

Update Information  
2014 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
E4	Label Placement (Call/Shelf Number ; Item Barcode) : Books	Revised to change the label placement for certain softbound books. Replace.
Z1	Name and Series Authority Records	Table of Contents – Updated to show that 024 was added to list of guidelines. Replace.
Z1	Name and Series Authority Records	008/32 – Undifferentiated Personal Name. Updated to show procedures for requesting a deletion of an existing undifferentiated NAR. Replace.
Z1	Name and Series Authority Records	100 – Heading - Personal Name. Updated to correct a typo in an indicator. Replace.
Z1	Name and Series Authority Records	64X – Series Treatment – General Information. Updated to add the statement that the guidance is out of date (e.g., Treaty series). Replace.
Z1	Name and Series Authority Records	Appendix 1 – Ambiguous Entities. Updated to correct examples for conferences to reflect changes in RDA, to add two new entities, and to fix a typo. Replace.

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#### E4.1 CALL/SHELF NUMBER LABEL PLACEMENT (summary guidelines)

##### E4.1.1 **Non-rare hardbound books (Overseas Offices, Washington, and shelf-ready suppliers).**

If the spine is 1 or more inches wide, affix the label (including an MLC label) on the spine. Center the label and position it preferably ½ inch from the bottom of the spine. If that position covers important information, adjust the position accordingly.

If the spine is less than 1 inch wide, with the spine to the left, affix the label (including an MLC label) on the upper left quadrant of the cover ½ inch to the right of the spine and ½ inch from the top. Use this position to insure consistent placement of the call/shelf number label regardless of the direction in which the text reads.

##### E4.1.2 **Non-rare paperbound books (Overseas Offices, Washington, and shelf-ready suppliers).**

###### E4.1.2.1 *Paperbounds not candidates for binding (c-GenColl and all MLC)*

For paperbounds in the custody of CALM (including those from Casalini) and all MLC, regardless of custody, apply the conventions stated in E4.1.1 for hardbounds.

###### E4.1.2.2 *Paperbounds that are candidates for binding (custodies other than c-GenColl but excluding MLC)*

With the spine to the left, affix the label on the upper left quadrant of the cover ½ inch to the right of the spine and ½ inch from the top in all cases even when there is room for the label on the spine. This is so the label is still visible after books are returned from the bindery; it facilitates quality assurance done by BCCD. Use this position to insure consistent placement of the call/shelf number label regardless of the direction in which the text reads.

#### E4.2 ITEM BARCODE LABEL PLACEMENT

The basic guidelines for item barcode placement are in a BCCD document entitled "Where to Place Item Barcodes on Books and How to Adhere Them" to be found at:

[http://www.loc.gov/staff/ils/user\\_tips/barcodes2.pdf](http://www.loc.gov/staff/ils/user_tips/barcodes2.pdf)

To quote from that document:

"It is very important that the placement of barcode labels is consistent Library-wide. They are placed right-side up on the **upper right quadrant** of the back cover of the book (see Attachment A-1), approximately **two inches left of the joint** or spine and **one-quarter inch below the top** of the volume. For barcoding, the back cover is the cover to the left of the spine, when the spine is facing you (see Attachment A-2)."

See the address given above for more details and for the attachments mentioned in the quotation.

DESCRIPTIVE CATALOGING MANUAL  
**Label Placement (Call/Shelf Number; Item Barcode): Books**

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**008/32 Undifferentiated Personal Name***General*

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

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

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

Instead, apply one of the following RDA attributes to create a unique authorized access point for the person being established (See RDA 9.19):

- date of birth (9.3.2)
- date of death (9.3.3)
- fuller form of name (9.5)
- period of activity (9.3.4)
- profession or occupation (9.16)
- title of the person, including terms of rank, honor, or office (9.4)
- other designation associated with the person (9.6)

*Maintenance of existing undifferentiated records:*

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

- Always create a new name authority record for that person, with distinguishing information, and add an indication that the person was formerly on an undifferentiated record (see 667 paragraph below)
- Transfer information pertaining to that person from the undifferentiated name record and edit as necessary.
- If more than one identity remains in the undifferentiated NAR, and there is not sufficient information in the NAR to create new NARs for each name, leave the NAR coded AACR2.

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

NACO catalogers:

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

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

- Report the undifferentiated NAR for deletion to [naco@loc.gov](mailto:naco@loc.gov); LC will create a new replacement NAR, add a 667 note to the new NAR as indicated below, and delete the old record

- If a differentiated NAR has been created for the last identity:
  - Add that information in the 667 note on the undifferentiated record to assure that a duplicate NAR will not be created:

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

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

LC catalogers:

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

667 notes on records for identities previously on undifferentiated records

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

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

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

additional persons" has been discontinued for new records, it should be retained when found on existing records.

