

Establishing Personal and Corporate Name Headings with RDA

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Session description

Behind-the-scenes metadata work assists our users in finding library resources. Determining the searchable form of names for people and corporate entities (aka authority work) is an important part of this metadata work. A unique form of name differentiates different people with the same name and brings together the works of a person who has used different forms of a name. This benefits users of online library catalogs and digital repositories. This session will cover the Resource Description and Access (RDA) principles and instructions for determining forms of personal and corporate names. In addition, changes between AACR2 rules and RDA instruction, recent RDA changes, and new elements in Library of Congress Name Authority File records will be covered.

What we'll cover

- Why we do authority work
- Principles
- Terminology
- Practice of authority work, with different scenarios, using the basic situations a cataloger will encounter. Focus:
 - Based on RDA, with some MARC examples
 - Procedures used with large bibliographic networks (WorldCat and Skyriver)
 - Personal and corporate names
- Where to find information
- Authority record example
- Applying concepts to local repository

Authority work

- Authority control means establishing a recognized form for an entity name and using that form whenever the name is needed as an access point in a bibliographic record.

>>> standardized forms of names; consistency

Source: What is a marc record, and why is it important? (2005)

<https://www.loc.gov/marc/uma/pt1-7.html>

Why should we take the time?

- Authority work saves the time of the user
- Authority work saves money
- Authority work collocates and differentiates keeping our databases clean

Collocation

- Many names, one person
 - Author's name has been recorded in various forms
 - Find all variations of a person's name and establish a single form

Shapley, Fern Rusk (6)

Rusk, Fern Helen. (1)

Shapley, Fern Rusk. Comparisons in art; (1)

Shapley, Fern Rusk. Early Italian painting in the National Gallery of Art. (1)

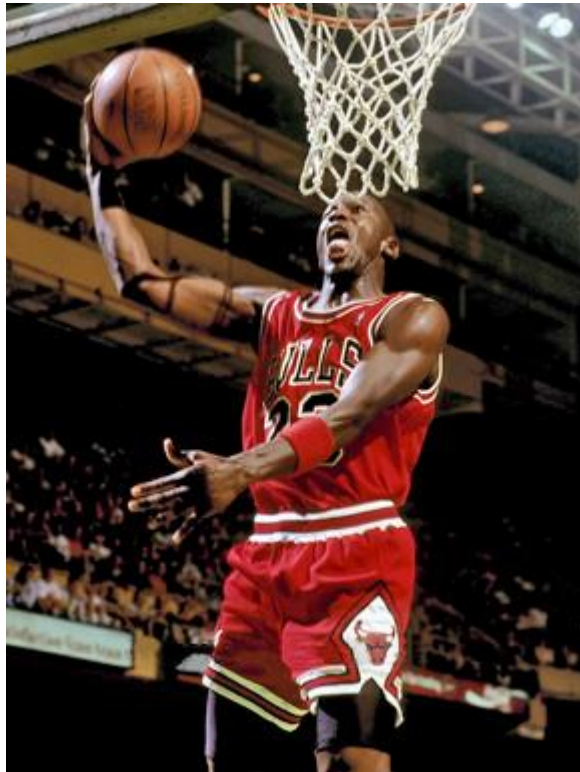
Shapley, Fern Rusk. Later Italian painting in the National Gallery of Art / (1)

Shapley, Fern Rusk. Paintings from the Samuel H. Kress Collection: Italian schools. (1)

Rusk, Fern Helen. George Caleb Bingham, (1)

