manifestation of the work;
* the location within the manifestation where the information was found;
* the information found.

In subfield $b, summarize and edit information found as needed to avoid extraneous or repetitive information.

When pasting data from a website into a 670 field, verify that all characters are valid for use in the record.

Use sources that provide additional information rather than repeating information that is already present in other 670 fields.

### Languages

**NACO:** Generally informally translate other data from foreign languages into **English**, paraphrasing or summarizing as convenient

**Canadiana:**Generally informally translate other data from foreign languages into **French**, paraphrasing or summarizing as convenient

### CIP Preliminary and update

[This part is under review]

**IMPORTANT**: Only one 670 is created for CIP data and the published resource

That means all CIP data related to one single title need to be added to the same 670.

When the published resource is received and has additional information, you should update the 670 if there is a 670 for a CIP in the authority record, you should update this 670.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aApples and oranges, 2018: $bCIP title page (Jonathan Smith) LAC CIP application (Jonathan L. Smith; born 1978; Canadian) |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLes légumes, 2018: $bpage de titre CIP (Jonathan Smith) Formulaire CIP de BAC (Jonathan L. Smith; né en 1978; Canadien) |

###  Subfield $a – Source citation

### CIP Preliminary and update

When cataloguing published book:

If the title or date of publication of the source are different on the physical book from what was recorded at the CIP preliminary stage, it is not necessary to correct this data in 670 $a.

### Subfield $b – Information found

#### Colon before $b

If there is information before the opening bracket, then subfield $a needs to end with a colon (“:”).

However, if subfield $b begins with an opening bracket, there is no need for a colon (“:”) at the end of subfield $a.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aEssential rammed earth construction, 2018: $bCIP title page (Marie-Claude Thompson) |
|  |  |  |
| 670 | ## | $aAuthor’s website, viewed on September 20, 2018 $b(Lianne Phillipson) |

#### Cip Preliminary And Update

CIP preliminary stage. If the authorized access point (1XX) is being constructed from a title page or other source of information at the CIP preliminary stage, precede the first location in $b with "CIP" (e.g., CIP title page).

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aThe winding road to peace, 2019: $bCIP title page (Marie-Claude Thompson) |

CIP preliminary stage and update stage (published resource). When adding to a 670 field created at the CIP preliminary stage, indicate that the new information is from the published resource (e.g., book title page).

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aThe winding road to peace: $bCIP title page (Marie-Claude Thompson) page 4 of book introduction (UN special envoy) |

#### **When cataloguing published book**:

If the title or date of publication of the source are different on the physical book from what was recorded at the CIP preliminary stage, then make no correction to data found in 670 $a.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1#  | $aThompson, Marie-Claude, $d1961- |
| 670 | ## | $aThe winding road to peace, 2019: $bCIP title page (Marie-Claude Thompson) |

If name is different on the title page of the physical book from what was recorded at the CIP preliminary stage, then add new citation and update 1XX.

* Leave original CIP citation in authority record.
* Do not create an additional 670 with the same source in $a.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 100 | 1#  | $aThompson, Marie-Claude L., $d1961- |
| 670 | ## | $aThe winding road to peace, 2019: $bCIP title page (Marie-Claude Thompson) LAC CIP application (born 1961) book title page (Marie-Claude L. Thompson) page 4 of Introduction (UN special envoy) |

#### Chief sources for establishing names at the CIP preliminary stage of cataloguing:

1. Mock-up of title page in the form of a file attached to CIP application form or a file attached to an email message
2. Transcription of title page information as provided in the CIP application form
3. Transcription of title page information as provided as text in an email message or as an image in an email message

Use **CIP title page** in 670 $b when establishing a name from any of these sources.

Use **LAC CIP application** in 670 $b establishing a name with information from the CIP application

Cataloguers should request a title page mock-up or accurate transcription if missing from CIP application. If forced to establish a name with limited information, use LAC CIP application in 670 $b.

**EXAMPLES**

Name from mock-up of title page, from a transcription of the title page provided in the CIP application form or from a transcription of title page information as provided in the text of an email message

|  |  |  |
| --- | --- | --- |
| 100 | 1#  | $aSmith, Jonathan |
| 670 | ## | $aApples and oranges, 2018: $bCIP title page (Jonathan Smith) LAC CIP application (Jonathan L. Smith; born February 5, 1978; Canadian) |

Name based on full name information provided on CIP application form:

|  |  |  |
| --- | --- | --- |
| 100 | 1#  | $aSmith, Jonathan L. |
| 670 | ## | $aApples and oranges, 2018: $bLAC CIP application (Jonathan L. Smith; born February 5, 1978; Canadian) |

### Subfields $u – Uniform Resource Identifier and Subfield $v – Source of the Information

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. The 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.

## 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.

In 670$a, transcribe the title proper as it appears on the source of information.

According to NACO, we no longer use “date” but instead say (born 1952).

### Citing the Title

Record at least the first five words of the title. Use the mark of omission when omitting words after the first five.

**EXAMPLES NACO AND CANADIANA**

|  |  |  |
| --- | --- | --- |
| 100 | 2#  | $aOntario Crafts Council |
| 670 | ## | $aThe photography of crafts, 1990. |

|  |  |  |
| --- | --- | --- |
| 110 | 2#  | $aOffice de protection de la nature de la vallée Rideau (Ont.) |
| 670 | ## | $aLa meunerie Watson, 198-? |

|  |  |  |
| --- | --- | --- |
| 100 | 1#  | $aBourgault, Jean |
| 670 | ## | $aLa communication relationnelle avec la méthode . . ., 1997. |

|  |  |  |
| --- | --- | --- |
| 100 | 1#  | $aKnapp, Anthony W |
| 670 | ## | $aCRM summer school course on representations of rural . . ., 1990. |

## Recording dates

### Citing the imprint or other date

To facilitate international contribution and use of authority records, when giving recording 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.

