Library of Congress Authority Records

Presented by

SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

Illinois Heartland Library System

Topics

- Definition
- Purpose
- MARC coding
- Types of headings
- Authority control
- SHARE local policies

What is an authority record?

A MARC record that shows a name, series, subject, or uniform title in its established form (called an "authorized access point" or "heading"), provides cross references and instructions for use, and cites the sources consulted in determining the choice and form of the heading.

Bibliographic records vs. authority records

A bibliographic record represents one work.

An authority record represents an element (i.e., a name, subject, series, or uniform title) that can apply to many works.

What do authority records do?

- Authority records:
  - Bring resources together
  - Keep resources apart
  - Provide cross references
  - Provide instructions for use
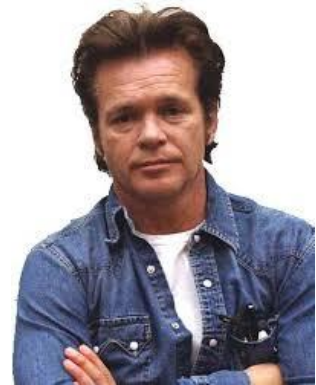
Bring resources together

Brings resources together for the same person or entity when the name has changed

John Mellencamp

John Cougar

Johnny Cougar

John Cougar Mellencamp

Bring resources together—example

100	1	‡aMellencamp, John,‡d1951-‡eperformer.
245	10	‡aAmerican fool‡h[sound recording] /‡cJohn Cougar.

100	1	‡aMellencamp, John,‡d1951-‡ecomposer,‡eperformer.
245	14	‡aThe lonesome jubilee‡h[sound recording] /‡cJohn Cougar Mellencamp.

Bring resources together-usage

Brings resources together when usage is different

An author uses different forms of his name on different works: Alan Bradley

    C. Alan Bradley

    C. A. Bradley

A term with different regional usage:

    Soft drinks

    Soda

    Pop

    Soda pop

Keep resources apart

Differentiates between names or terms that are the same

Abraham Lincoln-president

Abraham Lincoln-trombonist

Abraham Lincoln-author of books on handwriting

Cardinals—birds

Cardinals—numbers

Cardinals—sports teams

Cardinals—Catholic clergy

Provide cross references—*See*

- Directs the user from an unauthorized form of the heading to the authorized form

  Beyoncé Knowles – *See* Beyoncé

  ALA – *See* American Library Association

  Adult Learning Australia

  Association of London Authorities

  etc.

  Highways – *See* Roads

Provide cross references—
See-also

- Directs the user from one authorized heading to a related authorized heading

  Beyonce´–*See also* Destiny's child (Musical group)

  King, Stephen–*See also* Bachman, Richard

  See also Druse, Eleanor

  See also Rock Bottom Remainders

  (Musical group)

  Roads – *See also* Streets

  Gravel roads

  etc.

Cross references in the PAC—Browse searches

Search for: Subject ▼

that begins with: highways   Go!

| 10 ▼ per page | | < Previous 10 Headings | Next 10 Headings > |

Browse Headings	**#**
Highways	--
SEE: Roads	43

Search for: Author ▼

that begins with: king, stephen   Go!

King, Stephen, 1947-	961
SEE ALSO: Bachman, Richard	41
SEE ALSO: Druse, Eleanor	5
Rock Bottom Remainders (Musical group)	1

Provide instructions for use

- Provide a reference for which heading to use when there is a choice
  - **Mellencamp, John,$d1951-**
    - Not: John Cougar

      Johnny Cougar

      John Cougar Mellencamp
  - **Bradley, C. Alan,$d1938-**
    - Not: Alan Bradley

      C.A. Bradley
  - **Soft drinks**
    - Not: Soda

      Pop

      Soda pop

Provide instructions for use—cont.

Scope notes in subject authority records tell how to use the heading

Example:

Heading: Ceramics

Scope note: Here are entered general works on the technology of fired earth products, or clay products intended for industrial and technical use. Works on earthenware, chinaware, and art objects are entered under Pottery or Pottery craft.

Who creates Library of Congress (LC) authority records?

- Library of Congress catalogers

- Other librarians who have received training and are certified by LC

Where are LC authority records maintained?

- Library of Congress maintains a database of authority records

LIBRARY OF CONGRESS

- LC's authority file is copied into OCLC daily

OCLC®

Types of authority records

- Name
- Subject
- Series
- Uniform Title

MARC coding

- All authority records are now created in RDA

- Fixed field elements
  - All authority records have the same fixed field elements, coded as appropriate for the type of record (name, series, subject, or uniform title)

- Variable fields
  - Tags may or may not be used in both bibliographic and authority records, or may be used differently
  - Many new tags added for RDA

Authority record example

Rec stat	c		Entered		20040419		Replaced	20040527135301.0	
Type	z	Upd status	a		Enc lvl	n		Source	
Roman	▪	Ref status	b		Mod rec			Name use	b
Govt agn	▪	Auth status	a		Subj	a		Subj use	a
Series	n	Auth/ref	a		Geo subd	i		Ser use	b
Ser num	n	Name	n		Subdiv tp	n		Rules	n

010			sh 85015738
040			DLC ‡b eng ‡c DLC ‡d DLC
150			Books
360			‡i headings beginning with the word ‡a Book
550			Library materials ‡w g
550			Publications ‡w g
550			Bibliography
550			Cataloging
550			International Standard Book Numbers

Fixed field elements

- *Type* coded z
- *Rules* coded z (RDA) or c (AACR2)
- *Enc lvl* usually coded n (complete)
- Each type of authority record has fixed field elements that apply to that type