### SARs

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

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

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

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**100 Heading - Personal Name**Family names

When following RDA Chapter 10, LC/NACO catalogers will use first indicator 3 when creating NARs and SARs for family names. 008/11 should be set to value “n” and 008/15 should be set to “b”.

Per LCPS 10.0, when creating family names add a 667 noting subject usage:

```
667##$a SUBJECT USAGE: This heading is not valid for use as a
subject; use a family name heading from LCSH.
```

Subfield \$g – Miscellaneous Information

When giving the name of a prominent member of a family in subfield \$g, give the form for the person found in the NAR for the person. Do not include any internal subfield coding in subfield \$g.

Order of subfields in 100 field

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.

Example:

```
100 0# $a Elizabeth $b I, $c Queen of England, $d
1533-1603 $c (Spirit)
```

- 2) 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)

Example:

```
100 1# $a McCauley, Robert H., $c Jr. $q (Robert
Henry), $d 1913-1979
```

BUT

```
100 0# $a M. Alicia $q (Mary Alicia), $c Sister,
S.C.N.
```

- 3) 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.

SARs

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

**64X Series Treatment - General Information**

NOTE: Series authority record policies in this section were formulated in the context of AACR2 cataloging. This documentation will be changed when the PCC makes new SAR policies in the context of RDA.

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

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

This 64X section covers the following topics:

- National-level PCC default decisions for newly-established SARs for monographic series and multipart items
  - General policy
  - Recording PCC local treatment decisions in new SARs
  - Recording PCC local treatment decisions in existing SARs
  - Existing SARs and non-LC analytic records
  - SARs for serials other than monographic series
  - Republications
  - Document series in general
  - U.S. federal document series
  - United Nations documents
  - Treaty series
  - BIBCO tracing practice

Also see specific 64X DCM pages.

National-level PCC default decisions for newly-established SARs for monographic series and multipart items

**General policy**

To encourage the contribution to shared databases of the greatest number of bibliographic records with the most specific classification, the PCC national-level default treatment decisions will be “analyzed in full, traced, classified separately.”

A PCC library can vary from the default analysis or classification practice for reasons of local needs/preferences/resources. If a BIBCO library varies from the national default classification practice, any resulting analytic record may be a BIBCO record without a “class separately” number also being supplied. If an analytic record is created, the default tracing practice is mandatory.

*(Note:* BIBCO libraries may opt not to create an SAR for an unestablished series when cataloging a bibliographic record at the core level; see the separate topic “BIBCO tracing

practice” at the end of this 64X section for the handling of established/non-established series in BIBCO full and core records.)

The national level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code “DPCC” (for the Program for Cooperative Cataloging) in subfield \$5 of those two fields indicates that the information applies at the national level. See the DCM pages for the 642 and 645 fields for specific information.

The “DPCC” code will not be given in subfield \$5 in either field 644 (analysis) or field 646 (classification).

### **Recording PCC local treatment decisions in new SARs**

A PCC participant has the option to include its local treatment decisions in any SAR it creates.

### **Recording PCC local treatment decisions in existing SARs**

A PCC participant has the option to add its local treatment decisions to any SAR created by another PCC participant if another PCC participant’s treatment decisions are not already in the SAR.

### **Existing SARs and non-LC analytic records**

SARs with an LC decision not to analyze and, therefore, not to trace represent only LC’s pre-June 1, 2006 local decision. Such an LC decision does not prohibit another library from analyzing and tracing. It is not necessary to modify such SARs to add PCC tracing policy if it is not present. Analytic records (either full or core) may be coded as BIBCO records if the series are traced.

SARs created before Sept. 1, 1989, with an LC decision to analyze in full but not to trace should not be modified to add PCC tracing policy. The LC decision not to trace will be followed by BIBCO participants so that analytic records in a shared database will be consistent in the lack of traced series. Analytic records (either full or core) may be coded as BIBCO records even though the series are not traced.

SARs created between September 1989 and mid-November 1998 (when “DPCC” code began to be added to new SARs) should not be modified to add PCC tracing policy. Analytic records (either full or core) may be coded as BIBCO records if the series are traced.

