

Update Information
2015 Update Number 1

No 2014 Update Number 4 was issued.

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
M6	Preferences in LC ILS Cataloging	Revised to provide current guidelines for cataloging session preferences following implementation of Voyager 8.2.0 and upgrades to LC ILS add-on programs. Also includes update to superseded document name and Web link.
Z1	Name and Series Authority Records	Contents – Updated to reflect the addition of MARC fields 385, 386, 672 and 673. Replace.
Z1	Name and Series Authority Records	008/32– Undifferentiated Personal Name. Updated to clarify instructions for LC catalogers when adding 010 \$z information. Replace.
Z1	Name and Series Authority Records	368 – Other Attributes of Person or Corporate Body. Updated to remove the prohibition of using subfields \$d, \$s, \$t, \$u, and \$v. Replace.
Z1	Name and Series Authority Records	382 – Medium of Performance. Updated to reflect the use of Library of Congress Medium Thesaurus and to update the best practices for this field. Replace.
Z1	Name and Series Authority Records	385 – Audience Characteristics. New.
Z1	Name and Series Authority Records	386 – Creator/Contributor Characteristics. New.

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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
Z1	Name and Series Authority Records	670 – Sources Found. Updated to add examples to reinforce use of spelling out the month in dates and to clarify where to find the title of a web resource. Replace.
Z1	Name and Series Authority Records	672 – Title Related to the Entity. New.
Z1	Name and Series Authority Records	673 – Title Not Related to the Entity. New.
Supplement to the MARC 21 Format for Authority Data	368 Other Attributes of Person or Corporate Body	Replace. Revised to remove prohibition on use of subfields \$d, \$a, \$t, \$u, and \$v
Supplement to the MARC 21 Format for Authority Data	385 Audience Characteristics	New.
Supplement to the MARC 21 Format for Authority Data	386 Creator/Contributor Characteristics	New.
Supplement to the MARC 21 Format for Authority Data	672 Title Related to the Entity	New.
Supplement to the MARC 21 Format for Authority Data	673 Title Not Related to the Entity	New.

Recommended Session Defaults and Preferences in the LC ILS Cataloging Module

TABLE OF CONTENTS

M6.1	SUMMARY	1
M6.2	INTRODUCTION	2
M6.2.1	Background	2
M6.2.2	Setting Session Defaults And Preferences.....	2
M6.3	RECOMMENDED SETTINGS	3

M6.1 SUMMARY

DCM M6 presents LC policies on setting session defaults and preferences in the LC ILS cataloging module. M6.2 provides background. M6.3 indicates settings recommended or required in LC.

DCM M6 supersedes former Bibliographic Workflow Training Document #1.

Note: It is most effective to consult DCM M6 with a cataloging session open and the Session Defaults and Preferences dialog box displayed (see M6.2.2).

M6.2 INTRODUCTION

M6.2.1 **Background**

Session defaults and preferences are choices for LC ILS cataloging module sessions that are set on individual workstations. They reduce effort and help avoid errors by automatically prompting data, system functions, and other variables that you use most often when you are cataloging.

Security parameters established in your profile by your LC system administrator determine some session defaults. Signing on using your operator ID invokes those.

Use the instructions in M6.2.2 to set other preferences on your workstation. LC policies recommend or require certain settings, as presented in M6.3.

Some defaults and preferences depend on factors in your work assignment, such as the specific cataloging workflow and type of material. Change your settings as necessary to assist you in doing work with different parameters (for example, copy cataloging, added copies, reference materials). It helps to organize your work in order to avoid switching preferences constantly.

Note: The information here is current for in LC. If there has been any further LC ILS system upgrade, consult PSD for advice on changes in recommended cataloging session defaults and preferences.

For more background information on cataloging defaults and preferences, see the *Voyager 8.2 Cataloging User's Guide* on the LC Integrated Library System Program's intranet at www.loc.gov/staff/ils/voy8.2docs/V82_Cataloging.pdf.

M6.2.2 **Setting Session Defaults And Preferences**

With an LC ILS cataloging module session open, view or change defaults and preferences by selecting "Options / Preferences" from the menu bar. That opens the Session Defaults and Preferences dialog box. Options within the dialog box are organized on different "tabs," which are accessible by clicking the tab labels at the top.

On each tab, input or change the settings by means of the mechanisms provided: select from a list, click an option so that it is checked or not checked, or input data. Save selections by clicking "OK." Close the dialog box by clicking "Cancel" if there are no new settings or changes to save or if you do not want to save selections that you made.