Generally cite the date in the 670 field in the form that it appears in the bibliographic record for the work catalogued but do not include brackets even when they are used on the bibliographic record.

Do not record symbols normally associated with dates, e.g. copyright "c" or phonogram copyright "p," question marks, and hyphens.

Record multiple dates when given on the original bibliographic record.

Record Gregorian dates if the bibliographic record has both Gregorian and non-Gregorian.

**EXAMPLES**

bibliographic record:

|  |  |  |
| --- | --- | --- |
| 264 | 31  | $aMontréal : $bCollège de Maisonneuve, $c1988. |

authority record:

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aFrémont, M. Outils pour l’enseignement du français aux Asiatiques, 1988. |

bibliographic record (with distribution date and phonogram copyright date):

|  |  |  |
| --- | --- | --- |
| 264 | 31  | $aScarborough, Ontario :$bAkrylik,$c1991.  |
|  |  |  |
| 264 | 32 | $c1991 |
|  |  |  |
| 264 | #4 | $cⓅ1990 |

authority 670 field:

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aMotion, 1990, distribué 1991: $bcouverture (Béliveau, J.C.) |

bibliographic record:

|  |  |  |
| --- | --- | --- |
| 264 | 31  | $aScarborough, Ontario : $bPrentice Hall Canada, $c1992-1995. |

authority record:

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aNiering, W.A. Wildflowers of Canada, 1992-1995. |

###  Citing Numeric/Chronological Designation

Record the date of publication as an open date for multi-part items that continue to be published.

Record a chronological designation instead of a publication date when citing a serial in the 670.

Record a numerical designation and the date of publication if no chronological designation is found.

Indicate, following the designation statement, if a surrogate was used.

Do not translate designation statements.

Capitalize the first word or abbreviation used with the numeric designation.

Use "etc." instead of multiple locations or sequences locations.

**EXAMPLES NACO AND CANADIANA**

Work being catalogued: The verdict, vol. 2, no. 1 (Feb. 1975) cite as:

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aThe verdict, Feb. 1975 |

*"Feb. 1975" is the designation date; abbreviated on the source*

*NOT: 670 $aThe verdict, vol. 2, no. 1 (Feb. 1975)*

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aStudies in Confederate history, no. 1 (1966) |

*No. is abbreviated on the source*

*NOT: 670 $aStudies in Confederate history, 1966.*

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aCahiers agricultures, no 1 (1966) |

*No. is abbreviated on the source*

*NOT : 670 $aCahiers agricultures, 1966.*

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLe bouquet écologique, 1983: $bvolumes 1-3, verso page de titre (Yvon Brunet Caron) volume 2, page 316, etc. (non canadien; habite en Ontario) |

*NOT: 670 $aLe bouquet écologique, 1983:$bvolumes 1-3, verso page de titre (Yvon Brunet Caron) volume 2, pages 316-325, 329-331, 342.(non canadien; habite en Ontario)*

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aA new image of man . . ., 1977- : $bpart 1, page i (International Research Institute for Man-Centered Environmental Sciences and Medicine) |

## Justifying variant access point

Justifications for names or titles given as variant access points is not required for these cases:

1. Different romanizations or orthographies of a variant access point.
2. Variant title derived from the resource catalogued, from other resources catalogued under the same access point, or from a 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
* change involving only a parent body to which the body being established is subordinate.

## Justifying other elements

Information recorded in the [046](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=dcmz1046&hash=046&fq=coreresources|true" \o "046" \t "_parent) or [3XX](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth3XX&hash=3XX&fq=coreresources|true) of the authority record should generally be justified unless it is otherwise obvious from information recorded in [subfield $a of a 670 citation](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth670SPACEDOLLARa&hash=670SPACEDOLLARa&fq=coreresources|true) or it can be easily inferred from other identifying elements recorded, including the preferred name.

For the [046 field](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=dcmz1046&hash=046&fq=coreresources|true" \o "046" \t "_parent) and many of the [3XX fields](http://desktop.loc.gov/search?view=document&doc_action=setdoc&doc_keytype=foliodestination&doc_key=maauth3XX&hash=3XX&fq=coreresources|true), a subfield $u or subfield $v recorded in the same field may be used instead of or in addition to a 670. Cataloguer’s judgment.

## Special types of citations

### Citing Canadiana

If you copy data from Canadiana, use:

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aCanadiana, date $b(heading: …; full name: …; born: …) |

### **Citing Internal Name Authorities file**

Information copied from the Internal Name Authorities should appear in only one 670 and should be cited as below if it isn’t a valid NACO source.

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLAC internal file, date $b(heading: …; variant: …; born …; [free text added here]) |

If the information is a valid NACO source, you can copy it. You could have to revise or update the information.

**IMPORTANT**: Always cite the name first.

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLAC internal file, October 5, 2018 $b(heading: Smith, John; variant: Smith, John L.; born 1956; professor of psychology at University of Toronto) |

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLAC internal file, October 26, 2018 $b(heading: Munro, Alice, 1931-; variants: Munro, Alice Ann Laidlaw, 1931-; Laidlaw, Alice, 1931-; [other information]) |

Record the variant name in the order in which it is recorded in the “LAC internal file” authority record. In the example above, “Munro, Alice Ann Laidlaw, 1931-” and “Laidlaw, Alice, 1931-” reflect how the variant names appear in 400 fields. If a variant name does not appear in a 400 field but it does appear elsewhere in the authority record in direct order (for example, as “Alice Ann Munro”) then record it in the new 670 note in the order in which it appears in the authority record.

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLAC internal file, October 26, 2018 $b(heading: Munro, Alice, 1931-; variants: Munro, Alice Ann Laidlaw, 1931-; Laidlaw, Alice, 1931-; [other information]) |

**IMPORTANT:** Do not cite both Canadiana and Internal Name Authorities for the same information. For different information, both Canadiana and LAC internal file could be cited in two separate 670 in a NACO record.