Rec stat	c	Entered		19790411	Replaced		20140521073728.0
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▪	Ref status	a	Mod rec		Name use	a
Govt agn	▪	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	a	Subdiv tp	n	Rules	z

Indicators and ending punctuation

- Indicators:
  - Some tags use indicators; many do not
    - 110 2 _ Illinois Heartland Library System
    - 150 _ _ Umbrellas
- Punctuation
  - Headings do not have ending punctuation, unless it's part of a title
    - 150 _ _ Umbrellas
    - 130 _ _ Who was-- ?
- In a bibliographic record, code indicators and ending punctuation as appropriate

Variable fields

Variable fields

- 0XX – Numbers and code fields
- 1XX – Authorized form of the heading
- 3XX – Attributes
- 4XX – Unauthorized form(s) of the heading – *See reference*
- 5XX – Related heading(s) – *See-Also reference*
- 260/360 – Complex *See or See-Also* references
- 6XX – Notes
- 7XX – Linking entries
- 8XX – Other variable fields

Variable fields – 0XX

- Numbers and codes
- Some commonly used 0XX fields
  - 010 – Library of Congress control number
  - 034 – Coded cartographic mathematical data
  - 043 – Geographic area code
  - 046 – Special coded dates
    - Subfields for different dates, i.e., birth date, death date, start date, end date
  - 050 – Library of Congress classification number
  - 082 – Dewey Decimal classification number

0XX Example #1

ARN   5529848

Rec stat	c	Entered	20010709	Replaced	20100517071102.0

Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▪	Ref status	a	Mod rec		Name use	a
Govt agn	▪	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	c

010			n 2001118949
040			DLC ǂb eng ǂc DLC ǂd DLC ǂd OCoLC
034			ǂd W0901857 ǂe W0901857 ǂf N0381740 ǂg N0381740 ǂ2 gnis
043			n-us-il
151			Valmeyer (Ill.)
451			New Valmeyer (Ill.)
670			Welcome to Monroe County : with Columbia, Waterloo, Hecker, New Valmeyer, and Maeystown, Illinois, 1997.
670			GNIS, July 9, 2001 ǂb (Valmeyer, Monroe Co., PPL, 38°17′40″N, 90°18′57″W)
670			Rand McNally comm. atlas, 1998 ǂb (Valmeyer, Monroe)
781		0	ǂz Illinois ǂz Valmeyer

0XX Example #2

ARN	6904209							
Rec stat	c		Entered	20060404	Replaced	20130219073653.0		
Type	z	Upd status	a	Enc lvl	n	Source		
Roman	▪	Ref status	a	Mod rec		Name use	a	
Govt agn	▪	Auth status	a	Subj	a	Subj use	a	
Series	n	Auth/ref	a	Geo subd	n	Ser use	b	
Ser num	n	Name	n	Subdiv tp	n	Rules	z	

010			nb2006008174
040			Uk ǂb eng ǂe rda ǂc Uk ǂd DLC ǂd IEN ǂd WaU
046			ǂs 20120727 ǂt 20120812
111	2		Olympic Games ǂn (30th : ǂd 2012 : ǂc London, England)
368			Multi-sport event
370			ǂc Great Britain ǂe London, England
411	2		Games of the XXX Olympiad ǂd (2012 : ǂc London, England)
411	2		Games of the 30th Olympiad ǂd (2012 : ǂc London, England)
411	2		Games of the Olympiad ǂn (30th : ǂd 2012 : ǂc London, England)
411	2		Olympiad, Games of the ǂn (30th : ǂd 2012 : ǂc London, England)
411	2		London 2012 (Olympics) ǂd (2012 : ǂc London, England)
411	2		Summer Olympics ǂn (30th : ǂd 2012 : ǂc London, England)
411	2		London Olympic Games ǂd (2012 : ǂc London, England)
411	2		London Summer Olympics ǂd (2012 : ǂc London, England)

Variable fields – 1XX

- **Authorized form of heading**
  - This is the heading to use in bibliographic records in:
    - Creator (1XX)
    - Subject (6XX)
    - Contributor/Added entry (7XX)
    - Series (8XX)

MARC tags – 1XX

- 100 – Personal name
- 110 – Corporate name
- 111 – Meeting name
- 130 – Uniform title
- 150 – Topical term
- 151 – Geographic name
- 155 – Genre/form term
- 180 – General subdivision
- 181 – Geographic subdivision
- 182 – Chronological subdivision
- 185 – Form subdivision

1XX Example #1

ARN	271932						

Rec stat	c		Entered	19790425	Replaced	20120629155758.0
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	Mod rec		Name use	a
Govt agn	■	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	a	Subdiv tp	n	Rules	z

010			n 79038407 ‡z sh 85025298
040			DLC ‡b eng ‡c DLC ‡e rda ‡d MnHi ‡d DLC ‡d NIC ‡d OCl ‡d OCoLC ‡d SG-SilLA ‡d OCoLC ‡d DLC
046			‡f 18910915 ‡g 19760112
053		0	PR6005.H66
100	1		Christie, Agatha, ‡d 1890-1976
370			Torquay, England ‡b Wallingford, England
372			Literature ‡a Drama ‡a Poetry
374			Novelist ‡a Short story writer ‡a Playwright ‡a Poet
375			female
377			eng
400	1		Christie, Agatha Miller, ‡d 1890-1976
400	1		Christie, Agatha Mary Clarissa Miller, ‡d 1890-1976

1XX Example #2

Rec stat	c		Entered		19860211		Replaced		20130906112800.1	
Type	z	Upd status	a		Enc lvl	n		Source		
Roman	∎	Ref status	a		Mod rec			Name use		b
Govt agn	∎	Auth status	a		Subj	a		Subj use		a
Series	n	Auth/ref	a		Geo subd	i		Ser use		b
Ser num	n	Name	n		Subdiv tp	n		Rules		n