Selections are stored when you exit the cataloging module session. Check the preferences on your workstation occasionally, however, to confirm they are what you need for your work, especially if you share the same workstation with other staff members.

M6.3 RECOMMENDED SETTINGS

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
GENERAL: Holdings/Item default location	<i>Most ABA staff:</i> c-General Collections/CMD	Select the location that holdings and item records you create are most likely to use. Select a location other than GenColl if your work usually serves that location (for example, “c-Law Library” for a law cataloger).
GENERAL: Call Number Hierarchies	<i>Most ABA staff (work with full LC classification call numbers):</i> LCclass-050a&b	Select the hierarchy for the kind of call number most likely present in your work. This is necessary for the LC ILS to copy call number data from the bibliographic record into a holdings record’s 852 field.
GENERAL: Bibliographic Import/Replace Profile	<i>Most often:</i> LCCNadd or LCCNmerge <i>(Both now have the same result.)</i>	<i>Only in special workflows:</i> <i>Special materials workflow for which the profile was designed:</i> smcdONLYmerge <i>CIP verification workflow using “Z-Processor CIP Ver version” to search OCLC and import upgraded CIP records:</i> CIP Ver Replace
GENERAL: Authority Import/Replace Profile	<i>Required always:</i> ARLCCNadd	
GENERAL: Delete records from work files once saved to database	<i>Required always:</i> Checked	
GENERAL: Delete records from import file once saved to database	<i>Required always:</i> Checked	
GENERAL: Add a subfield ‘a’ to a new field	Your individual preference	<i>Note:</i> Setting chosen affects results of some macros.

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
GENERAL: Display MARC Views maximized	Your individual preference	
VALIDATION: Cataloging formats	<i>Required always:</i> UnicodeLCMARC21	“UnicodeLCMARC21” assures only valid MARC 21 tags, indicators, and subfields are saved to the database.
VALIDATION: Bypass MARC Validation	<i>Usually: Not checked</i>	<i>Exception:</i> Change the preference to “checked” and thereby bypass MARC validation only when you cannot save a record because of a MARC validation problem, you cannot resolve the problem without assistance, and that assistance is not immediately available. After you save the problem record, reset the preference right away to “not checked.”
VALIDATION: Bypass MARC21 Character set validation	<i>Required always: Not checked</i>	“Not checked” assures only MARC 21 Unicode characters are saved to the database and invalid characters generate error messages.
VALIDATION: List all the errors / Show errors one at a time	Your individual preference	
VALIDATION: Bypass Authority Control Validation	<i>Only creating IBCRs, shelflisting, end-stage processing: Checked</i> <i>Otherwise: Not checked</i>	
VALIDATION: Display All The Headings	<i>Recommended: Checked</i>	“Checked” causes the LC ILS authority validation window to display authority records that the system validated as well as those it did not, thereby making access to the authority records easier.
VALIDATION: Heading Types	<i>Recommended:</i> Check all the heading types	<i>Exception:</i> Staff who do not review subject access points may leave “Subdivision” not checked.

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
VALIDATION: Bypass Decomposition of accented characters for MARC21	<i>Required always: Not checked</i>	“Not checked” causes the LC ILS to convert any pre-composed Unicode “letter + diacritic” combination (introduced, for example, by copying text from a Web page) into the decomposed form, that is, letter followed by combining diacritic, which MARC 21 requires.
VALIDATION: 856 link servers	[Do not input & do not change]	
VALIDATION: Bypass ISBN validation	[Leave blank]	Get more reliable ISBN validation by applying Validator (see DCM M7).
VALIDATION: Bypass ISSN validation	[Leave blank]	Get more reliable ISSN validation by applying Validator (see DCM M7).
WORK FLOW: Retain last search	Your individual preference	<i>Note:</i> “Checked” is useful when doing a sequence of searches of the same kind.
WORK FLOW: Automatic truncation for non keyword searches	Your individual preference	
WORK FLOW: Display record directly if search results in only one title	Your individual preference	
WORK FLOW: Always create a holding when adding holdings to a bib (i.e., do not show existing holdings first)	<i>Creating IBC records: Checked</i> <i>Otherwise: Not checked</i>	
WORK FLOW: Display item record directly if item retrieve results in only one item	Your individual preference	