### **SARs for serials other than monographic series**

Note: The national-level default treatment decisions for analysis and classification do not apply to SARs for serials other than monographic series (008/12 = z). The decision to analyze an issue or issues of such a serial is a local decision. The presence of a participant’s code in such an SAR does not mean that another library must follow the analysis or classification decision recorded. However, if an analytic record is created, the default tracing practice is mandatory.

### History of LC/PCC treatment decisions recorded in SARs

Before August 1995, PCC participants could omit treatment fields, give treatment only for the PCC library or only for LC, or give treatment for both the PCC library and LC. At point of contribution, SARs created by PCC participants from August 1995-March 1998 lacked LC treatment decisions. From April to mid-November 1998, PCC participants included an LC tracing practice to serve as the national-level tracing decision for the tracing of series in BIBCO records. The use by LC staff and PCC participants of the MARC 21 organization code "DPCC" in subfield \$5 of the 642 and 645 fields to indicate national-level tracing decisions began in mid-November 1998. As of June 1, 2006, LC does not create or update SARs; LC's treatment decisions are summarized in LCRI 13.3.

### Republications

Do not consider a republication to be in the original series if the original series statement has been omitted. The information can be given in a note on the bibliographic record. (See also LCRI 2.7B7.)

Photoreproduction, microform, and other republications are represented on the SAR for the original. If the 642, 644-646 treatment decisions for the republication are the same as for the original, add a second subfield \$5 to each of those fields. If the treatment decision for the republication is not the same as for the original, use separate treatment fields with each having its specific subfield \$5. Use "\_\_\_ photo-offset reprint" in the subfield \$5 for a photoreproduction. For other republications, use a term appropriate to the republication in hand, preceding the term with the appropriate MARC 21 organization code in subfield \$5. If the treatment fields for the republication are not the same as for the original, give the treatment field for the original before the treatment field for the republication. Always use a separate field for the republication if the same field for the original shows a change of decision.

```

646   $a s $5 ___ $5 ___ photo-offset reprint

050   $a ___ $b ___
646   $a c $5 ___
646   $a s $5 ___ microfiche

050   $a ___ $b ___
646   $a s $d no. 78- $5 ___
646   $a c $d no. 1-77 $5 ___
646   $a s $5 ___ large print edition

```

If only a republication is in hand and no SAR exists for the original even though the original is in the collection, either create a SAR for both the original and the republication or create an SAR only for the republication. If the original is not in the collection, create an SAR only for the republication.

The inclusion of 643 and 670 fields for the republication is dependent on whether the SAR is for one or more republications or is for the original and one or more republications. (Until April 1998, 643 and 670 fields were required for each type of republication and for each publisher/manufacturer of republications on all SARs; do not delete any 643 and 670 fields for republications on SARs for the original and republication(s) created before April 1998.)

- (1) Creating a new SAR for only a republication:

- (a) In the 643 field, indicate in subfield \$d the type of republication of the item for which the SAR is being made.
- (b) Begin the 670 field with the term for the type of republication and a slash.

```

642  $a no. 1 $5 DPCC photo-offset reprint $5 ___ photo-
      offset reprint
643  $a [Place of republication] $b
      [Publisher/Manufacturer
      of republication] $d photo-offset reprint
644  $a f $5 ___ photo-offset reprint
645  $a t $5 DPCC photo-offset reprint $5 ___ photo-offset
      reprint
646  $a s $5 ___ photo-offset reprint
670  $a Photo-offset reprint/[Title], [date]: $b [source]
      ([usage])

```

(2) Creating a new SAR for both the original and a republication:

- (a) Do not include a 643 field for the publisher/manufacturer of the republication.
- (b) Do not include a 670 field for the republished item.

```

050  $a ___ $b ___
642  $a no. 23 $5 DPCC $5 ___ $5 DPCC photo-offset reprint
      $5 ___ photo-offset reprint
643  $a [Place of original] $b [Publisher of original]
644  $a f $5 ___ $5 ___ photo-offset reprint
645  $a t $5 DPCC $5 ___ $5 DPCC photo-offset reprint $5
      ___ photo-offset reprint
646  $a c $5 ___
646  $a s $5 ___ photo-offset reprint
670  $a [Title of original], [date]: $b [source] ([usage])

```

(3) Adding a republication to an existing SAR:

- (a) Add treatment decisions for the republication.
- (b) Do not add 643 and 670 fields for the republication.
- (c) Do not delete any existing 643 and 670 fields for any republication(s).

