

Name Authorities: General Field Specific Guidelines

Details

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043 - See from Tracing

Include in records for geographic names, which are tagged 151, and reside in the LC NACO file.

1XX and 4XX

Include commas in a series of words except before an ampersand, in order to maintain consistency with pre-existing authorized access points, headings, and references. Include a comma before the final "and" in a series of words. When updating an existing authority record, add commas according to this practice only to records that were created by GPO. Such records will have DGPO in field 040\$a.

Examples:

United States. \$b Congress. \$b Senate. \$b Committee on Agriculture, Nutrition, and Forestry. \$b Subcommittee on Livestock, Dairy, Poultry, Marketing, and Agriculture Security

IGA Workshop on Geomagnetic Observatory Instruments, Data Acquisition, and Processing

4XX – See From Tracing

Although the inclusion of variant access points (4XX see from tracings) became optional with the implementation of RDA (6.2, 9.2, 11.2), GPO includes these whenever these are readily available. Include variant access points that users are likely to search for. However, do not make a variant of a variant. LCRI 26.3 is still appropriate: "Generally, trace a reference from variant forms of entry that apply to the name chosen for the heading. However, do not trace a reference that would normalize to the same form as the heading on the same record or to the same form as a heading on another record. For variant forms of a name, generally, trace only one reference from each variant, normally, constructing it in the form in which it would be constructed if chosen as the heading." LCRI 26.1: "In general, construct a reference in the same form in which it would be constructed if chosen as the heading."

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"All elements of hierarchy used in references must also be established ... References made through the parent body must use the established form of the parent body!" (NACO Training for OCLC Libraries, rev. May 2001. Program for Cooperative Cataloging, Library of Congress)

Examples:

110 Third & Elm Press

410 3rd & Elm Press (different form of the name)

410 Third and Elm Press (different form of the name)

Not: 410 3rd and Elm Press (unless actual usage is found for this form)

110 Hawaii Mapping Research Group

410 Hawaii Institute of Geophysics and Planetology. \$b Hawaii Mapping Research Group

Not: 410 University of Hawaii at Manoa. \$b Hawaii Institute of Geophysics and Planetology. \$b Hawaii Mapping Research Group

670 Hawaii Mapping Research Group web site, Mar. 15, 2006 \$b (part of the Hawaii Institute of Geophysics & Planetology, SOEST, University of Hawaii)

Explanation: The reference through the parent body must use the authorized form of the parent body, which is found on NAR no96011029:

110 Hawaii Institute of Geophysics and Planetology

This same record has the variant:

410 University of Hawaii at Manoa. \$b Hawaii Institute of Geophysics and Planetology

This is a variant form for "Hawaii Institute of Geophysics and Planetology," and so belongs only on that record. Even though the usage found for "Hawaii Mapping Research Group" is "Hawaii Institute of Geophysics & Planetology, SOEST, University of Hawaii," variants containing parent bodies of "Hawaii Institute of Geophysics and Planetology" belong on the record for "Hawaii Institute of Geophysics and Planetology," not on the record for one of its subordinate bodies.

Example:

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110 United States. \$b National Agricultural Statistics Service. \$b California Field Office

Not: 410 United States. \$b Department of Agriculture. \$b National Agricultural Statistics Service. \$b California Field Office

Explanation: the authorized form of the parent body, along with a cross-reference through its parent body, appear on NAR n85343209:

110 United States. \$b National Agricultural Statistics Service

410 United States. \$b Department of Agriculture. \$b National Agricultural Statistics Service

For more explanations, see:

- ["FAQ on Establishing Corporate Names for NACO"](#) on the NACO Web site: "Why can't a cross-reference for a subordinate body ..."
- LCRI 26.1, 26.3
- DCM Z1: Introduction, Name Authority Records (NARs) (Note: In Cataloger's Desktop, this subsection of the Introduction does not appear in the left-hand vertical table of contents pane. It can be accessed, however, once the Introduction is opened.)

For a former authorized access point: See the ["FAQ on creating Personal Name Authority Records \(NARs\) for NACO"](#) on the NACO Web site: "When should an AACR2 established (1XX) form be included as a variant access point (4XX) when the AACR2 NAR is evaluated and re-coded to RDA?" Make a see reference for the old valid form of heading, with \$w nnea, unless the reference itself is a valid RDA variant access point, in which case use \$w nne. In case of doubt, use \$w nnea. Take into account the rules of NACO normalization.