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
WORK FLOW: Sequence new items at top	<i>Recommended: Not checked</i>	<i>Reminder:</i> Put any incorrectly sequenced item records into correct order by clicking “Get Items” from the holdings record display and using “Move before” and “Move after.”
WORK FLOW: Sequence new e-items at top	[Disregard]	
WORK FLOW: Check for Duplicate Item Barcodes	<i>Required always: Checked</i>	
WORK FLOW: Suppress confirmation message upon successful save	<i>Recommended: Not checked</i>	Not suppressing confirmation messages lets you know with certainty whether your record was saved to the database and therefore reduces additional, unnecessary “save” actions “just to be sure.”
ITEM DEFAULTS: Item Type	<i>Recommended:</i> Type of item most likely in your work	Select the type of item you are most likely to process, depending on your work assignment.
ITEM DEFAULTS: Status	<i>Usually: In Process</i>	
ITEM DEFAULTS: Copy	<i>Recommended: 0</i>	Change number manually in item records when you know which copy you are processing.
ITEM DEFAULTS: Pieces	<i>Recommended: 1</i>	Change number manually in item records when necessary.
ITEM DEFAULTS: Self Check: Magnetic Media	<i>Recommended: Not Checked</i>	LC currently does not use
ITEM DEFAULTS: Self Check: Sensitize	<i>Recommended: Checked</i>	“Sensitize” should be checked in new item records.
ITEM DEFAULTS: <i>Other Options</i>	[Leave blank or do not change]	

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
FOLDERS/FILES: Templates	<p><i>Recommended:</i> Specify Hldg template: c:\program files(x86)\endeavor\voyager\voyagertemplates\voyager original defaults\hold.tem</p> <p><i>Do not specify Bib and Auth templates</i></p>	<p>For each type of record, you can only specify one template to be used when you create a new record. That is only practical if you always use the same template for that type of record (usual for Hldg, unusual for Bib and Auth).</p>
FOLDERS/FILES: Folders	<p><i>Recommended:</i> Specify Template folder: C:\Program Files (x86)\Endeavor\ Voyager\ VoyagerTemplates</p> <p><i>Leave Work and Import folder options blank</i></p>	<p>Reminder: Generally, do not specify or use special work folders in the LC ILS; let the LC ILS use its default work folder during addition of new records or modification of existing ones. Using work folders other than the default risks accidental errors. Do not use an import folder as a work folder in the LC ILS.</p>
FOLDERS/FILES: Work Files	[Disregard and leave blank]	<i>Reminder: Do not use work files</i> in the LC ILS.
FOLDERS/FILES: Save to Local File	[Disregard and do not change]	
MAPPING: Expected Character Set of Imported Records/Local Import	<p><i>Default (including with Z-Processors or OCLC Serial Preprocessor):</i> MARC21 UTF-8</p> <p><i>Using Z-Client (MBRS, Music):</i> MARC21 MARC-8 (non-Unicode)</p>	Switch settings to use Z-Client.
MAPPING: MARC Mapping for OCR Data	[Disregard and do not change]	
COLORS/FONTS: Mark Views (variable fields): Bibliographic	Your individual preference	<i>Preset: White background</i>
COLORS/FONTS: Mark Views (variable fields): Holdings	Your individual preference	<i>Preset: Blue background</i>

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
COLORS/FONTS: Mark Views (variable fields): Authority	Your individual preference	<i>Preset: Yellow background</i>
COLORS/FONTS: Mark Views (variable fields): Conversion	Your individual preference	<i>Preset: Orange background</i>
COLORS/FONTS: Mark Views (variable fields): Row Marker Symbol	Your individual preference	
COLORS/FONTS: Record Hierarchy: Bibliographic	Your individual preference	<i>Preset: White background</i>
COLORS/FONTS: Record Hierarchy: Holdings	Your individual preference	<i>Preset: Blue background</i>
COLORS/FONTS: Record Hierarchy: Item	Your individual preference	<i>Preset: Green background</i>
COLORS/FONTS: Record Hierarchy: Bound With	Your individual preference	<i>Preset: Magenta background</i>
COLORS/FONTS: Font: Name	<i>Recommended: Arial Unicode MS</i>	Arial Unicode MS is the only font guaranteed to display all MARC 21 characters in UTF-8 accurately; but other fonts are permissible, although not recommended if your work includes diacritics and special characters.
COLORS/FONTS: Font: Size	Your individual preference	
COLORS/FONTS: Font: Bold	<i>Recommended: Not checked</i>	Setting the font to bold makes diacritics indistinct, sometimes indistinguishable.
COLORS/FONTS: Global Heading Change Hierarchy: <i>All Levels</i>	Your individual preference	

