

# Name Authorities: RDA, Personal Names

## Details

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Use this section in conjunction with the following sources:

- RDA, chapters 8, 9
- LC-PCC PS, chapters 8, 9 (GPO follows all LC-PCC PSs)
- MARC 21 Format for Authority Data: relevant fields, including field 046
- DCM Z1: relevant fields, including field 046 (Always consult and follow, unless instructed otherwise)
- LC Guidelines (at the end of MARC 21 Format for Authority Records)
- PCC document: "[MARC 21 Encoding to Accommodate New RDA Elements 046 and 3XX in NARs and SARs](#)"
- NACO Participants' Manual
- [NACO home page](#) (includes: documentation & updates, cataloging FAQs, and training)
- [PCC Post RDA Implementation Guidelines and Standards](#) home page
- [Frequently Asked Questions: Program for Cooperative Cataloging and RDA](#) (PCC-RDA-FAQ Update 20130401)
- [NACO Normalization](#)
- [RDA in NACO Training](#) (training videos and other materials that cover all aspects of RDA Name Authorities)

## [046 – Special Coded Dates \(RDA 9.3\)](#)

\$f, \$g, \$s, \$t

Include if readily available in the resource cataloged.

### **\$s and \$t in the 046 and 3XX optional fields**

Although \$s and \$t may be entered in the 046 field to identify a general period of activity, these subfields may be added to other fields to specify dates for specific associations. When adding a start and end date to other fields, consider: is there a change in function/scope/activity, etc. which needs to be expressed? If so, and the information is readily available, please include. The following fields are for a personal name, when the work cataloged contained biographical information in a curriculum vita (resume) format.

Superseded. Archived for reference purposes.

373 Peace Corps (U.S.) \$2 naf \$s 1983 \$t 1985

373 Hastings College of the Law \$2 naf \$t 1989

373 United States. Department of State \$2 naf \$s 1991 \$t 20120912

373 National War College (U.S.) \$2 naf \$t 2010

374 Diplomats \$s 1991 \$2 lcsh \$t 20120912

374 Ambassadors \$2 lcsh \$s 20120522 \$t 20120912

## **100 – Authorized Access Point**

Order of subfields: Consult and follow:

- RDA 9.19.1.1: “Make additions to the name as instructed at 9.19.1.2—9.19.1.7, in that order, as applicable.”
- RDA chapter 9 examples, RDA and LC-PCC PS 9.19, RDA 9.2.2.9.5,
- DCM Z1: Field 100
- Question 22 (What is the correct order of subfields in the MARC 21 Authority 100 field) of “[FAQ on creating Personal Name Authority Records \(NARs\) for NACO](#),” on the NACO Web site.
- MARC 21 Format for Authority Data: Field 100, examples

### **\$q – Fuller Form of Name**

Follow RDA 9.19.1.4, and especially, LC-PCC PS 9.19.1.4. Follow the practice for existing authority records: “Unless otherwise changing an existing heading (e.g., conflict), do not change an existing AACR2 or RDA heading merely to add or remove a fuller form of name.”

### **\$d – Birth and/or Death Date**

Follow LC-PCC PS 9.19.1.3. Only add dates if readily found in either the resource cataloged, or, in additional sources. Additional sources are consulted in cases of conflict or when the name is used as a subject. Follow the guidance in: [Name Authorities, General Procedures](#).

## **368 - Other Attributes of Person or Corporate Body**

Superseded. Archived for reference purposes.

Do not include or revise.

### **372 – Field of Activity (RDA 9.15)**

Include if readily available and helpful. Do not include when it involves too much deliberation.

Follow the general guidance in the section: [Name Authorities, RDA, General Policies](#). For persons, record a field of endeavor, area of expertise, etc., in which the person is or was engaged. Use discipline words instead of full sentences. Single, general terms are sufficient.

In general, when adding a geographic scope as part of the field of activity, the geographic scope should reflect the entire potential coverage of the activity, rather than simply the location of the person.

### **373 – Associated Group (RDA 9.13)**

\$a = Affiliation

Prefer this field for groups having an uncertain or ambiguous relationship. Use the 510 field for related bodies that can be described using one of the relationship designators found in RDA Appendixes K.2.3.

### **374 – Occupation (RDA 9.16)**

Include if readily available and helpful. Do not include when it involves too much deliberation. Consult and follow DCM Z1: Field 374. Prefer terms from a controlled vocabulary, such as LCSH. When using multiple terms from the same vocabulary, repeat \$a rather than the field.

Example: 374 Lawyers \$a Judges \$2 lcsh

374 Diplomats \$2 lcsh \$s 1991 \$t 20120912

As of September 2013, it appears that the term(s) input in 374\$a need justification. Therefore, provide the source in 374\$v, or provide the source and brief information found in the 670 field.

### **375 – Gender (RDA 9.7)**

Always include when known.

Superseded. Archived for reference purposes.

### **378 – Fuller Form of Name (RDA 9.5)**

Record the same data that would be included in the \$q of the 100 field, even if it is redundant. Essentially, copy the \$q from the 100 field and insert it in the 378 field, but without parentheses.

Example:

100 1\_ Burr, Kimberley S. \$q (Kimberley Sherri), \$d 1970-

378 \$q Kimberley Sherri

### **400 - See From Tracing-Personal Name**

For a former authorized access point: See the “[FAQ on creating Personal Name Authority Records \(NARs\) for NACO](#)” on the NACO Web site, question 13: “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.” Be sure to take the NACO Normalization rules into account.

### **678 - Biographical or Historical Data (RDA 9.17)**

Optional: May be included if biographical data is readily available and does not require significant time to construct. The first indicator will usually be coded “blank,” since a biographical sketch is usually too time-consuming to construct. No source needs to be cited for the 678 field.