Example:

110 1 United States. \$b Department of the Interior

410 1 United States. \$b Dept. of the Interior \$w nnea

5XX – See Also From Tracings

Consult and follow LC-PCC PS 32.1 and 32.1.1.3. For earlier/later relationships, follow this sentence of the LC Practice: "Make sequential references to connect immediately adjacent bodies only, thus creating a chain leading from one authorized access point to another." When creating a new authority record, or adding a 5XX field to an existing record, use subfield \$i in conjunction

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with \$w code "r" for relationship designators, rather than using the earlier/later values in subfield \$w. However, pre-existing 5XX references in AACR2 format (i.e., \$w values without \$i) do not need to be changed to RDA when updating or recoding the record. They are acceptable under PCC standards.

670 – Source Data Found

Consult and follow DCM Z1: Field 670, unless instructed differently below. Also consult the NACO Participants' Manual, Section I. New Authority Records, 670 Field. Always include at least one 670 field. Generally, the first 670 field cites the resource for which the authorized access point is being established. Include, at a minimum, the 670 for this resource.

A 670 field must be used to support information used as part of an access point in 1XX and 4XX. For more information of whether to use a 670 field or a \$v in another field, see the section: [Name Authorities, RDA, General Policies](#): "Source of Information: 670 vs. \$v in the 046 and 3XX optional fields."

\$a: Citing the source of the information found:

Do not use pronouns or the possessive form of the name in the 1XX to indicate that the name in the 1XX is the creator of the work cited. Instead, cite the title of the work by itself if it is unique, or cite the actual name in the 1XX followed by the title of the work. Although it is acceptable to abbreviate this name in the 670 citation, GPO prefers to copy and paste the name from the 1XX field into the 670\$a. Any internal subfield delimiters and codes would then need to be removed.

Examples:

110 United States. \$b Animal and Plant Health Inspection Service

670 United States. Animal and Plant Health Inspection Service. Annual report, 2013: \$b ...

Not: 670 Its Annual report, 2013: \$b ...

100 Richards, Edward, \$d 1941-

670 Richards, Edward, 1941- . Horticulture, 1970: \$b ... [GPO's preferred practice] OR

670 Richards, E. Horticulture, 1970: \$b ... [acceptable, but not GPO's preferred practice]

670 Shipping of strawberries to farmer's markets, 1972: \$b ... [title alone is unique]

But not: 670 His Horticulture, 1970: \$b ...

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But not: 670 E. Richards' Horticulture, 1970: \$b ...

110 National Cancer Institute (U.S.)

Not: 670 National Cancer Institute's Strategic plan, 2005-2015: \$b ...

Similarly, when citing an agency or corporate body Web site, etc. do not use pronouns or the possessive form in the \$a. Instead, prefer to use the name itself, followed by the date viewed, without the phrase "viewed" or "viewed on." Since Web sites are usually uncataloged, it is not necessary to use the same form of the name that appears in the 1XX field as you would when citing an authorized access point for a work. Instead, you may use the form of the name that appears prominently on the Web site.

Examples:

670 National Archives at Anchorage Web site, Dec. 3, 2012 \$b...

670 United States, National Guard Bureau, Family Program Office Web site, Jan. 15, 2013: \$b ...

670 U.S. Dept. of Agriculture, Agriculture and Food Research Initiative (AFRI) homepage, July 26, 2011 : \$b ...

670 White House Office of faith-Based and Neighborhood Partnerships Web site, Oct. 31, 2011 : \$b ...

670 GAO Web site, July 31, 2044 : \$b ...

\$b: Citing the location of the information found: It is frequently preferable to use t.p. or title page (abbreviated or spelled out), or page numbers. When the title is taken from the cover, caption, or any source, that location may be given as "title page" or "t.p." In other words, "title page" or "t.p." may be used in a broad sense to describe the location of the preferred source of the title. See RDA 2.2.2. Be more specific when necessary, in order to identify the specific location of the information found. Use the list of examples and follow the instructions in the NACO Participants' Manual, Section I. New Authority Records, 670 Field, VI. Citing Location of Data Found. Use your own location term when needed.

Examples:

- p. 4 of cover
- p. 2
- HTML header
- EPA Web site, Sept. 12, 2013

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- masthead
- preface pref. introduction intro. introd.

678 - Biographical or Historical Data

Include if information is readily available and does not require significant time to construct.

Remember to use the appropriate code for the first indicator

- 0 - Biographical sketch
- 1 - Administrative history

781 - Subdivision Linking Entry-Geographic Subdivision

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