### Citing other files or catalogs

An access point is found in a manual file or online database.

Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found.

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 670 | ##  | $aLC database, [date] $b([data]) |
|  |  |  |
| 670 | ## | $aBNF in VIAF, [date] $b([date]) |
|  |  |  |
| 670 | ## | $aBAnQ in VIAF, [date] $b([date]) |
|  |  |  |
| 670 | ## | $aBAnQ, [date] $b([date]) *Online catalogue* |

### BGN

Provide the name of the database and the date searched in subfield $a.

### Citing Non-bibliographic sources

Occasionally the name of a personal author or a corporate body may be verified by telephone or other means. In such cases, record the information in a 670 field.

Give the non-bibliographic source, the date, and the information.

Give the non-bibliographic source, the date (using the name of the month), 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.).

**IMPORTANT:** If your 670 $b begins with an opening bracket, do not add a colon (“:”).

**EXAMPLES**

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aPhone call to Transport Canada, Research Branch, December 5, 1993 $b(not the same as Research Services Division which is subordinate to Marine Services) |
|  |  |  |
| 670 | ## | $aPersonal communication from author, September 1, 1993 $b(rare book cataloguer; b. Deborah J. Jackson on 1958-07-26 in Newport Beach, California) |
|  |  |  |
| 670 | ## | $aInformation from publisher, February 6, 1991 $b(James Allan's middle name is Stephen, not Steven)  |
|  |  |  |
| 670 | ## | $aEmail from University of Western Ontario, July 31, 1998 $b(Brad D. McKenzie; Ph.D. in sociology from University of Manitoba, 1987) |
|  |  |  |
| 670 | ## | $aAppel téléphonique à l’auteur $b(l’auteur de Glottes n’est pas la même personne que l’auteur d’Indicateurs de programmes en transport) |
|  |  |  |
| 670 | ## | $aAppel téléphonique à l’éditeur $b(l’auteur de Marine statistics in Canada n’est pas la même personne que le trompettiste) |

#### LAC legal deposit form

Record the information from LAC legal deposit form.

Record the date on which the form was filled out by the publisher. This date is found in the bottom-right corner of the legal deposit form.

**EXAMPLE NACO**

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aLAC legal deposit form, September 24, 2018 $b([information]) |

**EXAMPLE CANADIANA**

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aFormulaire de dépôt légal de BAC, Septembre 24, 2018 $b([information]) |

### Citing Resources found on the Internet

Give the name of the home page and the date (using the name of the month) it was consulted.

In subfield $b, give a location, if appropriate, and the information found.

The URI (Uniform Resource Identifier) is recorded in subfield $u based on cataloguer’s judgment.

To record the date, use: viewed on [date]

**IMPORTANT**: if your 670 $b begins with an opening bracket, do not add a colon (“:”).

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aBritish Oceanographic Data Centre, viewed on November 23, 2009 $b(British Oceanographic Data Centre, National Environment Research Council; BODC) $uwww.bodc.ac.uk/about/ |

*[In this example, the location after $b is not needed because of $u gives the exact location]*

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aFlora Budd curriculum vitae, viewed on October 23, 2014 $b(born 1977) $uwww.university.edu/botanydept/cv/budd\_f/ |

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aWikipedia, viewed on July 21, 2010 $b(Eleanor Roosevelt; Anna Eleanor Roosevelt; born October 11, 1884 in New York City in Manhattan; died November 7, 1962) |

**EXAMPLES CANADIANA**

|  |  |  |
| --- | --- | --- |
| 670 | ## | $aWikipedia, visionné le 21 juillet 2010 $b(Eleanor Roosevelt; Anna Eleanor Roosevelt; née le 11 octobre 1884 à à Manhattan, New York City; décédé le 7 novembre 1962) |

### Citing Reference Sources

In certain cases, there is a need to search reference sources beyond the work in hand, e.g., to resolve conflicts.

When doing extra research, record the information in a 670 field.

Use abbreviations when citing standard reference sources, including a year of publication or edition. Include location of data found unless the reference source is a strictly alphabetized source, such as the Dictionary of Canadian Biography, Who’s who in Canada, or an encyclopedia.

# 672 Title Related to the Entity

This field is not commonly used. For now, please refer to DCM Z1.

# 673 Title Not Related to the Entity

This field is not commonly used. For now, please refer to DCM Z1.

# 675 Source Data not Found

Record sources in which no information about the person, family, corporate body, or title was found only when deemed ‘useful’ and ‘appropriate’. Use judgement in deciding what sources are important enough to retain in the permanent record.

The 675 field is not repeatable. Record separate sources in separate subfield $a preceded by a semi-colon.

# 678 Biographical or Historical Data

|  |  |
| --- | --- |
| **CORE:** |  |
| **CORE IF:** |  |
| **NOT CORE:** | **Corporates body** (Family history)**, Works** (history of works) |
| **Subfields** | # - No Information provided0 – Biographical sketch1 – Administrative history (Administrative history of an organization) |

Record a brief statement about the person, family, corporate body, or work using complete sentences.

Intended to be read by the public.

Free text, but recommend format :

[Entity’s name in direct order] (dates if available) was/is a …. [describe the entity].

**EXAMPLES NACO**

|  |  |  |
| --- | --- | --- |
| 678 | 1# | $aThe Office of Geography provides research and other staff services for the interdepartmental Board on Geographic Names and the Secretary of the Interior on foreign geographic nomenclature.$bThe Office inherited functions and records of earlier boards and committees engaged in similar work. The earliest of these, the U.S. Board on Geographic Names, was created by an Executive order of September 4, 1890, to ensure uniform usage throughout the executive departments of the Government ... |

# 7XX Heading Linking Entry fields

|  |
| --- |
| **MANDATORY WHEN CREATING AN AUTHORITY IN NACO AND CANADIANA** |

Language equivalent linkages between LC/NACO and Canadiana.