Example showing addition of photoreproduction to existing SAR for original:

```

642  $a no. 1 $5 ___ $5 ___ photo-offset reprint
643  $a [Place of original] $b [Publisher of original]
644  $a f $5 ___ $5 ___ photo-offset reprint
645  $a t $5 ___ $5 ___ photo-offset reprint

```

646 \$a s \$5 \_\_\_ \$5 \_\_\_ photo-offset reprint  
 670 \$a [Title of original], [date]: \$b [source] ([usage])

Example showing addition of large print edition republication to existing SAR for photoreproduction:

642 \$a no. 1 \$5 \_\_\_ photo-offset reprint \$5 \_\_\_ large  
 print edition  
 643 \$a [Place of reproduction] \$b [Publisher of  
 reproduction] \$d photo-offset reprint  
 644 \$a f \$5 \_\_\_ photo-offset reprint \$5 \_\_\_ large print  
 edition  
 645 \$a t \$5 \_\_\_ photo-offset reprint \$5 \_\_\_ large print  
 edition  
 646 \$a s \$5 \_\_\_ photo-offset reprint \$5 \_\_\_ large print  
 edition  
 670 \$a Photo-offset reprint/[Title], [date]: \$b [source]  
 ([usage])

Example showing addition of microfilm republication to existing SAR for original and photoreproduction created before April 1998 (when 643 and 670 fields were still required for any republication added to SAR for original):

642 \$a no. 1 \$5 \_\_\_ \$5 \_\_\_ photo-offset reprint \$5 \_\_\_  
 microfilm  
 643 \$a [Place of original] \$b [Publisher of original]  
 643 \$a [Place of reproduction] \$b [Publisher of  
 reproduction] \$d photo-offset reprint  
 644 \$a f \$5 \_\_\_ \$5 \_\_\_ photo-offset reprint \$5 \_\_\_  
 microfilm  
 645 \$a t \$5 \_\_\_ \$5 \_\_\_ photo-offset reprint \$5 \_\_\_  
 microfilm  
 646 \$a s \$5 \_\_\_ \$5 \_\_\_ photo-offset reprint \$5 \_\_\_  
 microfilm  
 670 \$a [Title of original], [date]: \$b [source] ([usage])  
 670 \$a Photo-offset reprint/[Title], [date]: \$b [source]  
 ([usage])

### Document series in general

Definition of “document” = “Any publication bearing a government imprint or a statement that it has been published at government expense.” This definition is to be interpreted to include international organizations consisting of national governments, e.g., United Nations, World Health Organization, International Labour Office, etc. Note that publications of institutions created or controlled by a government (universities, colleges, museums, observatories, hospitals, libraries, institutes, etc.) are not to be considered documents. However, publications of agricultural experiment stations are to be considered documents. When in doubt, consider an item to be a document.

The above criteria are applicable only when establishing or reestablishing series headings; they are not to be used in any other context.

U.S. federal document series

PCC participants may create SARs for U.S. federal document series without contacting the Government Printing Office (GPO) Library. GPO will change any heading as needed and will add its symbol in an 040 \$d when it uses an SAR for the first time.

United Nations documents

Establish new UN document series according to normal procedures for document series. Give the UN document number as a quoted note on the analytic record.

Treaty series

If the main entry is the jurisdiction promulgating the treaties, in subfield \$t use "Treaties, etc." and the title proper of the series as a qualifier.

110     \$a United States. \$t Treaties, etc. (Treaties and other international acts series)

BIBCO tracing practice**SAR already exists in the national authority file**

- If the SAR was established before September 1989 and LC's 644 has value f' and LC's 645 has value "n," do not trace the series; code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.
- If the SAR other than one described in the previous category
  - has 645 value "t" with any subfield \$5, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR;
  - has only LC's 644 of "n" and LC's 645 of "n," trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR;
  - lacks a 645 field, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

**SAR doesn't exist in the national authority file**

For a full-level bibliographic record:

- contribute an SAR\* to the national authority file, and
- trace the series in the analytic record.

For a core-level bibliographic record,

either:

- contribute an SAR\* to the national authority file, and
- trace the series in the analytic record;

or:

- don't contribute an SAR to the national authority file, and
- don't trace the series in the analytic record.

\* New SAR would have "\$5 DPCC" in 642 and 645 fields.

If a BIBCO participant chooses not to follow the guidelines stated above, do not code the resulting analytic records as BIBCO records.