Disambiguation

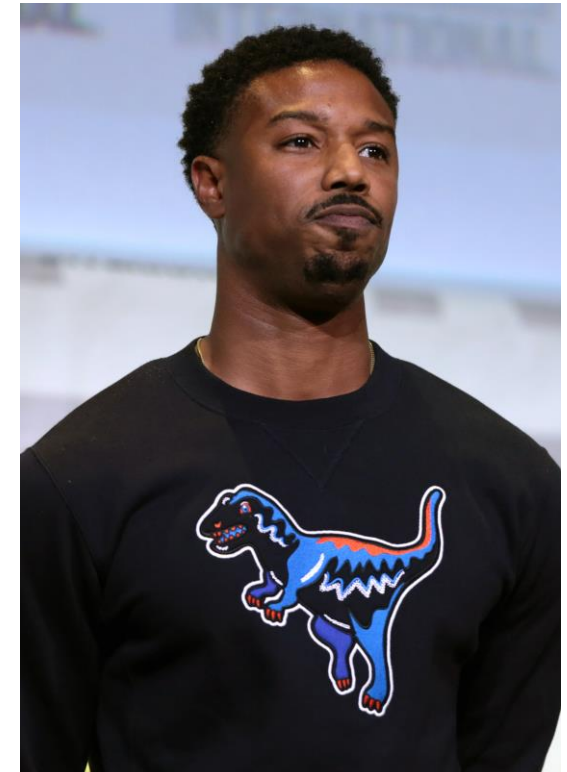
- One name, multiple people
- Differentiate similar names belonging to different people by adding additional information to distinguish them



Michael Jordan



Michael Jordan



Michael Jordan

Chinese Names

270 million Chinese have the family name of Li, Wang, or Zhang (Smith-Yoshimura et al., 2014).

The image shows the Chinese character for the family name Li (李) in a large, bold, black font. The character is a cursive style, consisting of a top part that looks like a stylized '木' (tree) and a bottom part that looks like a '子' (child).

Li

The image shows the Chinese character for the family name Wang (王) in a large, bold, black font. The character is a cursive style, consisting of a top part that looks like a stylized '王' (king) and a bottom part that looks like a '王' (king).

Wang

The image shows the Chinese character for the family name Zhang (張) in a large, bold, black font. The character is a cursive style, consisting of a top part that looks like a stylized '張' (archer) and a bottom part that looks like a '張' (archer).

Zhang

Disambiguation = Increased Search Precision

Paul Simon

[Simon, Paul, 1928-2003 \(30\)](#)

[Simon, Paul, 1941- \(111\)](#)

[Simon, Paul \(Landscape architect\) \(1\)](#)

[Simon, Paul \(Political economist\) \(3\)](#)



Politician



Singer

RDA Principles (0.4.3)

- Differentiation
- Sufficiency
- Relationships
- Representation
- Accuracy
- Attribution
- Common usage or practice
- Uniformity

RDA Principles (0.4.3)

- **Differentiation**

- Is your access point adequately differentiated from existing access points?

- Sufficiency

- Relationships

- Representation

- Accuracy

- Attribution

- Common usage or practice

- Uniformity

RDA Principles (0.4.3)

- Differentiation
- Sufficiency
- Relationships
- **Representation**
 - Is the form of the name chosen for your access point the most commonly found, or a well accepted version?
- Accuracy
- Attribution
- Common usage or practice
- Uniformity

RDA Principles (0.4.3)

- Differentiation
- Sufficiency
- Relationships
- Representation
- Accuracy
- Attribution
- **Common usage or practice**
 - Does the name chosen for your access point reflect common usage in the language and script?
- Uniformity

RDA Principles (0.4.3)

- Differentiation
- Sufficiency
- Relationships
- Representation
- Accuracy
- Attribution
- Common usage or practice
- **Uniformity**
 - Does the construction of the name comply with instructions consulted?

Standards, etc.

- RDA
- LC-PCC PS
- NACO

RDA = Resource Description and Access

Section 3. Recording attributes of agents

- 8. General guidelines on recording attributes of agents
 - **9. Identifying persons**
 - 10. Identifying Families
 - **11. Identifying corporate bodies**
- Appendix F.
 - Names in the Arabic alphabet
 - Burmese and Karen names
 - Chinese names containing a non-Chinese given name
 - Icelandic names
 - Indic names
 - Indonesian names
 - Malay names
 - Roman names
 - Romanian names containing a patronymic
 - Thai names
 - Names in various languages that include an article and/or preposition

LC-PCC PS

- LC = Library of Congress
- PCC = Program for Cooperative Cataloging
- PS = Policy Statements

These policy statements, which are included in RDA, record the cataloging practices of the Library of Congress and the Program for Cooperative Cataloging.