**IMPORTANT: Do not link a name authority record to a subject authority record**

There is no system control to prevent insert equivalent links between a name authority record and a subject authority record if the headings in both files are all coded as 151. The system does prevent inserting See Also link in NACO and Canadiana files between name and subject.

We can link CSH and LCSH records.

When a Canadiana equivalency link is added to a NACO authority record, it will be inserted as:

|  |  |  |
| --- | --- | --- |
| 7XX | #6 | $a … $0(CaOONL)ncfxxxxxxxxx |

The information in $0 is the same as 001 in the Canadiana equivalent record.

When a LC/NACO equivalency link is added to a Canadiana authority record, it will be inserted as:

|  |  |  |
| --- | --- | --- |
| 7XX | #0 | $a … $0(DLC)nxxxxxxxxx |

The information in $0 is the same as 010 in the LC/NACO equivalent recor

**IMPORTANT:** In Canadiana,delete the 7XX link from Amicus as soon as you create a link to a NACO equivalent record.

**WMS-Authority file**

Insert an Equivalency link in LC/NACO record

* In the equivalent CANADIANA record, click on COPY AUTHORITY DATA.
* A message will confirm that the record has been copied.
* In the LC/NACO record, click on INSERT EQUIVALENCY LINK (under EDIT).
* A message will confirm the link and the 7XX will be hyperlinked.
* If the INSERT EQUIVALENCY LINK is disabled, it is because there is no copied record in the buffer.

# APPENDIX A: Normalization

LC/NACO and Canadiana follow the same normalization.

Normalization is the conversion of a text string to a normalized form.

Text strings that normalize to the same form are considered duplicate and must be differentiated from each other.

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 excluding subfields $w and $i. The normalized form of the name differs from the authorized form of the name as an access point.

The contents of 1XX, 4XX, and 5XX fields are compared

The only mark of punctuation that is retained during normalization is the first comma in



1) If a 1xx in one authority record normalizes to the same form as a 1xx in another authority record, there is a conflict.

2) If a 1xx in one authority record normalizes to the same form as a 4xx in another authority record, there is a conflict.

3) A 5xx in one authority record must correspond to a 1xx in another authority record. This is because the 5xx is referring to the 1xx in the other authority record, and the 5xx and the 1xx represent the same entity!

4) If a 4xx in one authority record normalizes to the same form as a 4xx in another authority record, there is no conflict. 4xx’s in different authority records may conflict with each other.

# APPENDIX B: Name Authority Scenarios

The basic premise is that cataloguers will always start by checking/searching both the LC/NACO and Canadiana files. Cataloguers should also search LAC Internal Name Authorities file; however, normally, a “neutral” name appearing in that file should also appear in the Canadiana file.

### Scenario 1: Sherlock is cataloguing an English book on spaniels by author John Smith, born 1987.

He searches both the LC/NACO file and Canadiana file and finds NO matching authorities.

**Decision:** He creates a new English authority in the LC/NACO file for Smith, John, 1987-.

He adds a new Canadiana number (016) to this authority record, with the E suffix.

Then he copies this authority into the Canadiana file, with an F suffix added to the Canadiana number. Once both authority records have an OCLC number, he can link them via 7XX fields in each record.

Note: The cataloguer could just as well start with the French authority – the order doesn’t matter.

### Scenario 2: Olive is cataloguing a French book on haute-cuisine by a new author, Jean Leblanc, born 1953.

She searches both the LC/NACO file and Canadiana file and finds a matching authority ONLY in the LC/NACO file.

**Decision:** She uses this form of name on his bibliographic record.

If needed, she revises the existing LC/NACO authority (upgrading to RDA, adding a variant form of name found, etc.) and adds a new Canadiana number (with the E language suffix).

She then creates a duplicate authority record (with an F suffix added to the Canadiana number) in the Canadiana file. She also adds a 7XX to each record referring to its alternate language equivalent.

### Scenario 3: Cadfael is cataloguing a French book on hockey by a new author, Hippolyte Meringue, born 1960.

He searches both the LC/NACO file and Canadiana file and finds a matching authority ONLY in the Canadiana file.

**Decision:** If needed, he revises the existing Canadiana authority (upgrading to RDA, adding a variant form of name found, etc.) and adds an F language suffix to the Canadiana number. He may want to update other elements in the French authority, if required.

Then he copies this authority into the LC/NACO file, with an E suffix added to the (same) Canadiana number.

If the form of name, as established, corresponds to all the RDA and NACO requirements, he can use the identical access point.

If the AAP, despite being RDA-compliant, doesn’t follow every single NACO policy, he may need to change the access point (for instance: add the birth date in the NACO heading; or use English qualifiers instead of French qualifiers; etc.)

Finally, he will also add a 7XX to each record, referring to its alternate language equivalent.

### Scenario 4: Gertrude is cataloguing a French book on embroidery by a new author, Marguerite Maltais, born 1924.

She searches both the LC/NACO file and Canadiana file and finds an authority record in both files. The heading may be identical, or not.

**Decision**: She updates each authority record as needed, and adds a 7XX to both files, linking them to each other. She ensures that both files contain the same Canadiana number, with an E suffix in the LC/NACO file and an F suffix in the Canadiana file.

**Here are some additional examples illustrating some specific points:**

**Example 1: Alice is cataloguing a book on banjo playing by a new author, John Doe, birth date unknown, middle name unknown.**

To avoid a conflict in the file she decides, as per RDA instruction, to add the author’s occupation.

The workflow will be exactly the same as the ones above; however, the French and English AAPs will be different: Doe, John $c (Musicien) and Doe, John $c (Musician)

Each authority will have a Canadiana number with the appropriate language suffix (E and F). As usual, 7XX fields will link the two authorities.