010			sh 85127086
040			DLC ǂb eng ǂc DLC ǂd DLC
053		0	GV1763
150			Square dancing
550			Dance ǂw g

Variable fields – 3XX

- Attributes of the authorized access point
- Searchable in OCLC authority file
- Some commonly used 3XX fields
  - 370-Associated place
  - 372-Field of activity
  - 373-Associated group
  - 374-Occupation
  - 375-Gender
  - 377-Language
  - 380-Form of work
  - 382-Medium of performance

3XX Example

| Rec stat | c | Entered | 19790409 | Replaced | 20141216112236.0 |

Field	Value	Field	Value	Field	Value	Field	Value
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▪	Ref status	a	Mod rec		Name use	a
Govt agn	▪	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	z

010			n 79018119
040			DLC ǂb eng ǂe rda ǂc DLC ǂd DLC-R ǂd DLC ǂd OCoLC ǂd Uk ǂd IAhCCS ǂd WaU ǂd ICU ǂd MMeT ˭
046			ǂs 19600816 ǂt 1970
053		0	ML421.B4 ǂc Biography
110	2		Beatles
368			Musical groups ǂa Rock groups ǂ2 lcsh
370			ǂc Great Britain ǂe Liverpool (England) ǂ2 naf
372			Rock music ǂa Popular music ǂ2 lcsh
377			eng ǂa fre

Variable fields – 4XX

- *See* references
- Unauthorized form of the heading **⚠ WARNING**
  - Do <u>not</u> use this form in a bibliographic record
- Directs the user to the authorized form
- Some commonly used 4XX fields
  - 400-Personal or family name
  - 410-Corporate name
  - 411-Conference/meeting name
  - 450-Topical term
  - 451-Geographic name
  - 455-Genre/form term
  - 480-General subdivision

4XX Example

ARN	2102700						

Rec stat	c		Entered	19860211	Replaced	20070620122837.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	a	Mod rec		Name use	b
Govt agn	■	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	i	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

010			sh 85016892
040			DLC ǂb eng ǂc DLC ǂd DLC ǂd ViU
053		0	TG365 ǂc Trestles
053		0	TG375 ǂc Truss bridges
150			Wooden bridges
450			Bridges, Wooden ǂw nne
450			Timber bridges
550			Bridges ǂw g
670			Modern timber highway bridges, 1973.

Variable fields – 5XX

- *See also* references
- Related authorized heading
  - i.e., Associated name, broader or narrower term, earlier or later form of corporate name, etc.
- "User's advisory"--Directs the user to another heading that may be of interest
- Some commonly used 5XX fields
  - 500-Personal or family name
  - 510-Corporate name
  - 511-Conference/meeting name
  - 550-Topical term
  - 551-Geographic name
  - 555-Genre/form term
  - 580-General subdivision

5XX Example

ARN 2125635

Rec stat	c		Entered	20010516	Replaced	20090312125506.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	Mod rec		Name use	b
Govt agn	■	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	i	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

010			sh 85020816
040			DLC ǂb eng ǂc DLC ǂd DLC
053		0	Z693 ǂb Z695.83
150			Cataloging
450			Cataloguing
550			Information organization ǂw g
550			Technical services (Libraries) ǂw g
550			Books

Variable fields – 260 and 360

- Complex cross references
  - *See* or S*ee also* references that need explanation; can't be relayed with just a term in the 4XX or 5XX
  - Used in subject authority records
  - 260—Complex *See* reference
  - 360—Complex *See also* reference

260/360 Examples

010			sh 85020812
040			DLC ǂb eng ǂc DLC ǂd DLC
150			Catalogue . . .
260			ǂi topical headings beginning with or including the words ǂa Catalog ǂi or ǂa Catalogs, ǂi e.g. ǂa Catalog cards; Library catalog management; Exhibition catalogs
670			Web. 3 ǂb (catalog or catalogue)

"See" → (points to 260)

010			sh 85015758
040			DLC ǂb eng ǂc DLC ǂd DLC
053	0		Z1003 ǂb Z1003.5
150			Books and reading
360			ǂi subdivision ǂa Books and reading ǂi under names of individual persons and under classes of persons and ethnic groups for works that discuss their reading interests or recommended reading for the group, e.g. ǂa College students--Books and reading; Blind--Books and reading; African Americans--Books and reading

"See also" → (points to 360)

Variable fields – 64X

- Used in series authority records
- Some commonly used 64X fields
  - 640-Series dates of publication &/or sequential designation
  - 641-Series numbering peculiarities
  - **642**-Series numbering example
  - 643-Series place and publisher/issuing body
  - 644-Series analysis practice
  - **645**-Series tracing practice
  - 646-Series classification practice

64X Example

ARN	1336841

Rec stat	c		Entered	19850618		Replaced	20080626071527.0
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	∎	Ref status	a	Mod rec		Name use	a
Govt agn	∎	Auth status	a	Subj	a	Subj use	a
Series	a	Auth/ref	a	Geo subd	n	Ser use	a
Ser num	b	Name	n	Subdiv tp	n	Rules	c

010			n 84706972
040			DLC ‡b eng ‡c DLC ‡d DLC ‡d OCoLC
130		0	Blackwell's French texts
530		0	Blackwell French texts
643			Oxford, England ‡b B. Blackwell
644			f ‡5 DLC
645			n ‡5 DLC
646			s ‡5 DLC
670			Robbe-Grillet, A. Dans le labyrinthe, 1983: ‡b ser. t.p.
675			Chanson de Roland. 1989. La Chanson de Roland, 1989, c1946: ser t.p. (Blackwell French texts)

Variable fields – 66X-68X

- Notes
- Some commonly used 66X-68X fields
  - 663-Complex *See-also* reference - Name
  - 667-Non-public general note
  - 670-Source data found
    - 1st 670 is the resource when establishing heading
    - Separate 670 for each source where info is found
  - 675-Source data not found
    - Source consulted, but no information found
  - 680-Public general note
    - Includes scope note for subject headings
    - Provides instruction on how to use the heading
      - **Important**: Pay attention to this note!