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## **APPENDIX 1: AMBIGUOUS ENTITIES**

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## Ambiguous Entities

### 1 INTRODUCTION

#### 1.1 Background

Most access points representing entities fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, works or expressions, named meetings, etc., in the name authority file or as topical subject headings, named objects such as names of automobiles, geographical features, etc., in the subject authority file. There are, however, certain named entities that have been problematic as to

- a) whether the authority record for the authorized access point should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and
- b) how the access points should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of access points for such entities, the former Office for Descriptive Cataloging Policy (Desc Pol) and the Office for Subject Cataloging Policy (Subj Pol), working under the aegis of the Director for Cataloging, developed guidelines with respect to

- a) the responsibility for establishing the authorized access points;
- b) the conventions to be used in formulating the authorized access points;
- c) the tags to be used for content designation; and
- d) the file (name and subject authority) in which the authority records for them should reside.

In 1994, the Cooperative Cataloging Council (CCC) established the CPSO/CCC Task Group on Issues Surrounding Maintenance of Separate Name and Subject Authority Files. This task group agreed to reduce the “logical” inconsistencies between the two files so that they could be more easily used together. To this end the task group recommended and the CCC approved the deletion from the subject authority file of duplicate headings that had been needed in the subject authority file to produce various products, such as *Library of Congress Subject Headings*.

In 1995 the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group, PCC Task Group on Name Versus Subject Authorities, that considered and made recommendations on the remaining categories of entities that could be established by either descriptive or subject catalogers (cemeteries, city sections, concentration camps, and country clubs), events, and tagging conventions for certain “geographic” entities. The PCC approved the task group's recommendations, and the results are reflected below.

#### 1.2. General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept “corporate body” but are also judged to exemplify the concept “geographic” and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as access points in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name

containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) The provisions herein refer to “need” or “use” in descriptive or subject cataloging. As far as descriptive cataloging is concerned, such statements are to be understood as referring to authorized access points required by LC’s policies on authorized access points and to variant access points on name and series authority records. “Need” and “use” do not refer to subject entries even if a descriptive authorized access points is involved.

c) Adjust the tagging on existing authority and bibliographic records to reflect current policy when necessary.

d) *LC Catalogers*: If a Group 2—Subject Authority Group entity is being used as a descriptive authorized access point, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/RDA.” If a Group 2 Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to PSD [policy@loc.gov](mailto:policy@loc.gov) to delete the subject authority record, per SHM H 193.

e) *PCC Catalogers*: If a Group 2—Subject Authority Group heading is being used as an access point, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/RDA.” If a Group 2 Subject Heading for the same entity exists in the LCSH File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to [saco@loc.gov](mailto:saco@loc.gov) to delete the existing subject authority record.

### 1.3 Specific procedures

Entities have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of entities are given at the end of this DCM. The lists are updated as the need arises; refer potential additions to the Policy and Standards Division (PSD).

2 GROUP 1—NAME AUTHORITY GROUP: Authorized access points always established according to descriptive cataloging guidelines (RDA and the LC-PCC PSs); authority record always resides in the name authority file.

#### 2.1 Implementation

Establish the authorized access point according to descriptive cataloging rules and procedures. If an authorized access point in this category is needed in subject cataloging, those involved in descriptive cataloging establish it, and the authority record is added to the name authority file.

#### 2.2 Airports

Establish the authorized access points for an airport according to the provisions for any other corporate body (see chapter 11, RDA).

110 2# \$a San Francisco International Airport<sup>1</sup>

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<sup>1</sup>MARC coding in the examples reflects the provisions of *MARC 21 Format for Authority Data* (except spaces added before and after subfield codes) and not any individual system.

- 110 2# \$a Logan International Airport (Boston, Mass.)
- 110 2# \$a Jan Smuts Airport (Johannesburg, South Africa)
- 110 2# \$a Greater Cincinnati International Airport
- 110 2# \$a Davis Airport (Montgomery County, Md.)
- 110 2# \$a Davis Airport (Luzerne County, Pa.)

**2.3** *Arboretums, botanical gardens, herbariums, zoological gardens, etc.*

These Group 1 entities are tagged as corporate names (110) and established according to chapter 11 of RDA. For other gardens, parks, etc., see Group 2.

- 110 2# \$a State Arboretum of Utah
- 110 2# \$a Missouri Botanical Garden
- 110 2# \$a National Zoological Park (U.S.)
- 110 2# \$a Hayden Planetarium
- 110 2# \$a Miami Seaquarium

**2.4** *Cemeteries, concentration camps, country clubs*

After July 1996, cemeteries, concentration camps, and country clubs are treated as Group 1 entities. Establish them in accordance with the general principles for corporate name authorized access points (chapter 11, RDA). For cemeteries that are archaeological sites, see Group 2.