**Example 2: Adeline is cataloguing a new government e-pub about tomato farming, published simultaneously in English and French (Tête-bêche or separate E and F) and written by a new government corporate body, Canada. Crop Development Division =** [**Canada. Division du développement des productions végétales**](http://www.collectionscanada.gc.ca/canadiana-authorities/index/view?cdnAutNbr=0065L8960F&format=full&index_name=any&search_text=crops&page=2&filter=fed)**.**

The workflow will be exactly the same as the ones above; in the LC/NACO file, the AAP will be based on the English name; in the Canadiana file, the AAP will be based on the French name.

As usual, 7XX fields will link the two authorities.

In addition, as per NACO coordinator Paul Frank’s request, a 4XX will be added to the NACO record, referring to the French-language access point (as a variant).

Note: Remember that French forms of name found as variants in LC/NACO authority records (4XXs) do not take precedence over those in hand when creating new French authorities.

**Example 3: Zéphyr Meringue, born 1960**

In Canadiana: already established as: Meringue, Zéphyr . Canadiana # 1234-A-5678

As it’s already RDA-compliant, all we need to do in the French Canadiana file is add an F at the end of the Canadiana number. We will not edit the AAP; we won’t add the year of birth to the AAP, because there is no conflict.

We will create a new authority in LC/NACO: Meringue, Zéphyr , 1960-

Here will WILL be adding the birth year as part of the AAP, because it is a NACO policy that the date must be part of the AAP if it’s known at the time the AAP is established.

We will also add Canadiana 1234-A-5678E.

We will add 700 fields in both authority records, to link the two.

**Example 4: Ottawa Youth Orchestra = Orchestre des jeunes d’Ottawa.**

Name appears on item as: Ottawa Youth Orchestra = Orchestre des jeunes d’Ottawa.

Note: the same names appear on the group’s web site.

Already in LC/NACO as:

110 Ottawa Youth Orchestra

410 Orchestre civique des jeunes d’Ottawa

The cataloguer will:

1, add a 016 E in the NACO record

2, quote a source giving the English and French forms of names

3, derive the record into Canadiana, creating a French authority record with the same Canadiana number, ending in F.

4, link the two records with 710 fields

5, in the NACO record, add another 410, adding the French name as a cross-reference.

End result:

LC/NACO:

016 1234-Z-5678E

110 Ottawa Youth Orchestra

410 Orchestre civique des jeunes d’Ottawa (variant which was used once – keep cross-reference)

410 Orchestre des jeunes d’Ottawa

710 Orchestre des jeunes d’Ottawa

Canadiana :

016 1234-Z-5678F

110 Orchestre des jeunes d’Ottawa

410 Orchestre civique des jeunes d’Ottawa

710 Ottawa Youth Orchestra

This example illustrates that we select the French AAP based on bibliographic warrant (what appears on our item in hand) – not based on any cross-references present in the NACO record.

It also illustrates the 4XX reference we’re asked to add in the NACO record, tracing the French name (i.e. the name which appears in the Canadiana file as a 1XX) as a cross-reference – EVEN THOUGH we’ve already got this heading in a 7XX. It seems redundant, but these two fields serve different purposes.

**Example 5: Catholic Church. Diocese of Ottawa. Bishop**

Name : Catholic Church. Diocese of Ottawa. Bishop (1860-1874 : Guigues)

= Église catholique. Diocèse d'Ottawa. Évêque (1860-1874 : Guigues)

In the Canadiana file:

110 Église catholique. Diocèse d'Ottawa. Évêque (1860-1874 : Guigues)

710 Catholic Church. Diocese of Ottawa. Bishop (1860-1874 : Guigues)

In LC/NACO :

110 Catholic Church. Diocese of Ottawa. Bishop (1860-1874 : Guigues)

710 Église catholique. Diocèse d'Ottawa. Évêque (1860-1874 : Guigues)

Here I will not add a 410 to: Église catholique… …

because in NACO, I can only have access points which are built using English, and this heading is built using French additions (Diocèse, Évêque).

**Example 6: Ballet national de Paris**

Ballet national de Paris : this is a corporate body from France which only has a French name.

Therefore:
NACO:

110 Ballet national de Paris

710 Ballet national de Paris

Canadiana :

110 Ballet national de Paris

710 Ballet national de Paris

This example illustrates how we don’t need an additional 410 in the NACO authority, since both strings of characters are the same.

It also illustrates how the LC/NACO file may end up containing French names (for bodies which don’t have equivalent English names) – just like the Canadiana file may end up containing English names (for bodies which don’t have equivalent French names, such as: Royal College of Surgeons of England).

**French or English authorities?**

**The LC/NACO file is for authority records created in English. It will be consulted by English speakers.**

**The Canadiana file (in French) is for authority records created in French. It will be consulted by French speakers.**

Therefore:

In the LC/NACO file:

* Any addition, qualifier, etc. to an AAP (authorized access point) must be in English.

Examples:

Alicia (Musician)

Gagnon (Firm)

Gallery of Art (London, England)

Forum on Dogs (1st : 1984 : Cairo, Egypt)

Belle Parisienne (Firm : Charlottetown, P.E.I.)

* Although some names might be French

Example: Ballet national de Paris

* Any note which is not a quote must be in English (e.g. history notes…).

Examples:

670  Title, 2018:$b cover (Born in Canada)

670 Other title, 2015: page 4 of cover (Ballet national de Paris)

* the 040 $b will be: eng

And:

In the Canadiana file:

* Any addition, qualifier, etc. to an AAP (authorized access point) must be in French.

Examples :

Alicia (Musicienne)

Gagnon (Firme)

Gallery of Art (Londres, Angleterre)

Forum on Dogs (1er : 1984 : Caire, Égypte)

Belle Parisienne (Firme : Charlottetown, I.P.E.)