663 Example

ARN	953389	

Rec stat	c	Entered	19830601	Replaced	19900125094605.7

Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▮	Ref status	a	Mod rec		Name use	a
Govt agn	▮	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	a	Subdiv tp	n	Rules	c

010			n 83071339
040			DLC ‡b eng ‡c DLC ‡d DLC
100	1		Fain, Michael
500	1		Michael, Judith ‡w nnnc
663			For works of this author written in collaboration with Judith Barnard Papier, search also under: ‡b Michael, Judith
670			Michael, J. Deceptions, 1982: ‡b t.p. (Judith Michael) jacket (Before becoming equal halves of "Judith Michael," ... photographer)

667 Example

ARN   1706265

Rec stat	c	Entered	19861104	Replaced	20141217072413.0		

Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	n	Mod rec		Name use	a
Govt agn	■	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	b	Subdiv tp	n	Rules	c

010			n 86862959
040			DLC ǂb eng ǂc DLC ǂd DLC ǂd Uk ǂd DLC
100	1		Brown, Sue
667			THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS UNDIFFERENTIATED RECORD HAS BEEN HANDLED FOLLOWING THE GUIDELINES IN DCM Z1 008/32
670			[Illustrator of La aventura de Yolanda]
670			nuc86-9281: Gaspar, T.R. La aventura de Yolanda, c1974 ǂb (hdg. on TxU rept.: Brown, Sue; usage: Sue Brown)
670			[Editor of Union list of serials ...]
670			Union list of serials ... 1969: ǂb t.p. (Sue Brown)
670			[a.e. to Final report]
670			Final report, 1993: ǂb t.p. (Sue Brown)
670			[Author of Break new ground]
670			Break new ground, 1987: ǂb t.p. (Sue Brown)

670 Example

Rec stat	c		Entered		20070514	Replaced		20130517073728.0	
Type	z	Upd status	a	Enc lvl	n		Source	c	
Roman	▪	Ref status	n	Mod rec			Name use	a	
Govt agn	▪	Auth status	a	Subj	a		Subj use	a	
Series	n	Auth/ref	a	Geo subd	n		Ser use	b	
Ser num	n	Name	a	Subdiv tp	n		Rules	z	

010			no2007053238
040			PPi-MA ‡b eng ‡e rda ‡c PPi-MA ‡d DLC ‡d PPi-MA
046			‡f 19891213
053		0	ML420.S968 ‡c Biography
100	1		Swift, Taylor, ‡d 1989-
370			Wyomissing, Pa. ‡c U.S.
374			Country musicians ‡a Singers ‡a Composers ‡2 lcsh
375			female
670			Swift, T. Taylor Swift [SR] p2006.
670			All music guide WWW site, May 14, 2007 ‡b (Taylor Swift; b. Wyomissing, PA; country singer)
670			Wikipedia, May 14, 2007 ‡b (Taylor Swift; b. Taylor Alison Swift, Dec. 13, 1989, Wyomissing, Pa.; American country music singer-songwriter)

680 Example

ARN   5745756

Rec stat	c	Entered	19991216	Replaced	20060504150732.0		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▮	Ref status	a	Mod rec		Name use	b
Govt agn	▮	Auth status	n	Subj	a	Subj use	b
Series	n	Auth/ref	d	Geo subd	i	Ser use	b
Ser num	n	Name	n	Subdiv tp	a	Rules	n

010			sh 99014466 ‡z sh 00005615
040			IEN ‡b eng ‡c DLC ‡d DLC
073			H 1160 ‡a H 1161 ‡z lcsh
180			‡x Instruction and study
480			‡x Practicing ‡w nne
680			‡i Use as a topical subdivision under forms and types of musical compositions, individual musical instruments, and families of instruments.
681			‡i Reference under the headings ‡a Instrumental music--Instruction and study; Music--Instruction and study

Variable fields – 7XX

☐ Linking entry fields

☐ Provides a link between equivalent or hierarchical headings whether structured in the same or different form, from the same or different authority files or thesauri, or whether they exist as separate authority records *(MARC21)*

☐ Most common example: 781-Subdivision linking entry-geographic subdivision

 ☐ Used in geographic place authority records
 ☐ Shows how heading is coded as a geographic subdivision

781 Example

Rec stat	c		Entered		20150223		Replaced		20150311074031.0	
Type	z	Upd status	a	Enc lvl	n			Source	c	
Roman	∎	Ref status	n	Mod rec				Name use	a	
Govt agn	∎	Auth status	a	Subj	a			Subj use	a	
Series	n	Auth/ref	a	Geo subd	n			Ser use	b	
Ser num	n	Name	n	Subdiv tp	n			Rules	z	

010			no2015024802
040			IEdL ‡b eng ‡e rda ‡c IEdL ‡d IEN
043			n-us-il
151			Rochester (Ill.)
370			‡c United States ‡2 naf
670			A whisper in time cemetery walk, 2003: ‡b title page (Rochester)
670			GNIS, viewed February 23, 2015: ‡b (Rochester, Ill.; populated place; Sangamon County, Ill.; 39°44'58"N, 089°31'54"W)
781		0	‡z Illinois ‡z Rochester