TAB: Option	Recommended, Required, or Usual	<i>Additional Information</i>
COLORS/FONTS: Search Result Colors/Suppressed Records	Your individual preference	

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CONTENTS

Introduction
OCLC Fixed Field Conversion Table
MARC 21 Fields Used in Serial Records
008/10: Descriptive Cataloging Rules
008/11: Subject Heading System/Thesaurus
008/15: Heading Use-Subject Added Entry
008/32: Undifferentiated Personal Name
008/33: Level of Establishment
008/39: Cataloging Source
010: Library of Congress Control Number
016: National Bibliographic Agency Control Number
022: International Standard Serial Number
024: Other Standard Number
034: Coded Cartographic Mathematical Data
035: System Control Number
040: Cataloging Source
042: Authentication Code
046: Special Coded Dates
050: Library of Congress Call Number
053: LC Classification Number
X00: Personal Names First Indicator Value for Surnames
1XX: Headings
100: Heading – Personal Name
336: Content Type
368: Other Corporate Body Attributes
370: Associated Place
371: Address
372: Field of Activity
373: Associated Group
374: Occupation
375: Gender
376: Family Information
377: Associated Language
378: Fuller Form of Personal Name
380: Form of Work
381: Other Distinguishing Characteristics of Work or Expression
382: Medium of Performance
383: Numeric Designation of Musical Work

384: Key
385: Audience Characteristics
386: Creator/Contributor Characteristics
Tracings and References – General Information – 4XX Fields
4XX: See From Tracings
Tracings and References – General Information – 5XX Fields
5XX: See Also From Tracings
500: See Also From Tracing – Personal Name
510: See Also From Tracing – Corporate Name
511: See Also From Tracing – Meeting Name
530: See Also From Tracing – Uniform Title
551: See Also From Tracing – Geographic Name
64X: Series Treatment -- General Information
640: Series Dates of Publication and/or Volume Designation
642: Series Numbering Example
643: Series Place and Publisher/Issuing Body
644: Series Analysis Practice
645: Series Tracing Practice
646: Series Classification Practice
663: Complex See Also Note
667: Nonpublic General Note
678: Biographical or Historical Note
670: Source Data Found
672: Title Related to the Entity
673: Title Not Related to the Entity
675: Source Data Not Found
7XX: Heading Linking Entries
781: Subdivision Heading Linking Entry–Geographic Subdivision
952: Cataloger's Permanent Note
953: Local Staff Codes
958: Note -- Confidential Information
985: Record History
Appendix 1: Headings for Ambiguous Entities
Appendix for LC Staff (LC distribution only)

008/32 Undifferentiated Personal NameGeneral

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; 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; 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
- Add the LCCN (010) of the NAR that will be deleted in 010 subfield \$z of the newly created NAR(s), then delete the old undifferentiated NAR.
- 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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368 Other Attributes of Person or Corporate Body*General*

Prefer controlled vocabulary for terms, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a, \$b and \$c.

Do not record professions or occupations in subfield \$c (Other designation). Profession or occupation may be recorded in field 374.

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382 Medium of Performance

General

Best practice: Record the medium of performance using terms from the Library of Congress Medium of Performance Thesaurus, accessible via Classification Web and LC Linked Data Service. Record the medium of performance by applying the instructions at RDA 6.15.1.3–6.15.1.11 with the following additional guidelines:

- 1a) Record the name of the instrument or voice in the singular, followed by the numeral in \$n. Numbers in subfield \$n should not be enclosed in parentheses.
- 1b) When recording doubling or alternative instruments, use one \$n with each instance of \$a, \$d, and \$p terms. For example, in a work for solo flute, doubling piccolo, alto flute, and bass flute: \$a flute \$n 1 \$d piccolo \$n 1 \$d alto flute \$n 1 \$d bass flute \$n 1 \$s 1
- 1c) If the medium includes an uncertain number of performers, do not include \$n. If the medium term is that of a group, e.g., orchestra, jazz ensemble, etc., include in subsequent subfield \$n the number of ensembles. For example, \$a orchestra \$n 1.
- 1d) Employ the term “percussion” unless cataloger judgment dictates the need for greater detail.
- 2) If a song, Lied, etc. is not in a "popular" idiom, record the term for the solo voice and the names of all accompanying instrument(s) or the large ensemble name, even if the accompanying instrument is implicit in the preferred title. Do not follow with the word accompaniment. If the solo voice is accompanied by multiple solo instruments or a large ensemble, record the voice in \$b and the accompaniment in \$a; otherwise, record both in \$a.
- 3) Do not omit the terms alto, tenor, bass, etc., in \$a, \$b, \$d, or \$p (do not apply the Optional Omission at 6.15.1.5.2 paragraph b, BUT do apply 6.28.1.9.1. Exception d in access points).
- 4) If considered important, record the key of the instrument in \$v (do not apply the Optional Omission at 6.15.1.5.2 paragraph a, BUT do apply 6.28.1.9.1. Exception d in access points).
- 5) Alternative instruments may be recorded in one of two ways:
 - a) Using a single 382 field: record alternative instruments (see 6.15.1.5.3) in \$p following the appropriate \$a, \$b, or \$d, according to cataloger’s judgment. Include a \$n following each \$p
 - b) Using two 382 fields: Record initial 382 field for initial medium of performance. For alternate mediums, use a secondary 382 field, being sure to record alternative instruments in \$p.
- 6) Record doubling instrument(s) in \$d following the appropriate \$a, according to cataloger’s judgment.
- 7) Subfield \$s will not be used when the medium includes terms for indefinitely populated ensembles, e.g. orchestra, jazz ensemble, rock band, etc.

- 8) Record the complete medium of performance for a single work in a single 382 field.
- 9) Optionally, supply medium of performance in expression authority records.

If considered important for identification and access, provide an additional 382 that does not apply these guidelines.

385 Audience Characteristics*General*

LC/PCC catalogers may use this field but are encouraged to wait until best practice guidelines are developed by the PCC.

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386 Creator/Contributor Characteristics*General*

LC/PCC catalogers may use this field but are encouraged to wait until best practice guidelines are developed by the PCC.

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670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying variant access points
- Transcription of other data
- Special types of citations

LC–PCC: practice: Follow the best practice guidelines for using subfield \$u (*Uniform Resource Identifier*) and subfield \$v (*Source of the Information*) provided in the 046 field.

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.

General

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the entity, that justify the choice of the name and any additional elements used to construct the authorized access point (1XX). The information also justifies, as needed, variant forms of the name (4XX), and clarifies relationships between the 1XX and other entities in the file.

Functions of the 670 field:

- To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters, Web sites), in support of the choice and form of the authorized access point and variants
- 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 identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal names)
- To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other entities
- To record research required by the current rules
- To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate authorized access points and misattributions
- To support machine manipulation based on algorithms using information in the 670

The examples given throughout the following text have various conventions in regard to punctuation and style. These conventions are not prescriptive and should be considered as best practices to facilitate the exchange of information in a shared database environment. Catalogers

are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.

Generally, the first 670 field cites the work for which the authority record is being established, i.e., the work being cataloged; give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields, input by LC or by a NACO participant, when adding new 670 fields.

If the item being cataloged provides no information to justify the access point or variants, etc., cite the item being cataloged in a 675 field. [Also cite in a 675 field other sources consulted that contain no information, when that very lack of information is considered worth recording for future users of the authority record.](#)

It is not necessary to include a 670 field for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record. For example, an NAR does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body.

A 670 field should include the following:

(1) The title of the work being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with the creator's name that would begin the authorized access point for the work. The name may be abbreviated or replaced by a possessive pronoun. If the authorized access point for the work is the same as the title proper plus a qualifier, give that instead of the title proper.

In authority records created using an automated authority generation program, the 670 information may include the main entry name as it appears in the bibliographic record for which the authority record is being made. In order to maintain the cost effectiveness of this process, it is recommended that catalogers accept the additional information as generated.

(2) The date of publication. Also see the guidelines below for specific categories:

- Multipart monographs. If the part is the first part, give the date of publication as an open date.
- Serials other than monographic series. Generally, use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a "surrogate" was used.

	670 \$a The Verdict, February 1975: \$b t.p. ([data])	
<u>not</u>	670 \$a The Verdict, vol. 2, no. 1 (Feb. 1975): \$b t.p. ([data])	

	670 \$a Studies in Confederate history, No. 1 (1966), surrogate \$b cover ([data])
<u>not</u>	670 \$a Studies in Confederate history, 1966, surrogate \$b cover ([data])

- Integrating resources. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating Web sites, update number or release number for updating loose-leaves).