- 110 2# \$a Arlington National Cemetery (Arlington, Va.)
- 110 2# \$a Riverside Cemetery (Jackson, Tenn.)
- 110 2# \$a Cmentarz Ewangelicko-Augsburski w Warszawie (Warsaw, Poland)
  
- 110 2# \$a Auschwitz (Concentration camp)
- 110 2# \$a Campo 62 di Bergamo (Concentration camp)
  
- 110 2# \$a Riomar Country Club
- 110 2# \$a Manteno Young Women's Country Club

**2.5** *City sections*

City sections, including city districts and neighborhoods, are treated only as Group 1 entities. Establish them in accordance with the general principles for geographic names as given in RDA Chapter 16).

- 151 ## \$a Georgetown (Washington, D.C.)
- 151 ## \$a Greenwich Village (New York, N.Y.)
- 151 ## \$a Loop (Chicago, Ill.)
- 151 ## \$a Rive gauche (Paris, France)

**2.6** *Collective settlements, conservation districts, communes, sanitation districts, wetland management districts, etc.*

Collective settlements, conservation districts, communes, sanitation districts, wetland management districts, etc., are treated as Group 1 entities. Establish them in accordance with the general principles for geographic names (RDA chapter 16).

151 ## \$a Erez (Israel)  
 151 ## \$a Santa Cruz County Sanitation District (Calif.)  
 151 ## \$a Englewood Water District (Fla.)  
 151 ## \$a Chicago Park District (Ill.)

## 2.7 *Events*

If a name is for an event that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date, establish the name according to the provisions of RDA chapter 11.

111 2# \$a Blue Ridge Folklife Festival  
 111 2# \$a Palio di Siena (Festival) \$d (2003 : \$c Siena, Italy)  
 111 2# \$a Miss America Pageant  
 111 2# \$a World Cup (Soccer)  
 111 2# \$a Tour de France (Race)  
 111 2# \$a Biennale di Venezia  
 111 2# \$a Biennale di Venezia \$n (55th : \$d 2013 : \$c Venice, Italy)  
 111 2# \$a World Jamboree of Boy Scouts  
 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)

## 2.8 *Forests, parks, preserves, etc.*

When a forest, park, preserve, etc. (commonly a unit of the United States National Park Service or the United States Forest Service), is needed as a descriptive authorized access point on a bibliographic record because the forest, park, preserve, etc., has some responsibility for the intellectual content of the item, establish it in accordance with the general principles for corporate name authorized access points and qualify the name with “(Agency).” When this is not the case, continue to treat these as Group 2 entities and establish as a subject authority record as directed in: *Subject Headings Manual, H 1925, Parks, Reserves, National Monuments, Etc.*

110 2# \$a Chugach National Forest (Agency : U.S.)  
*(Needed as a descriptive access point—Group 1)*

151 ## \$a Chugach National Forest (Alaska)  
*(No intellectual content responsibility—Group 2)*

## 2.9 *Indian tribes*

In 2006 the Policy and Standards Division determined that names of Indian tribes recognized by the U.S. government as legal entities should be tagged 151 (Geographic name) in name authority records rather than 110 (Corporate name), as they were previously tagged. This change in status of headings for tribal entities to 151 (Geographic name) enabled these headings to be used as jurisdictions when needed in cataloging. When a heading of this type is used to represent a government (110), the MARC 21 indicator is set to “1” to reflect that the entity is acting as a jurisdiction (cf. LC-PCC PS 16.4.1). These headings may also be used as geographic subdivisions, subdivided directly. Access points for populated places (ppl) on reservations are governed by RDA Chapter 16 when found in the U.S. Board of Names Geographic Names Information System (GNIS) database on the Web at <http://geonames.usgs.gov/> and should also be established as place names tagged 151 when these are different from the tribal entity. Example of populated place name (complete name authority record fields not provided):

```
151 ## $a San Carlos (Ariz.)
. . .
670 ## $a GNIS, July 29, 2002 $b (San Carlos, Gila County, Arizona,
    populated place; 33°20'43"N, 110°27'09"W)
```

Both the geographic name and the tribal entity's name may subsequently be used as corporate name headings (110) as needed, following the current practice for government names in [RDA 11.2.2.5.4](#). Example of possible heading:

```
110 1# $a San Carlos Apache Tribe of the San Carlos Reservation,
    Arizona. $t Constitution
```

When the reservation as a geographic area, not the tribal entity, is the subject of an item being cataloged, the guidelines in the *LC Subject Headings Manual* will continue to be applied, and these place names will continue to be established as subject headings tagged 151.