Variable fields – 8XX

- Other variable fields

- Three tags defined
  - 856-Electronic location and access
  - 880-Alternate graphic representation
  - 883-Machine-generated metadata provenance

- Tags 856 and 883 may also be used in bibliographic records

Types of authority records

- **Name**

- **Subject**

- **Series**

- **Uniform Title**

Name authority records – 1XX

- **100 – Personal name** (individuals or families, including some fictitious characters)
  - Use in bib records in 100, 600, 700, 800

- **110 – Corporate name** (commercial entities, associations, government agencies, institutions, musical groups, churches, etc.)
  - Use in bib records in 110, 610, 710, 810

- **111– Meeting name** (conferences, congresses, festivals, sporting events, expeditions, etc.)
  - Use in bib records in 111, 611, 711, 811

Name authority records – indicators

- **1st indicator tells how name is entered**
  - 100 – Personal name
    - 0 – Forename (i.e., Cher)
    - 1 – Surname (i.e., Khan, Ausma)
    - 3 – Family name (i.e., Lopez family)
  - 110/111 – Corporate name/Meeting name
    - 0 – Inverted name (rarely used)
    - 1 – Jurisdiction name (i.e., Illinois)
    - 2 – Name in direct order (i.e., Delta Air Lines)
- **2nd indicator is blank**

How is the form of the authorized access point chosen?

- **Form of name**
  - Earliest form   *or,*
  - Fullest form   *or,*
  - Form the entity is known by
    - Sting, *not* Gordon Sumner
    - 3M, *not* Minnesota Mining and Manufacturing Company
- **Qualifiers used to differentiate or clarify**
  - Dates
    - Birth date
    - Death date
    - Active date(s)
  - Fuller form of name
  - Profession, field of activity, type of entity
  - Location (corporate or geographic names)

Qualifier examples

- **Included in subfield a or in a separate subfield**
  - Smith, Sam**, $d 1992-**
  - Smith, Sam **$q (Samuel)**
  - Smith, Sam **$c (Golf coach)**
  - Sundance **(Musical group)**
  - Sundance **(Fla.)**
  - Republic of Tea **(Firm)**
  - First National Bank **(Newton Falls, Ohio)**
  - Mount Everest Expedition **$d (1921)**
  - Olympic Games $n **(28th : $d 2004 : $c Athens, Greece)**

Punctuation—personal name headings

- Comma precedes $d
  - 100 1_ Twain, Mark, $d 1835-1910

- No ISBD punctuation preceding $q
  - 100 1_ Eliot, T. S. $q (Thomas Stearns), $d 1888-1965

Punctuation—personal name headings—cont.

- Comma precedes $c in headings containing titles, etc.
  - 100 0_ Charles, $c Prince of Wales, $d 1835-1910
- No comma preceding $c in headings containing profession
  - 100 1 _ Green, Lew $c (Cornet player)

Punctuation—personal name headings—cont.

- Period or dash precedes $t in uniform title and author/title headings
  - 100 1_ Morrison, Toni. $t Beloved

  - 100 1_ Clancy, Tom, $d 1947-2013. $t Clear and present danger

  - 100 1_ George, Elizabeth, $d 1949- $t Inspector Lynley novel

Personal name example

010			n 84088342
040			DLC ‡b eng ‡e rda ‡c DLC ‡d DLC ‡d PPi-MA ‡d DLC
046			‡f 19511007
053		0	ML420.M357 ‡c Biography
100	1		Mellencamp, John, ‡d 1951-
370			Seymour (Ind.) ‡2 naf
372			Popular music ‡2 lcsh
374			Singers ‡a Composers ‡a Lyricists ‡a Guitarists ‡2 lcsh
375			male
400	1		Cougar, John, ‡d 1951-
400	1		Cougar, Johnny, ‡d 1951-
400	1		Mellencamp, John Cougar, ‡d 1951-
670			Fissinger, L. John Cougar, c1983: ‡b t.p. (John Cougar) p. 5, etc. (John Mellencamp; changed name to John Cougar; in 1982 began using the name John "Cougar" Mellencamp)
670			Harshfield, D. Manchild for real, c1986: ‡b t.p. (John Cougar Mellencamp) p. 30 (b. 10/7/1951)
670			Int. ww in mus., v. 2, pop. mus., 1st ed. ‡b (Mellencamp, John; b. Oct. 7, 1951, Seymour, Ind.; singer, musician (guitar), songwriter; adopted name Johnny Cougar in 1976, changed to J
670			New Rolling stone enc. of rock & roll ‡b (Mellencamp, John; called Johnny Cougar by David Bowie's manager, Tony DeFries, then signed with Riva Records as John Cougar; his album, Mellencamp; 1991 album, Whenever we wanted, is first under the name John Mellencamp)
670			Guinness enc. of pop. mus., 2nd ed. ‡b (Mellencamp, John; signed by Tony de Fries in 1976 as Johnny Cougar; becaume John Cougar Mellencamp in 1983; dropped Cougar in 1989)
670			Contemporary musicians: ‡b v. 2 (Mellencamp, John "Cougar") v. 20 (Mellencamp, John)

Personal name example

ARN   3473609

Rec stat	c		Entered		19931008	Replaced		20130920091128.0	
Type	z	Upd status	a	Enc lvl	n		Source		
Roman	▪	Ref status	a	Mod rec			Name use	a	
Govt agn	▪	Auth status	a	Subj	n		Subj use	b	
Series	n	Auth/ref	a	Geo subd	n		Ser use	b	
Ser num	n	Name	a	Subdiv tp	n		Rules	z	