* Although some names might be English

Example: Royal College of Surgeons of England

* Any note should be in French (Note: for some migrated records, the information may have been entered in English – is it not mandatory to translate these notes. But for newly created Canadiana authority records, the notes should be in French).

Example : 670 Née au Canada.

* the 042
* 040 $b will be: fre

# Appendix C: Cataloguing FAQs

**NACO Cataloguing FAQs**

 [Personal names NARs](https://www.loc.gov/aba/pcc/naco/personnamefaq.html)

 [Corporate Name NARs](https://www.loc.gov/aba/pcc/naco/corpfaq.html)

 [Creating NARs for persons who use pseudonyms](https://www.loc.gov/catdir/cpso/pseud.pdf)

 [670 field](https://www.loc.gov/aba/pcc/naco/670faq.html)

### FAQ on Person names

**What should cataloguers do when headings for the same individual differ between the NACO and Canadiana file, and the Canadiana heading is already being used for another individual in the NACO file?**

To resolve the conflict, cataloguers should add the date to the heading in Canadiana file.

For example, the author Susan Swan has the NACO heading **Swan, Susan, 1945**- and the Canadiana file has the heading **Swan, Susan** for the same individual. There is also a different author that has the heading **Swan, Susan** in the NACO file. Following our procedures we would add a 700 and 400 in the NACO record for the Canadiana heading **Swan, Susan** but in this case it would create a conflict. We can resolve this issue by adding

the date to the heading in the Canadiana file, changing it from **Swan, Susan** to **Swan, Susan, 1945-**?

### FAQ on 670 field

**When we are transferring information from the LAC internal file to a NACO authority record, how should we address the situation where the internal file record cites conflicting information?**

If the question of which piece of information is correct has been resolved, then only record the correct piece of information in the “LAC internal file” 670 note, as needed. If the question of which piece of information is correct has **not** been resolved, then create additional 670 notes in the NACO record, citing resources on hand (245 fields in OCLC WorldCat; Wikipedia; or items recalled from the collection) to support the conflicting piece(s) of information.

# Appendix D: Core Elements

## MANDATORY = Minimal Required fields in authority records in both database

016 Canadiana number E/F

042 nlc

046 Dates [only if available]

1XX Heading - Preferred name

670 Source Data Found

7XX Established Heading Linking Entry

**IMPORTANT:** Remember “core” does not necessarily mean the information has to become part of the authorized access point. It simply means it must be recorded as part of the description if applicable and readily ascertainable.

## Core Elements for Persons

Always record if the information is known

* Preferred name for the person (MARC 100)
* Title of the person (a word or phrase indicative of royalty, nobility, ecclesiastical rank or office, a term of address for a person of religious vocation) (MARC 368)
* Date of birth (MARC 046)
* Date of death (MARC 046)
* Other designation associated with the person (MARC 368)
* Profession or occupation (MARC 374) [\* In case of no conflict, “core” only for a person whose name consists of a phrase or appellation not conveying the idea of a person.]
* Identifier for a person (MARC 010, 016)

Record if necessary to distinguish

* Title of the person (another term indicative of rank, honor, or office) (MARC 368)
* Fuller form of name (MARC 378)
* Profession or occupation (MARC 374)
* Period of activity of the person (MARC 046)

## Core Elements for Families

Always core if the information is known

* Preferred name for the family (MARC 100)
* Type of family (MARC 376)
* Date associated with the family (MARC 046)
* Identifier for the family (MARC 010, 016)

Core if necessary to distinguish

* Place associated with the family (MARC 370)
* Prominent member of the family (MARC 376)

Others, not core

* Hereditary title (MARC 376)
* Family history (MARC 678)

## Core Elements for Corporate bodies

Always record if the information is known

* Preferred name for the corporate body (MARC 110/111)
* Location of conference, etc. (MARC 370)
* Date of conference, etc. (MARC 046)?
* Associated institution (core in certain cases) (MARC 373)
* Number of conference, etc. (MARC 110/111)
* Other designation [If body’s name does not convey the idea of a corporate body] (MARC 368)
* Identifier (MARC 010, 016)

Core if necessary to distinguish

* Other place associated with the corporate body (MARC 370)
* Date of establishment (MARC 046)
* Date of termination (MARC 046)
* Period of activity of the corporate body (MARC 046)
* Associated institution (MARC 373)
* Other designation associated with the corporate body (MARC 368)

## Core Elements for Works

Always record if the information is known

* Preferred title for work (MARC 1XX)
* Identifier for work (MARC 010, 016)
* Musical works with non-distinctive titles
	+ Medium of performance (MARC 382)
	+ Numeric designation of musical work (MARC 383)
	+ Key (MARC 384)

Core if necessary to distinguish

* Form of work (MARC 380)
* Date of work (MARC 046)
* Place of origin of work (MARC 370)
* Other distinguishing characteristic of work (MARC 381)
* Musical works with distinctive titles
	+ Medium of performance (MARC 382)
	+ Numeric designation of musical work (MARC 383)
	+ Key (MARC 384)

 Not core

* History of work (MARC 678)

## Core Elements for Expressions

Always record. Core in all cases.

* Identifier for expression (MARC 010, 016)
* Content type (MARC 336)
* Language of expression (MARC 377)
* Cartographic expression
	+ Horizontal scale (maps) (MARC 034)?
	+ Vertical scale (maps) (MARC 034)?

Core if necessary to distinguish

* Date of expression (MARC 046)
* Other distinguishing characteristic (MARC 381)

# Appendix E: Revision process

If an authority record is not coded RDA, and the only edits to the record by LAC are the addition of an 016 field and/or a 7XX field, the addition of subfield $e rda to the 040 field, and the related 008 Rules change to “z,” the record should be reviewed.

**IMPORTANT**: you have to upgrade to RDA any record you touch that is a pre-RDA record even if the authorized access point is RDA compliant, and that even if you only add a 016 and 7XX. This means that the record has to be revaluated (is the preferred name correct; is there evidence that the preferred name is different based on usage, is the access points correct, etc.). For staff who are not independent, this also means the record has to be submitted for review.