NACO = Name Authority Cooperative Program

- Part of the PCC (Program for Cooperative Cataloging)
- NACO libraries and members create and add records to the LC Name Authority File (NAF)
- Missouri – five NACO Libraries
 - University of Missouri
 - University of Missouri—Kansas City
 - St. Louis University
 - St. Louis University, Law
 - Washington University
 - Additional people participate through funnels

Terminology

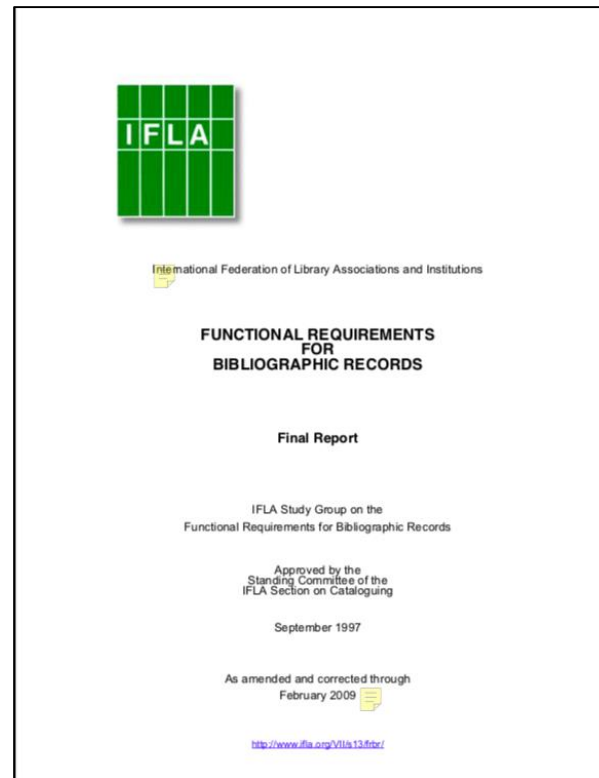
- FRBR, FRAD, FRSAD
- LRM
- Entity
- Agent
- Access point
- Preferred name
- Authorized access point
- Usage
- Established

Conceptual models used in RDA

**FRBR = Functional Requirements
of Bibliographic Records**

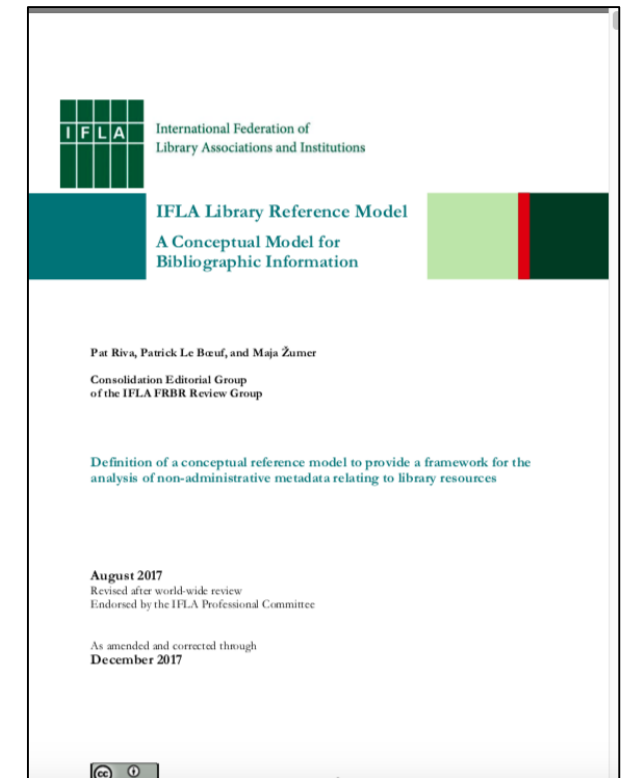
**FRAD = ...
Authority Data**

**FRSAD = ...
Subject
Authority Data**



LRM = Library Reference Model

These are all published by IFLA. IFLA = International Federation of Library Associations and Institutions