010			n 93099439 ‡z n 88274847
040			DLC ‡b eng ‡e rda ‡c DLC ‡d DLC
100	1		Clemens, Samuel Langhorne, ‡d 1835-1910
400	1		Klemens, Sami˘u˘èl, ‡d 1835-1910
400	1		Klemens, Seïmeul Lenghorn, ‡d 1835-1910
400	1		Kʻo-lan-man-ssu, Sai-mi-erh Lang-en, ‡d 1835-1910
500	1		Twain, Mark, ‡d 1835-1910 ‡w nnnc
663			Works by this author are identified by the name used in the item. For a listing of other names used by this author, search also under ‡b Twain, Mark, 1835-1910
667			SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Twain, Mark, 1835-1910
670			NUCMC data from Stowe-Day Lib. for Kinney, S. Thomson-Kinney collection, 1851-1887 ‡b (corresp. by Samuel Langhorne Clemens (1835-1910) to descendants of Rev. Lyman Beecher)
670			LC data base, 3-30-89 ‡b (hdg.: Twain, Mark, 1835-1910; x-refs.: Klemens, Sami˘u˘èl; Klemens, Seïmuel Lenghorn; Kʻo-lan-man-ssu, Sai-mi-erh Lang-en; Clemens, Samuel Langhorne; us: L. Clemens)
670			DAB, 1930 ‡b (Clemens, Samuel Langhorne, 1835-1910; humorist, novelist; better known under pseud. Mark Twain; also used name Quintus Curtius Snodgrass)

Undifferentiated name records

- Differentiated name records represent one person
  - Coded a in *Name* fixed field element
- Undifferentiated records represent more than one person with the same name
  - Created in AACR to establish a heading when there was not enough information to differentiate authors of the same name
    - Coded b in *Name* fixed field element
  - Under RDA, these are no longer being created
    - Existing records will be phased out

Undifferentiated name example

ARN   1706265

Rec stat	c		Entered	19861104	Replaced	20141217072413.0		
Type	z	Upd status	a	Enc lvl	n	Source		
Roman	∎	Ref status	n	Mod rec		Name use	a
Govt agn	∎	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	b	Subdiv tp	n	Rules	c

010			n 86862959
040			DLC ǂb eng ǂc DLC ǂd DLC ǂd Uk ǂd DLC
100	1		Brown, Sue
667			THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS UNDIFFERENTIATED RECORD HAS BEEN HANDLED FOLLOWING THE GUIDELINES IN DCM Z1 008/32
670			[Illustrator of La aventura de Yolanda]
670			nuc86-9281: Gaspar, T.R. La aventura de Yolanda, c1974 ǂb (hdg. on TxU rept.: Brown, Sue; usage: Sue Brown)
670			[Editor of Union list of serials ...]
670			Union list of serials ... 1969: ǂb t.p. (Sue Brown)
670			[a.e. to Final report]
670			Final report, 1993: ǂb t.p. (Sue Brown)
670			[Author of Break new ground]
670			Break new ground, 1987: ǂb t.p. (Sue Brown)

Corporate name example

| ARN | 9076929 |

| Rec stat | n | | Entered | 20120104 | Replaced | 20120105074559.0 |

Type	z	Upd status	a	Enc lvl	n	Source	c
Roman	∎	Ref status	a	Mod rec		Name use	a
Govt agn	∎	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	c

010			no2012001139
040			IEdL ‡b eng ‡c IEdL
110	2		Illinois Heartland Library System
410	2		IHLS
510	2		Lewis & Clark Library System (Edwardsville, Ill.) ‡w a
510	2		Lincoln Trail Libraries System ‡w a
510	2		Rolling Prairie Library System (Ill.) ‡w a
510	2		Shawnee Library System ‡w a
670			Southern system planning group's stretegic plan & survey results, November 5, 2010, 2010: ‡b t.p. (Illinois Heartland Library System)
670			Illinois Heartland Library System website, December 28, 2011: ‡b (Illinois Heartland Library System; formed on July 1, 2011 by the merger of four former library systems in southern and central Illinois System, the Lincoln Trail Libraries System, the Rolling Prairie Library System, and the Shawnee Library System. The four separate facilities continue functioning in their original locations.)

Meeting name example

Rec stat	n	Entered	20131213	Replaced	20131214073611.0		
Type	z	Upd status	a	Enc lvl	n	Source	c
Roman	▪	Ref status	n	Mod rec		Name use	a
Govt agn	▪	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	z

010			no2013139832
040			IC ‡b eng ‡e rda ‡c IC
046			‡s 2000? ‡2 edtf
046			‡t 2009
111	2		Chicago Book Festival
370			‡e Chicago, Ill.
372			Books and reading ‡2 lcsh
670			Chicago Book Festival, 2002: ‡b verso of cover (annual citywide literary festival; 2002 is the third annual Chicago Book Festival)
670			Chicago Public Library website, viewed Dec. 6, 2013 ‡b Chicago Book Festival 2009 page (no festivals held after 2009)

Subject authority records

- **Types of subjects**
  - Topical
  - Geographic
  - Genre
  - Subdivision
  - Children's subject headings

Form of heading—subjects

- Form most commonly found in cataloged works
- May be combined with one or more subdivisions
- Qualifiers used to differentiate or clarify
  - Included in subfield a
    - Cardinals (Birds)
    - Playaway (Preloaded audio player)
    - Orient Express (Express train)
    - Curious George (Fictitious character)

Subject example

ARN   2096712

Rec stat	c		Entered	19860211	Replaced	19890426111707.4	

Type	z	Upd status	a	Enc lvl	n	Source	
Roman	∎	Ref status	a	Mod rec		Name use	b
Govt agn	∎	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	i	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

010			sh 85119759
040			DLC ‡b eng ‡c DLC ‡d DLC
053			BF632 ‡c Psychology
150			Self-help techniques
450			Self-change techniques
450			Self-directed change
550			Life skills ‡w g
550			Psychology, Applied ‡w g
680			‡i Here are entered general works on processes or techniques designed to assist individuals in solving their own problems. Works on a specific technique, or directed toward a specific self-help goal, are entered under the technique or goal, e.g. ‡a Behavior modification; Meditation; Self-actualization (Psychology); Success; ‡i etc.