670 \$a Internet Broadway database, viewed on Jan. 21,
2003: \$b about IBDB (League of American
Theatres and Producers)

- MARC characters. With the exception of the eszett, the Euro, and the spacing circumflex (cf. LC-PCC PS 1.4) all characters found in the MARC code table: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File.

(3) The specific location(s) of the information found (e.g., t.p., jkt., label, map recto) when the work cited is other than a standard reference source, (e.g., an encyclopedia or a bibliographic file). Note that under RDA when citing sources abbreviations may continue to be used in the 670 field. For numbered multipart monographs, include the volume number of the item with the specific location. If the authorized access point (1XX) is being constructed from a CIP or ECIP at the galley stage, precede the first location with the “CIP” or “ECIP” as appropriate (e.g., CIP t.p., ECIP pref.).

Specific location was not given on “n42-” (retrospective) SARs.

For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). For SARs, always give each location separately.

PCC series practice:

In post-cataloging authority work without the piece in hand, use the location “resource not in hand.” If the piece is examined again and the authority record is updated, it is allowable to edit the corresponding 670 field to provide a location and additional forms of series titles as needed.

670 \$a From child to adult, 1970: \$b resource not in
hand(American Museum sourcebooks in anthropology)

(4) Information found. Following the location, cite the information found there, enclosed in parentheses. Automated authority record generation programs may supply additional information from the bibliographic record from which the authority record is being made, e.g., complete statements of responsibility. In order to maintain the cost effectiveness of these programs, use judgment in deciding what information can remain in the subfield \$b and what is really extraneous to the record being created and should be deleted.

As appropriate, give multiple occurrences of information from the same source following the location of the information. (Note: In SARs the parenthetical statement of the form of title proper was omitted until June 1989.)

If an SAR is for a republication only, begin the 670 with the term for the type of republication and a slash. Do not include a 670 for a republication if the SAR covers both the original and one or more republications. Do not add additional 670 fields for

other types of republications cataloged later. (See 64X yellow pages for more information about republications.)

670 \$a Large print edition/Fool's coach, c1989 \$b CIP
t.p. (An Evans novel of the West)

(5) When creating an undifferentiated NAR or converting a differentiated NAR to an undifferentiated one (i.e., 008/32=b), create a pair of 670 fields to group information about each individual covered by the NAR. The pair should consist of an "identifying" 670 field containing a descriptive term (e.g., the role the person played in the context of a particular work) and a "citation" 670 with the title of the particular work. All data in the identifying 670 should be in \$a and enclosed within square brackets. This 670 should be followed by one or more "citation" 670s, constructed according to normal practices, that relate to the "identifying" 670.

This pairing of identifying and citing 670 fields helps to provide a visual cue that the record represents an undifferentiated heading, and also assists in distinguishing individuals covered by the record should it become possible in the future to remove an individual to form a differentiated name (e.g., if additional information becomes available).

1001#\$a Smith, Arnold
670##\$a [Author of A book of dreams]
670##\$a A book of dreams, 1996: \$b t.p. (Arnold Smith)
670##\$a [Author of Coaching high school basketball]
670##\$a Coaching high school basketball, 2005: \$b t.p.
(Arnold Smith)
670##\$a [Director of High school confidential]
670##\$a High school confidential, 1965: \$b credits
(directed by Arnold Smith)

Transcription of names and titles

Transcribe names or series titles used in the authorized access point or variant access points in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

When preparing an authority record for the text of a law or a subject compilation of laws, if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

670 \$a Workers' compensation law of the state of
North Carolina, c1980: \$b t.p. (Workers' compen-
sation law of the state of North Carolina)
citation title, p. 49 (The North Carolina
Workers' Compensation Act)

For corporate name authorities, include in the data cited all the hierarchy required to justify needed variant access points, but do not include elements irrelevant to the particular entity being established, e.g., a subordinate body's name. Automated authority generation programs may supply

additional information beyond the specific corporate body's name; use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should be deleted.

For all of the above categories, if the only presentation of the name or title on the chief source of information is in the bibliographic title given in subfield \$a of the 670 citation, repetition of the name in subfield \$b may be omitted, provided no important information is lost.