However, do not submit for review authority records already coded RDA, where the only edits to the record by LAC are the addition of an 016 field and/or a 7XX field.  In this case, just see that your NACO team rep has looked at the quality of the record only for cataloguers who are still under review.

## Do I send my authority to a NACO reviewer?

Personal names – always go to external review

**\*Corporate bodies -** sometimes go to external review

Monographic series – not authorized to create in the NACO file at this time but can use strings in 490/830s; you are, however, authorized to create monographic series in the Canadiana file

### Three scenarios

**1. Corporate body does not exist in Amicus or NACO**

- create the authority in NACO,

- **send the NACO record to external review**

- link it to (in most cases) a newly created Canadiana record

2. **Corporate body exists in both Amicus and NACO**

*There is still the outstanding issue of what to do in cases where LAC has created a bilingual corporate body authority and NACO has created a unilingual French authority. That is a separate issue and will eventually be addressed.*

 - move anything of importance from the Amicus record to the NACO record via …

 **670 ## $aLAC internal file, [date] $b (everything that’s important in LAC record: variant names, date of birth, Canadiana number, 042 nlc, etc.)**

* Upgrade the record to RDA if not done so already
* link it to a Canadiana record if there is one or create one if possible
* **send revised NACO record to internal review only**
* indicate the authority has been migrated using the Internal Name Authorities tool

3. **Corporate body exists in Amicus but not in NACO**

 - migrate the authority from Amicus to NACO

 - revise the record to conform to NACO policy as best you can

 - upgrade to RDA if necessary

 - add 667 note (**ONLY TO BE USED FOR CORPORATE BODIES!**):

|  |  |  |
| --- | --- | --- |
| **670** | **##**  | $a **Data contributed by Library and Archives Canada for the Canadiana Conversion Project.** |

-indicate the authority has been migrated using the Internal Name Authorities tool

– **send the NACO record to INTERNAL REVIEW only**

**IMPORTANT:** This information is also mentioned in DCM Z12, plus editing instructions.

Z12.9 CANADIANA CONVERSION PROJECT

**Z12.9.1 General Information**

Library and Archives Canada (LAC) joined the NACO Program in 2016, and began contributing English-language authority records to the LCNAF in 2018.

LAC is contributing approximately 90,000 corporate body authority records to the LCNAF through the Canadiana Conversion Project. These records had these characteristics at the time they were added to the NAF:

• 016 field has the LAC control number.

• A 667 note was added: “Data contributed by Library and Archives Canada for the Canadian Conversion Project.”

• There may be no 670 field or the 670 field has has no subfield $b.

• There may be a 710 field linking to the equivalent French heading.

**Z12.9.2 Editing Instructions**

Retain the 667 and 710 fields when editing these records. Assume the sources cited in the 670 fields contain information justifying the 1XX, 4XX, and 5XX fields. If the source cited in the 670 field is in-hand, catalogers may modify the 670 field to conform to current practice, including adding the publication date and subfield $b with information about the 1XX, 4XX, and other fields.

These records can be modified the same way as other name authority records according to current cataloging policies.

# Appendix F: Documents

Authorities in WMS

WorldShare Record Manager: Working with Authorities

On Sharepoint: [English](http://collaboration/SiteDirectory/EPO/PO/Project%20Documents/LSR%20-%20Cataloguing/Handout%20Working%20with%20Authorities.pdf) / [French](http://collaboration/SiteDirectory/EPO/PO/Project%20Documents/LSR%20-%20Cataloguing/Autorites.docx)

# Appendix G: Solutions for Technical Issues

**Validation error**

Validation errors sometimes occur in Record Manager when one or more characters in the field belong to an invalid character set. This can sometimes occur, for example, if the text was copied and pasted from an electronic file. The validation error message provides the specific subfield and position of the invalid character.

**A tip to find the invalid character easily:**

Paste the text from the specific subfield into Notepad. In the View tab, click on the Status bar. If the status bar is greyed out, uncheck Word Wrap in the Format tab. Mouse slowly over the text and note the character positions indicated at the bottom. Then find, delete and replace the character in the record to pass the validation.

# APPENDIX H: Undifferentiated Personal Name

 (Information from LC, and adapted to Canadiana)

## Guidelines for persons whose preferred names are identical

* DO NOT use 008/32 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 undifferentiated personal name authority record coded 008/32 "b"

Instead, apply one of the following RDA attributes to create a unique authorized access point:

 Date of birth (year only)

 Date of death (year only)

 Fuller form of names

 Period of activity

 Profession or occupation

 Title of the person, including terms of rank, honour, or office

Other designation associated with the person

## LC/NACO: Existing undifferentiated records in NAF

1. Distinguish a person included in an existing undifferentiated name record:
* Always create a new name authority record for that person in NACO, with distinguishing information.
* Transfer information pertaining to that person from the undifferentiated name record and edit as necessary.
* 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 | ## | $aFormerly on undifferentiated name record: [LCCN of undifferentiated name record]. |

* If more than one identity remains in the undifferentiated NAR, and there is insufficient information in the NAR to create new NARs for each name, leave the NAR coded AACR2.
* Copy the new NACO record(s) in Canadiana as usual.
1. When only one identity is left on an undifferentiated personal record, i.e., other identities are being disambiguated and removed, follow the steps:
* Assure that the undifferentiated NAR only contains information relevant to the single identity remaining, e.g., 670s.
* Add a 667 field to the undifferentiated NAR:

|  |  |  |
| --- | --- | --- |
| 667 | ## | $aLast identity on undifferentiated record; reported for deletion. |

* Report the undifferentiated NAR to NACO for BFM. LC will create a new replacement NAR and delete the old record.
* To copy the new NACO record(s) in Canadiana as usual, you will have to wait until LC created a new replacement NAR.