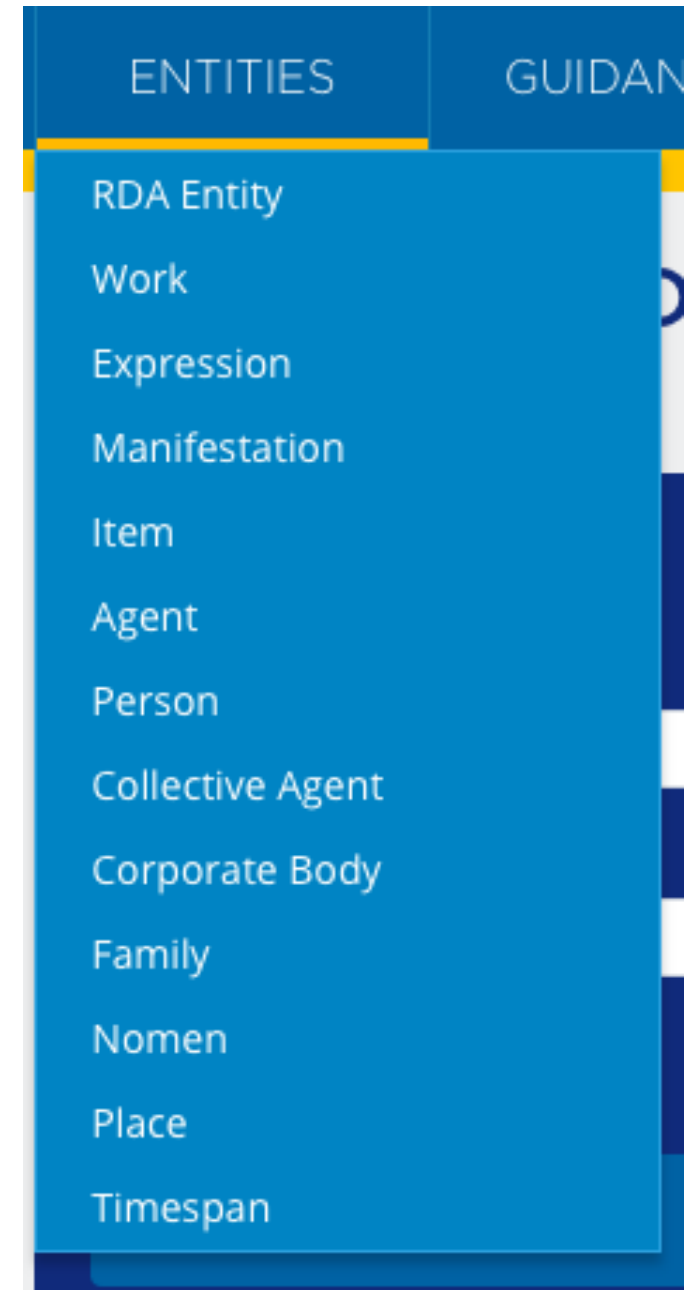
FRBR, FRAD	LRM
Group 2 entities	Entities are arranged in a hierarchy, rather than groups
<p>Group 2 entities are those responsible for the intellectual or artistic content, production, custodianship of Group 1 entities.</p> <ul style="list-style-type: none"> • Person • Corporate Body • Family 	<p>LRM-E1. Res</p> <ul style="list-style-type: none"> • LRM-E6. Agent <ul style="list-style-type: none"> • LRM-E7. Person • LRM-E8. Collective agent <p>Collective agent includes Corporate Bodies and Families.</p>

RDA Beta

List of Entities

Entity: Something that has a unitary and self-contained character; something that has independent or separate existence; an abstraction, ideal concept, object of thought, or transcendental object

- RDA Entity
- Work
- Expression
- Manifestation
- Item
- Agent
- Person
- Collective Agent
- Corporate Body
- Family
- Nomen
- Place
- Timespan



Terminology

- **Entities** = represent the key objects of interest to users of bibliographic data. (FRBR)
- **Agent** = A person, family, or corporate body. (RDA Beta, glossary)
- **Person** = An individual human being. (RDA Beta, glossary)
- **Corporate Body** = An organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit. (RDA Beta, glossary)

Terminology

Preferred name

- The name that a person or corporate body commonly uses or is known by

Access point

- A name, term, code, etc., under which a bibliographic record may be searched and identified. See also Heading. (AACR2)
- A name, term, code, etc., representing a specific entity. (RDA Glossary)

Authorized access point (aap)

- Standardized access point representing an entity (RDA Glossary)
- The basis of an authorized access point is the preferred name

Terminology

Usage

- Usage is how an author's form of name is most "commonly found" or presented in the chief source of the resource being cataloged.
- “Literal transcription of a name as it appears in a publication ... “
- Catalogers base new personal name headings on usage found on
 - the chief source of the item being cataloged and/or
 - the "usage" found in subfield \$c of the 245 in bibliographic records in the file being searched, e.g., OCLC, the LC database, or others.