If information about an earlier or later name or title is found in the same source as the name or title in the authorized access point, give all the information in the 670 field; do not separate the information about the earlier or later name or title in order to give it in a 675 field.

670 \$a Strafvollzug, 1985 \$b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium
Nordrhein-Westfalen)

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase [**in rom.**]. If a cataloger chooses to provide nonroman script variant access points, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

In such languages as Arabic and Hebrew, where vowels are commonly omitted from the orthography of texts, the cataloger supplies the missing vowels when transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

Internet resources

These instructions apply to electronic resources being cataloged and to those used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. **Generally, apply the instructions at RDA 2.2.2.4.2 for determining the title of the online resource when citing information in subfield \$a.** In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), **as** appropriate, and the information found.

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. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the authorized access point (including additions) or variants (this information will continue to be available if the site changes or disappears). However, 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.

670 \$a British Oceanographic Data Centre, 23 November 2009 \$b
about us (British Oceanographic Data Centre, National
Environment Research Council; BODC, is a national facility
for looking after and distributing data concerning the
marine environment) \$u <http://www.bodc.ac.uk/>

- 670 \$a N.Y. times (online), Apr. 13, 2003 †b (Seymour Lubetzky; librarian; b. Shmaryahu Lubetzky in Zelva, now Belarus; d. last Saturday [April 5, 2003] in Los Angeles, aged 104)
- 670 \$a Stephen King.com, the official Web site, viewed Feb. 28, 2006 \$b biography, etc. (Stephen Edwin King; b. Portland, Maine, 1947) site also includes listings of author's works \$u http://www.stephenking.com
- 670 \$a BNF in VIAF, Nov. 12, 2009 \$b (hdg.: Gaulle, Charles de, 1890-1970)
- 670 \$a Nat. Lib. Israel (Cyrillic), in VIAF, viewed Nov. 12, 2009 \$b (hdg.: СЕРБАНТЕССААВЕДРА, МИГЕЛЬДЕ, 1547-1616)

Subfield \$u - Uniform Resource Identifier and Subfield \$v - Source of the Information

Follow the LC/PCC practice for subfield \$u and subfield \$v provided in the 046 field.

Recording dates

To facilitate international contribution and use of authority records, when giving dates, 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. Do not change the style of dates in existing records. As a best practice, if a date is not included in subfield \$d of the 100 field, consider adding a 046 field if dates are available.

Justifying variant access points

Justify names or titles given as variant access points by information cited from sources. However, justification is not required in the following cases:

- (1) Variant access points made on the basis of the cataloger's awareness of different romanizations or orthographies;
- (2) The **variant** title derived from the resource being cataloged, from other resources cataloged under the same access point, or from information in 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, or changes involving only a parent body to which the body being established is subordinate.
- (4) Optional references from AACR2 or pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the authority record. Do not abbreviate or translate attributes such as title of the person (RDA 9.4) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the access

point. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

Special types of citations

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

LC/NAF. When converting information found in obsolete or non-active MARC fields (e.g., 664, 665, 666) into a 670 note, cite the LC/NAF in a citation such as those provided in the examples below:

```
670 $a Info converted from 665 field in this record,[date
      of conversion] $b ([data converted from 665 field])
```

```
670 $a 665 info formerly in this record $b ([data moved
      from 665 field])
```

LC database. For LC catalogers not working in OCLC, “LC database” as used in a 670 subfield \$a equals name and series authority records and bibliographic records with the following values in the 906 \$b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.

For LC catalogers working in OCLC and for NACO participants, there is no change in what is considered to be the “LC database” as used in 670 subfield \$a.

NARs. Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the access point (or access points) found, even if it is the same as the current authorized access point.

If different forms of the name exist in the bibliographic records, record the access point and also any forms found, including usage identical to the authorized access point. Separate the access point from the other forms, and preface the other forms with an appropriate label, e.g., **usage:**¹ or **variant:**² Do not normally cite specific bibliographic records or the exact location of the variations found.

¹ “Usage” on bibliographic records refers to literal transcriptions of the forms of name usually found in records' statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication statement, distribution statement, etc., and from series statements. Access points on the bibliographic record may never be provided as usage.

² “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication statement, distribution statement, etc. or in an unquoted note; normally, there is not a

670 \$a LC database, Jan. 31, 1992 \$b (hdg.: Rivière, Pierre, 1815-1840)

670 \$a LC database, Aug. 24, 1982: \$b (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)

670 \$a LC database, Mar. 11, 1996 \$b (hdg.: Swedish American Corporation; variant: Swedish American Corp.)