Example of subject heading:

```
010 ## $a sh90004101
151 ## $a San Carlos Indian Reservation (Ariz.)
550 ## $w g $a Indian reservations $z Arizona
670 ## $a Work cat.: Brown, J.G. Geology and ground-water resources of
    the San Carlos Indian Reservation ... Arizona, 1990: $b t.p. (San Carlos
    Indian Reservation, Gila, Graham, and Pinal counties, Arizona)
670 ## $a Rand McNally
781 #0 $z Arizona $z San Carlos Indian Reservation
```

## 2.10 *Named buildings/museums*

If an authorized access point is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum. If it is a museum, treat it as a Group 1 entity and establish it accordingly; if not, treat it as a Group 2 entity and have it established as a subject authority record as directed in the guidelines for Group 2 entities in 3.1 below.

```
110 2# $a Albrecht-Dürer Haus
    (museum—Group 1)
110 2# $a Simson African Hall (California Academy of
    Sciences)
    (building—Group 2)
```

## 2.11 *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that authorized access points for entities with these words in their name need the addition of a qualifier that conveys the idea of a corporate body.

## 2.12 *Railroads*

Establish railroads in accord with the general principles for corporate name authorized access points (RDA, chapter 11). During the period 1984-1985, railroad access points were established according

to the conventions of the former Subject Cataloging Division. Generally, a railroad authorized access point represented by an RDA name authority record should be accepted unless the item being cataloged shows another form *and* the item is the railroad's own publication. In such cases re-evaluate the existing authorized access points. At one time, railroads were represented by two separate access points, one for the company, which was tagged as a corporate access point, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for RDA, search for the name both as a corporate body and as a topical subject heading.

- 3**            **GROUP 2—SUBJECT AUTHORITY GROUP:** Entities always established according to subject cataloging guidelines (SHM); the authority record resides either in the subject or name authority file

*N.B*    This section of the DCM is given primarily for information: the responsibility for establishing and maintaining Group 2 headings rests entirely with those performing subject cataloging. See SHM H 405.

### **3.1            Characteristics**

The entities in this group reside in the subject authority file when they are established and used only for subject cataloging purposes. Entities tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. If the entity needed for descriptive cataloging is already established in the subject authority file, the subject record is cancelled and a name authority record is created. Regardless of whether an entity originally existed in the subject authority file, the 1XX in the LC/NAF should be constructed according to RDA instructions, but will also reflect subject cataloging policy as provided in the SHM, the most noteworthy aspects are the following:

- a)    The 4XX structure reflects subject cataloging practice.
- b)    Most access points will contain local place-name qualifiers.
- c)    Records residing in the name authority file will also contain a 667 field with the notation: Subject Headings Manual/RDA. This notation is intended to characterize the record and to provide a quick and easy means of indicating that maintenance of the record is the responsibility of PSD. Catalogers should then refer changes to PSD, rather than initiating the changes themselves.

### **3.2            Use of these access points in descriptive cataloging**

Note the following:

- a)    If the authority record is in the subject authority file but not represented in the name authority file, make a name authority record according to the guidelines described in Section 3.1. Send printouts of the name and subject authority records to PSD for review and cancellation of the subject authority record.
- b)    If the entity is represented in the name authority file and is coded RDA, use that form whether or not it conforms to the characteristics described above in 3.1. If a need to change to the authorized access point is prompted by the item being cataloged refer the matter to PSD.

- c) If the entity is represented in the name authority file but not coded for RDA, refer the matter to PSD for evaluation and possible change and related actions.
- d) If the entity is not represented in an authority file, establish it in the name authority file according to the guidelines in the SHM and Section 3.1 of this document.

**GROUP 1—NAME AUTHORITY GROUP ENTITIES**

(Named entities always established according to descriptive cataloging guidelines and always residing in the name authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Abbeys	110
Academies	110
Airplanes, Named	110
Airports <sup>2</sup>	110
Almshouses	110
Aquariums, Public <sup>3</sup>	110
Arboretums <sup>3</sup>	110
Armories	110
Arsenals	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens <sup>3</sup>	110
Broadcasting stations	110
Business parks	110
Cathedrals	110
Cemeteries <sup>4</sup>	110
Chambers of Commerce	110
Chapels	110
Churches (In use or ruins)	110
Circuses	110
City sections <sup>5</sup>	151
Collective settlements <sup>6</sup>	151
Colleges	110
Comarcas	151
Comic strips <sup>7</sup>	130