Source: Frequently Asked Questions on creating Personal Name Authority Records (NARs) for NACO
<https://www.loc.gov/aba/pcc/naco/personnamefaq.html#1>

Usage > Preferred name > Authorized access point

Usage

Usage is used to determine
the preferred name

Title page: ... by Donna Carten
Bib record: ... \$c by Donna Carten

Preferred name

The preferred name is the basis
for the authorized access point

by Donna Carten

Authorized access point

(This is an established heading)

100 1 Carten, Donna

Basic steps of authority work

- Search for authority record
- Determine the preferred name
- Establish the form of the name
- If part of your process, document work in an authority record

Scenarios – personal names

- 1) Authority record found in LC NAF (for WorldCat cataloging) or another authority file
- 2) No authority record. No conflicts with other names in LC NAF and bibliographic database. No other version of name found in WorldCat.
- 3) No authority record. Same name used by other persons. Conflict found with an authorized access point.
- 4) No authority record. For one person (with one identity), variations of name are used in access points.

Scenario 1

Authority record found in LC NAF (for WorldCat cataloging) or another authority file

The organization of information by Arlene G. Taylor

First step of authority work

<https://authorities.loc.gov/>

[The Library of Congress](#)



LIBRARY OF CONGRESS AUTHORITIES

Using *Library of Congress Authorities*, you can browse and view authority headings for Subject, Name, Title and Name/Title combinations; and download authority records in MARC format for use in a local library system. This service is offered free of charge.

>> [Search Authorities](#) <<

[Help on Searching Authorities](#) - [Frequently Asked Questions](#)

If you have questions or comments, please send us feedback using our [Help Desk](#) page.

or switch to the

>> [Library of Congress Online Catalog](#) <<

to search for and display catalog records for the over 18 million books and other items in the collections of the Library of Congress.

LIBRARY OF CONGRESS AUTHORITIES

Authority Headings Search

Search Text:

Taylor, Arlene G.

Search Type:

Subject Authority Headings
Name Authority Headings
Title Authority Headings
Name/Title Authority Headings
Keyword Authorities (All)

Scroll down for
Search Hints

LC control no.: n 80050006

LCCN Permalink: <https://lccn.loc.gov/n80050006>

HEADING: Taylor, Arlene G., 1941-

000 01086cz a2200229n 450

001 2834690

005 20160930075404.0

008 800519n| azannaabn |a aaa

010 __ |a n 80050006

035 __ |a (OCoLC)oca00431885

040 __ |a DLC |b eng |e rda |c DLC |d DLC |d NcU

046 __ |f 1941 |2 edtf

100 1_ |a Taylor, Arlene G., |d 1941-



370 __ |c United States |2 naf

372 __ |a Cataloging |a Classification |2 lcsb

373 __ |a University of Pittsburgh |a University of North Carolina at Chapel Hill |2

377 __ |a eng


400 1_ |w nna |a Dowell, Arlene Taylor, |d 1941-

670 __ |a Her Cataloging with copy, 1976: |b t.p. (Arlene Taylor Dowell)

670 __ |a Wynar, B.S. Introd. to cat. and class., 1985: |b CIP t.p. (Arlene G. Taylor)

670 __ |a Introduction to cataloging and classification, 2015: |b ECIP t.p. (Arlene G. professor, School of Information and Library Science, University of North Caro