SARs. Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement found in that record.

670 \$a LC database, Nov. 28, 1983, Les Déchets ménagers, c1980 \$b (Les cahiers de l'AGHTM)

Minimal level cataloging records and less than fully authenticated serial records. Authority work normally has not been done for access points used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the construction of the authorized access point. If the authorized access point is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC access points. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

LC manual authority card. *LC practice:* When formulating the 670 citation for a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

Citing other files or catalogs. If an access point is found in a manual catalog or online database, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

670 \$a LC in OCLC, date: \$b ([data])
 670 \$a M/B/RS Collections Authority file \$b ([data])
 670 \$a New Delhi MARC file \$b ([data])
 670 \$a MWA/NAIP files \$b (hdg.: ____; usage: ____; variants: ____)
 670 \$a NUC pre-56: \$b ([data])

need to cite such a variant in a 670 field. This understanding of “variant” within the context of a database does not refer to the varying forms of name found on an item not selected as the preferred name.

670 \$a NRMM \$b ([data])

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

670 \$a nuc85-70017: Lower and middle Pennsylvania stratigraphy ... 1982 \$b (hdg. on AAP rept.: Sutherland, Patrick Kennedy, 1925- ; usage: Patrick K. Sutherland)

Reference works. Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

670 \$a DNB \$b ([data])
 670 \$a Harvard dict. of music \$b ([data])
 670 \$a Comp. diss. index: \$b ([data])
 670 \$a WW sci. Europe, 1991 \$b ([data])
 670 \$a Banker's alm./yrbk., 1991: \$b ([data])

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

BGN. For geographic names established on the basis of information from the United States Board on Geographic Names,³ convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is chosen for the preferred name. Retain the phrases “[conventional],” “[language],” etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Use the degree sign (**not** superscript zero) to show degrees, use the miągkii znak (modifier letter prime) for minutes and the tverdyi znak (modifier letter double prime) for seconds. Note: In the published gazetteers the short form is shown with the use of boldface type.

670 \$a GEOnet, June 13, 1989 \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
or 670 \$a BGN \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
 670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45⁴⁸'N 8⁴⁸'E)
or 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45⁴⁸'N 8⁴⁸'E)
 670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional];

³ Published gazetteers or Web sites (GNIS (U.S. domestic names information: URL: <http://geonames.usgs.gov>); GEOnet (foreign names information: URL: <http://164.214.2.59/gns/html/>))

Genève [native], PPL, 46°12'N 6°10'E; variants:
Ginevra, Genf)

or 670 \$a BGN \$b (Genève [French], Geneva [conventional];
POPL, 46°12'N 6°10'E)

670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short
form = Cambridge]; ADM1, 52°12'N 0°07'E)

Non-bibliographic sources. Give the non-bibliographic source, the date, 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.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

670 \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry
Jones is real name of Lionel Jones)

670 \$a Letter from author, May 29, 1994 \$b (correct
birthdate for _____ is Oct. 14, 1950)

670 \$a Information from publisher, Feb. 6, 1991 \$b (James
Allan's middle name is Stephen, not Steven)

670 \$a Information from OCLC, Mar. 8, 1996 \$b (_____)

672 Title Related to the Entity*General*

LC/PCC catalogers may use this field but are encouraged to wait until best practice guidelines are developed by the PCC.

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673 Title Not Related to the Entity*General*

LC/PCC catalogers may use this field but are encouraged to wait until best practice guidelines are developed by the PCC.

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368 Other Attributes of Person or Corporate Body

NACO:

368 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 368.

LC:

NAMES/SERIES:

368 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 368.

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385 Audience Characteristics

NACO:

385 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 385.

LC:

NAMES/SERIES:

385 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 385.

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386 Creator/Contributor Characteristics

NACO:

386 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 386.

LC:

NAMES/SERIES:

386 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 386.

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672 Title Related to the Entity

NACO:

672 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 672.

LC:

NAMES/SERIES:

672 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 672.

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673 Title Not Related to the Entity

NACO:

675 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SACO:

Do not use 673.

LC:

NAMES/SERIES:

673 may be supplied in a name authority record coded 008/10 c or z.

Do not use subfields:

\$0, \$6 or \$8

SUBJECTS:

Do not use 673.

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