## Canadiana: Existing undifferentiated records

1. Distinguish a person included in an existing undifferentiated name record:
* Always create a new name authority record for that person, with distinguishing information.
	+ Add the Canadiana number from the undifferentiated record into the new record in 016, subfield $z
* Transfer information pertaining to that person from the undifferentiated name record and edit as necessary.
* 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 | ## | $aAnciennement inclut dans une notice de nom non différencié :[Canadiana number of undifferentiated name record]. |

* If more than one identity remains in the undifferentiated NAR, and there is insufficient information in the NAR to create new NARs for each name, leave the NAR coded AACR2.
1. When only one identity is left on an undifferentiated personal record, i.e., other identities are being disambiguated and removed, follow these steps:
* Create a new name authority record for that person, with pertinent information.
	+ Add the Canadiana number from the undifferentiated record into the new record in 016, subfield $z
* Delete the undifferentiated personal record.

# APPENDIX I: Bibliographic Entretien du fichier bibliographique fichierle maintenance (BFM)

## NACO

### Routine One-to-One Heading Changes in Name Authority Records

LC/NACO : OCLC provides the Library of Congress (LC) with a weekly list of name and series authority records with one-to-one heading changes initiated by NACO contributors.

|  |  |  |
| --- | --- | --- |
| Changes | Examples | NACO\* |
| **Lacked diacritic** | 100 1 $a Valdes, Marta*Revised heading includes diacritic:*100 1 $a Valdés, Marta | **Non-reportable** |
| **Open/close dates** | 100 1 $a Bujones, Fernando, $d 1955-*Revised heading includes death date:*100 1 $a Bujones, Fernando, $d 1955-2005 | **Non-reportable** |
| **Missing letter** | 100 1 $a Davison, Bruce J., $d 1959-*Revised heading has corrected by adding the missing letter:*100 1 $a Davidson, Bruce J., $d 1959- | **Non-reportable** |
| **Direct/indirect** | 110 1 $a Washington County (Or.). $b Clean Water Services*Revised heading is direct entry:*110 2 $a Clean Water Services (Washington County, Or.) | **Non-reportable** |
| **Typo** | 130 0 $a Aveditionrockets*Revised heading to correct typo:*130 0 $a Avedition rockets | **Non-reportable** |
| **Wrong subfield** | 100 1 $a Verdi, Giuseppe, $d 1813-1901. $t Romances, $m voice, piano $n (1845). $p Ad una stella*Revised heading to correct subfields:*100 1 $a Verdi, Giuseppe, $d 1813-1901. $t Romanze $n (1845). $p Ad una stella | **Non-reportable** |

### New NAR creation for headings in existing bibliographic records or authority record deletion

LC/NACO: Cataloguers need to report to Team Liaisons and Team Liaisons report directly to LC.

|  |  |  |
| --- | --- | --- |
| Changes | Examples | LC/NACO\* |
| **New NAR** using 1XX heading that differs from headings for same entity on existing bibliographic records | *New NAR created.* 100 1 $a Henriques, Axel, $d 1851- replaces heading in bibliographic records:100 1 $a Henriques, Axel Otto, $d 1851- | **Reportable** Cataloguing staff**submits** any BFM as needed to naco@loc.gov. |
| **New NAR** accompanied by change to x-ref(s) on existing NAR with the need to change headings on LC bibliographic records | *Existing heading with other name added as 500.*100 1 $a Wolff, Max Josef, $d 1868-500 1 $a Daudet, Allemand, $d 1868- | **Reportable** Cataloguing staff**submits** any BFM as needed to naco@loc.gov.. |
| *New NAR for bibliographic record with this usage.*100 1 $a Daudet, Allemand, $d 1868-500 1 $a Wolff, Max Josef, $d 1868- |
| **New NAR** for name being removed from undifferentiated personal name NAR with the need to change LC bibliographic records | *Existing undifferentiated NAR*100 1 $a Gallagher, Mary | **Reportable** Cataloguing staff**submits** any BFM as needed to naco@loc.gov. |
| *New NAR created for name removed from undifferentiated NAR, and BFM reported*100 1 $a Gallagher, Mary, $d 1958- |
| **Deleted NAR** accompanied by Change to x-ref(s) on existing with or without the need to change LC bibliographic records. | *Existing NAR revised to include 400 for earlier name*100 1 $a We Langa, W. M. E.400 1 $a Rice, David L., $d 1947- | **Reportable** Cataloguing staff**submits** any BFM as needed to naco@loc.gov. |
| *Existing NAR for earlier name needs to be deleted, and BFM reported as needed*1. $a Rice, David L., $d 1947-
 |

### Duplicate name heading reporting

|  |  |  |
| --- | --- | --- |
| Changes | Examples | NACO\* |
| **Exact duplicates**Duplicate NARs for same entity with identical 100 headings | *Existing heading*100 1 $a Iyer, Subramaniam | **Non-Reportable****(LC received the error report by OCLC)** |
| *Duplicate for same entity with identical heading to be deleted, with no need for BFM*100 1 $a Iyer, Subramaniam |
| **Logical duplicates**Duplicate NARs for same entity with different 100 headings, even if no LC bibliographic records are affected. Please note if BFM is needed. | *Existing heading*100 1 $a Day, William Howard, $d -1900 | **Reportable**Cataloguing staff**submits** any BFM as needed to naco@loc.gov.. |
| *Duplicate NAR with different heading reported to be deleted, and BFM reported as needed*100 1 $a Day, William, $d -1900 |

\*IMPORTANT: NACO BFM is based on Guidelines for reporting NACO BFM (<https://www.loc.gov/aba/pcc/naco/bfmguide.html>)

## Canadiana

### VIAF (changes or deletions)

If you want to see something remove quickly (as for privacy concern) then you can send a request to bibchange@oclc.org and they can make speedy fixes to the website.