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<sup>2</sup>See 2.2

<sup>3</sup>See 2.3

<sup>4</sup>See 2.4

<sup>5</sup>See 2.5

<sup>6</sup>See 2.6

Communes <sup>6</sup>	151
Competitions <sup>8</sup>	111
Computer programs and software <sup>7</sup>	130
Concentration camps <sup>4</sup>	110
Concert halls	110
Conservation districts <sup>6</sup>	151
Contests <sup>8</sup>	111
Convents	110
Correctional institutions	110
Country clubs <sup>4</sup>	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Catholic Church. Diocese of Basel (Switzerland) Constantinople (Ecclesiastical patriarchate)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events <sup>8</sup>	111
Exhibitions <sup>8</sup>	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions <sup>8</sup>	111
Factories	110
Fairs <sup>8</sup>	111
Festivals and celebrations <sup>8</sup>	111
Fish hatcheries	110
Folk festivals and celebrations <sup>8</sup>	111
Forest districts	110
Forests (Administrative agencies)	110
Funds	110
Funeral homes, mortuaries	110
Galleries	110
Games (Events) <sup>8</sup>	111
Gangs	110
Halfway houses	110
Helplines, hotlines	110
Herbariums <sup>3</sup>	110
Hospitals	110
Hotels	110

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<sup>7</sup>Although entities in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

<sup>8</sup>See 2.7

Housing projects	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations (Active; also all after 1899)	151
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums <sup>9</sup>	110
Named collections	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera companies	110
Orphanages	110
Parades <sup>8</sup>	111
Park districts <sup>6</sup>	151
Parks (Administrative agencies) <sup>10</sup>	110
Planetariums <sup>3</sup>	110
Planned communities	151
Plans (Programs) <sup>11</sup>	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc. <sup>10</sup>	110
Public celebrations, pageants, anniversaries <sup>8</sup>	111
Publishers' imprints	110
Pueblos	151
Races (Contests) <sup>8</sup>	111
Radio programs	130
Railroads	110
Recreation districts <sup>10</sup>	151
Refugee camps	110
Religious denominations	110
Research stations	110

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<sup>9</sup>See 2.9

<sup>10</sup>See 2.8

<sup>11</sup>See 2.10

Reserves (Administrative agencies)	110
Restaurants	110
Sanitoriums	110
Sanitation districts <sup>6</sup>	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shopping centers	110
Shows (Exhibitions) <sup>8</sup>	111
Software, Computer <sup>7</sup>	130
Sound recording labels	110
Space vehicles	110
Sporting events <sup>8</sup>	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments <sup>8</sup>	111
Tribes (as legal entities only, U.S. only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts <sup>6</sup>	151
Water districts <sup>6</sup>	151
Web sites	130
Works of art, Individual	100, 110, 130
Zoological gardens <sup>3</sup>	110

**GROUP 2—SUBJECT AUTHORITY GROUP ENTITIES**

(Named entities always established according to subject cataloging guidelines and residing in either the name or subject authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Amusement parks	151
Apartment houses	110
Aqueducts	151
Arches	150
Arenas	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets,	

galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150
Buildings, Private	110
Buildings occupied by corporate bodies <sup>9</sup>	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles <sup>8</sup>	110
Celestial bodies	151
Cemeteries, Archaeological	151
Cities, Extinct (Pre-1500) <sup>12</sup>	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Composers' groups <sup>9</sup>	150
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings <sup>9</sup>	110
Estates	151
Events <sup>13</sup>	150
Exhibition buildings	110
Expeditions, Military	150
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110

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<sup>12</sup>For instructions on establishing and applying headings for extinct cities, see SHM H 715.

<sup>13</sup>Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only.

Fire stations	110
Forests (Geographic entities)	151
Fortresses (Structures)	151
Fountains	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites (Including historic districts not in cities)	151
Immigration stations	110
Islands, Non-jurisdictional	151
Land grants	151
Lighthouses	110
Locks (Hydraulic engineering)	151
Locomotives	150
Manors	110
Mansions	110
Market buildings	110
Military installations (inactive pre-1900 installations)	151
Mine buildings	110
Mines	151
Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110
Office buildings	110
Official residences	110
Opera houses	110
Palaces <sup>9</sup>	110
Parks (Geographic entities)	151
Pavilions	110
Pipelines	151
Playgrounds	151
Plazas (Open spaces, squares. etc.)	151
Police stations	110
Pools, Public	151
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Recreation areas	151

Remote-controlled vehicles	150
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shrines ( <i>not</i> churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151
Wells	151