953 __ |a xx00 |b br27

040 __ |a DLC |c DLC |d BTCTA |d BAKER |d YDXCP |d UKM |d C#P |d BWX |d CDX |d DLC
050 00 |a Z666.5 |b .T39 2009
082 00 |a 025 |2 22
100 1_ |a Taylor, Arlene G., |d 1941- 
245 14 |a The organization of information / |c Arlene G. Taylor and Daniel N. Joudrey.
250 __ |a 3rd ed.
260 __ |a Westport, Conn. : |b Libraries Unlimited, |c 2009.
300 __ |a xxvi, 512 p. : |b ill. ; |c 26 cm.
490 1_ |a Library and information science text series
504 __ |a Includes bibliographical references (p. 479-498) and index.
650 _0 |a Information organization.
650 _0 |a Metadata.
700 1_ |a Joudrey, Daniel N.
830 _0 |a Library and information science text series.
856 41 |3 Table of contents only |u <http://www.loc.gov/catdir/toc/ecip0826/2008037446.html>

Scenario 2

No authority record. No conflicts with other names in LC NAF and bibliographic database. No other version of name found in WorldCat.

**To noonday bright : the story of Southwest
Baptist University 1878-1984
by Mayme Lucille Hamlett**

8.6 Authorized Access Points Representing Agents

When constructing an authorized access point to represent an agent, use a preferred name for person (see 9.2.2), a preferred name for family (see 10.2.2), or a preferred name for corporate body (see 11.2.2) as the basis for the access point.

9.2.2.3 Choosing Preferred Name for Person

When choosing a preferred name for person, generally choose the name by which the person is commonly known. The name chosen can be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation.

Usage: Mayme Lucille Hamlett

100 1_ Hamlett, Mayme Lucille

To: authfile@oclc.org

Subject: authority record creation

Please create an authority record for Mayme Lucille Hamlett. I determined the preferred form of her name to be Mayme Lucille Hamlett based upon the item I am cataloging and usage in bibliographic records. I have attached a title page from the item I am cataloging.

Access points: Hamlett, Mayme Lucille

Usage: Mayme Lucille Hamlett

LIBRARY OF CONGRESS AUTHORITIES

- 046 ___ |f 1906-09-08 |g 2000-10-15 |2 edtf
- 100 1_ |a **Hamlett, Mayme Lucille, |d 1906-2000**
- 370 ___ |a Cooter (Mo.)
- 370 ___ |b Ironton (Mo.) |2 naf
- 372 ___ |a English language |a Latin language |2 lcsh
- 373 ___ |a University of Chicago |a Baylor University |a University of Missouri--Columbia |a Southwest Baptist University (Bolivar, Mo.) |a Union University (Jackson, Tenn.) |a Hannibal-LaGrange College |2 naf
- 375 ___ |a Females |2 lcdgt
- 670 ___ |a To noonday bright, 1984: |b title page (Mayme Lucille Hamlett)
- 670 ___ |a Find a Grave web site, viewed Oct. 1, 2018 |b (Mayme Lucille Hamlett; birth, September 8, 1906, Cooter, Pemiscot County, Missouri, USA; death, October 15, 2000, Ironton, Iron County, Missouri, USA; Miss Hamlett was a student at the University of Chicago, Baylor University, and was a graduate of the University of Missouri-Columbia; taught school in the Holland Grade School, Granby High School and West Plains High School; bulk of her teaching career was spent at Southwest Baptist College in Bolivar, Mo.; Union University in Jackson, Tenn.; Missouri Baptist College in St. Louis, Mo.; and Hannibal LaGrange College in Hannibal, Mo.; taught courses in English and Latin) |u <https://www.findagrave.com/memorial/44240472/mayme-lucille-hamlett>

Scenario 3

No authority record. Same name used by other persons. Conflict found with an authorized access point (or with an access point).

The situation: Differentiation needed

Usage / Preferred name	Access point based on Preferred name
The Gospel according to Saint John / Alan Richardson . (1964)	Richardson, Alan
The experiential dimension of psychology / Alan Richardson . (1984)	Richardson, Alan
The neural sublime : cognitive theories and romantic texts / Alan Richardson . (2010)	Richardson, Alan
Sussex lullaby / Alan Richardson , In The Scottish viola. (2012)	Richardson, Alan

9.19. Constructing Access Points to Represent Persons

- Use a preferred name for person as the basis for the authorized access point.
- **Include the additional elements** specified at 9.19.1.2-9.19.1.8 if they are needed to distinguish access points representing different persons with the same name.