Series authority records

- **Types of series**
  - Title
  - Author/Title
  - Untraced
  - Series-like phrase
- **Form of heading**
  - Title – MARC tag 130
    - Written by different authors
    - Untraced series
    - Series-like phrase
  - Author/title – written by the same author – MARC tag 100

Author/title series example

ARN	7493131					
Rec stat	n	Entered	20070810	Replaced	20070815052004.0	
Type	z	Upd status	a	Enc lvl	n	Source c
Roman	■	Ref status	a	Mod rec		Name use a
Govt agn	■	Auth status	a	Subj	a	Subj use a
Series	b	Auth/ref	a	Geo subd	n	Ser use a
Ser num	a	Name	a	Subdiv tp	n	Rules c

010			no2007092921
040			TN ‡b eng ‡c TN
100	1		Rodda, Emily. ‡t Deltora quest
430		0	Deltora quest
642			8 ‡5 DPCC ‡5 DLC
643			New York ‡b Scholastic Inc.
644			f ‡5 TNN
645			t ‡5 DPCC ‡5 TNN
646			s ‡5 TNN
670			Return to Del, 2000 : ‡b series t.p. (Deltora quest)

Title series example

ARN	4226588

Rec stat	n	Entered	19961210	Replaced	19961210070617.4

Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▮	Ref status	n	Mod rec		Name use	a
Govt agn	▮	Auth status	a	Subj	a	Subj use	a
Series	a	Auth/ref	a	Geo subd	n	Ser use	a
Ser num	b	Name	n	Subdiv tp	n	Rules	c

010			n 96118563
040			DLC ǂb eng ǂc DLC
130		0	Rebels with a cause
643			Austin, Tex. ǂb Raintree Steck-Vaughn
644			f ǂ5 DLC
645			t ǂ5 DLC
646			s ǂ5 DLC
670			Campaigners, 1998: ǂb CIP t.p. (Rebels with a cause)

Uniform title authority records

- Some types of uniform titles (not an exhaustive list)
    - Series
    - Sacred works
    - Motion picture remakes
    - Musical works
    - Works published under different titles
    - Translations

Form of heading—uniform titles

- MARC tag 1XX is the same as for series
  - Depends on how the uniform title is established
    - Title – MARC tag 130
    - Author/title – MARC tag 100

Uniform title example

ARN	3804161

Rec stat	c	Entered	19950329	Replaced	20141009073818.0
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	∎	Ref status	a	Mod rec		Name use	a
Govt agn	∎	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	z

010			n 95030682
040			DLC ‡b eng ‡e rda ‡c DLC ‡d UPB ‡d WaU ‡d UPB ‡d WaU
046			‡k 1933
130		0	King Kong (Motion picture : 1933)
370			‡g United States ‡2 naf
380			Motion picture
380			Monster films ‡a Horror films ‡a Action and adventure films ‡a Fiction films ‡a Feature films ‡2 lcgft
530		0	‡i Sequel: ‡a Son of Kong (Motion picture) ‡w r
530		0	‡i Remade as (work): ‡a King Kong (Motion picture : 1976) ‡w r
530		0	‡i Remade as (work): ‡a King Kong (Motion picture : 2005) ‡w r
500	1		‡i Adapted as novel (work): ‡a Lovelace, Delos W. ‡q (Delos Wheeler), ‡d 1894-1967. ‡t King Kong ‡w r
670			LC data base, 3-29-95 ‡b (hdg.: King Kong. [Motion picture])
670			IMDb, Mar. 29, 2011 ‡b (King Kong; motion picture produced by RKO Radio Pictures and released in 1933)

Use of authorized access points in bibliographic records

- If an authority record has been created, use the authorized form of the access point in 1XX, 6XX, 7XX, and 8XX fields in bibliographic records

  - The authorized form of a name may not be the same as the way the name is recorded in the statement of responsibility, or in notes

- Always check for an authority record for each heading in OCLC before exporting to Polaris

Use of authorized access points in bibliographic records—example #1

- The usage of the name in the 245 $c or notes may be different than the form of the name in the 100 or 700
  - Form in the 245 or a note comes from the piece
  - Form in an authorized access point comes from the authority record

100	1	‡aMellencamp, John,‡d1951-‡eperformer.
245	10	‡aAmerican fool‡h[sound recording] /‡cJohn Cougar.

100	1	‡aMellencamp, John,‡d1951-‡ecomposer,‡eperformer.
245	14	‡aThe lonesome jubilee‡h[sound recording] /‡cJohn Cougar Mellencamp.

Use of authorized access points in bibliographic records—example #2

- The name heading used as the creator (100) and as a subject (600)

100	1	‡aFranklin, Aretha,‡eauthor.
245	10	‡aAretha :‡bfrom these roots /‡cAretha Franklin and David Ritz.
250		‡aFirst edition.
264	1	‡aNew York :‡bVillard Books,‡c[1999]
264	4	‡c©1999
300		‡axiii, 254 pages :‡billustrations ;‡c25 cm
336		‡atext‡btxt‡2rdacontent
337		‡aunmediated‡bn‡2rdamedia
338		‡avolume‡bnc‡2rdacarrier
504		‡aIncludes discography (pages [253]-254).
600	10	‡aFranklin, Aretha.

Authority control in OCLC

- Make sure headings in OCLC records are correct before exporting records to Polaris
- Control headings in OCLC records
  - Controlling links heading to authority record, if available
  - Complete OCLC Connexion client module 9— Authority control-- for instructions on controlling
    - Available either as live instructor-led webinar, or recorded tutorial

Authority control in Polaris

- Polaris has automatic authority checking that imports authority records as needed at the same time bib records are imported if it finds an authority record that matches a heading

Authority control—where you come in

- Automatic programs in OCLC and Polaris will validate a heading if a matching authority record is found, but can't tell if the heading is being used correctly—that's up to the cataloger

Example #1

□ Correct heading—correct use

1. Dr. Jekyll and Mr. Hyde
   by Stevenson, Robert Louis, 1850-1894, author.

Heading is correct, and correct for this record

Publisher, Date: Cincinnati, [Ohio] : Johnson & Hardin, [between 1870-1900]

□ Correct heading –wrong use

Title: The absent minded professor [videorecording] / Walt Disney Productions ; producer, Bill Walsh ; screenplay, Bill Walsh ; director, Robert Louis Stevenson.

Format: Videotape, Videorecording, Projected Medium, Visual Materials

Publisher, Date: Burbank, Calif. : Walt Disney Home Video, c1986.

Description: 1 videocassette (96 min.) : sd., col. ; 1/2 in.

Summary: A college professor develops an anti-gravity substance by accident and equips his Model T and his college's basketball player's shoes with it. He tries to convince the Pentagon of its value but has problems with a local crook who wants to profit from the idea.

Cast: Fred MacMurray, Nancy Olson, Keenan Wynn, Tommy Kirk.

Credits: Director of photography, Edward Colman ; film editor, Cotton Wardburton ; music, George Bruns.

Genre: Comedy films.
Feature films.
Fiction films.

Heading is correct, but not correct for this record.
Not the same Robert Louis Stevenson

Other Author: Stevenson, Robert Louis, 1850-1894, film director, film producer.

Example #2

- Same name, same title—which is correct?

Black, Jack

High fidelity [videorecording]

Black, Jack, 1969-

High fidelity [videorecording]

- Authority record for Black, Jack, 1969- (Polaris view)

100	1	‡aBlack, Jack,‡d1969-
510	2	‡wr‡iCorporate body:‡aTenacious D (Musical group)
670		‡aHigh fidelity, 2000:‡bcredits (Jack Black)
670		‡aInternet movie database, Mar. 30, 2001‡b(Jack Black, b. Apr. 7, 1969; actor; member of rock/comedy band Tenacious D)
670		‡aTenacious D (Musical group). The complete master works [VR] 2003:‡bcontainer (Jack Black, lead vocals, guitar)

- Authority record for Black, Jack (Polaris view)

100	1	‡aBlack, Jack
667		‡aTHIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS UNDIFFERENTIATED RECORD HAS BEEN HANDLED FOLLOWING THE GUIDELINES IN DCM Z1 008/32
670		‡a[Author of the card-counting guide to winning blackjack]
670		‡aHis The card-counting guide to winning blackjack, c1983:‡bt.p. (Jack Black) cover p. 4 (pseud. of a N.Y. Univ grad. who also possesses a doctoral degree in his profession)
670		‡a[Author of Sno-cross championship racing]
670		‡aHis Sno-cross championship racing, c2000:‡bt.p. (Jack Black)

Polaris browse view

□ Records won't line up together in the catalog when names are entered differently

What if there's no authority record?

- **Names**
  - May enter a heading for a name as a creator/main entry, contributor/added entry, or subject, formatted as instructed in RDA, Section 3
  - General format for personal names:
    - *Last name, first name*
  - Contact Share Bibliographic Services staff for help with formatting

What if there's no authority record?—cont.

- **Geographic places**
  - May enter a heading for a geographic place as a subject, using the following format:
    - Name of city, town, county, etc. followed by the state or province (places in the U.S., Canada, or Australia), or country (all other places) in parentheses
      - One of the few places RDA uses abbreviations—See Appendix B2 in the original RDA Toolkit
      - Ex. Booktown (Ill.)

        New Paris (France)

What if there's no authority record?— request creation of authority record

- Submit a Help Desk ticket to request creation of authority records for names or geographic places

  - Some SHARE and CMC staff are authorized to create authority records for these in the LC authority file

What if there's no authority record?—subjects and series

- **Subjects**: Use <u>only</u> the following types of subject headings:
  - LCSH (including children's subject headings)
  - MESH (Medical subject headings)
  - GSAFD thesaurus (if approved)
  - LCGFT thesaurus
  - OLACVGGT thesaurus (in records for video games)
  - Approved local subject headings—use in Polaris only; do not enter these in records in OCLC
  - Do <u>not</u> create your own subject headings—use only headings from the above list
    - See SHARE cataloging standards for procedures for requesting creation of a local subject heading
- **Series**: See SHARE cataloging standards for procedures for requesting creation of local series authority records

For more information

- **MARC coding of authority records**
  - **Website: MARC 21 format for authority data**
    - **http://www.loc.gov/marc/authority/**

- **SHARE local policies**
  - **SHARE website>Cataloging tab>Policies and procedures**
    - **https://share.illinoisheartland.org/policies-and-procedures/bibliographic-cataloging-standards**