9.19. Additional elements used to differentiate name

- 9.19.1.2. **Title or other designation**
- 9.19.1.3. **Date of birth and/or death**
- 9.19.1.4. **Fuller form of name**
- 9.19.1.5. **Period of activity of person**
- 9.19.1.6. **Profession or occupation**
- 9.19.1.7. **Other term of rank, honour, or office**
- 9.19.1.8. **Other designation**

LC policy on choice of element(s)

- RDA 9.19.1.1: how to put together the elements to construct an authorized point
 - LC policy change for additions and order: date(s) of birth and/or death if available; if still need to differentiate, then cataloger judgment on choice.

Slide from: LC Training for RDA: Resource Description & Access, Module 5: Authorities I, Part 5: Identifying Persons. Cooperative and Instructional Programs Division. Library of Congress. 2012

9.19.1.2. Title or Other Designation Associated with the Person

Title of person = A word or phrase indicative of royalty, nobility, ecclesiastical rank or office, or a term of address for a person of religious vocation.

Always add:

- a title of royalty: Catherine, **Duchess of Cambridge**, 1982-
- a title of nobility: add if it commonly appears with the name ...:
Barresi, Matteo, **marchese di Pietraperzia**, -1531 or 1532
- a title of religious rank: John Paul I, **Pope**, 1912-1978
- the term Saint: add unless the access point represents a pope, emperor, king, or queen: Francis, of Assisi, **Saint**, 1182-1226
- the term Spirit: Presley, Elvis, 1935-1977 (**Spirit**)

Add if needed to differentiate

- other designation associated with person; for persons named in sacred scripture, term Fictitious character, term indicating type, species, or breed. E.g., Biblical figure, Cat, Fictitious character.

9.19. Additional elements used to differentiate name (Felicity's order)

- 9.19.1.3. **Date of birth and/or death**
- 9.19.1.4. **Fuller form of name**
- 9.19.1.6. **Profession or occupation**
- 9.19.1.7. **Other term of rank, honour, or office**
- 9.19.1.5. **Period of activity of person**
- 9.19.1.8. **Other designation**

9.19.1.3. Date of birth and/or death

- Take from any source.
- Include a date of birth and/or a date of death if needed to distinguish one authorized access point from another. Record the year alone, unless additional information is needed for differentiation.
- *Optional addition. Include a date of birth and/or a date of death even if there is no need to distinguish between access points.*
- LC-PCC PS
 - Add a date of birth and/or date of death to new authority records, even if not needed to distinguish between access points.

- 100 1 Richardson, Alan, †d **1949-**
- 100 1 Richardson, Allan, †d **1964 or 1965-**
- 100 1 Richardson, Anne, †d **-1803**
- 100 1 Richardson, Alan, †d **1905-1975**
- 100 1 Richardson, Anne, †d **1942-**
- 100 1 Richardson, Anne, †d **1942 December 22-**
- 100 1 Smith, Thomas, †d **1775 or 1776-1830**
- 100 1 Richardson, Albert, †d **approximately 1906-**
- 100 1 Richardson, Beryl, †d **approximately 1948-2002**
- 100 1 Richard Merrill, †d **approximately 1547-1623 or 1624**
- 100 1 Aguilar, Manuel Marques, †d **1767-approximately 1816**

9.18.1.4. Fuller form of name

- Fuller form of name: A name or names ... that includes the fuller form of a part of any name represented only by an initial, abbreviation, or shortened or otherwise modified variant in the form chosen as the preferred name and/or a part of the name not included in the form chosen as the preferred name.
- Take from any source.
- LC-PCC PS.
 - Apply the option to provide a fuller form of name if part of the forename or surname used in the preferred name is represented by an initial or an abbreviation, if the cataloger considers it important for identification. Add unused forenames or surnames only if needed to distinguish one access point from another.

- 100 1 Smith, Beth †q (**Alice Elizabeth**)
- 100 1 Smith, Beth A. †q (**Beth Ann**) << initial used, so can apply
- 100 1 Smith, T. †q (**Trevor**) option to add fuller form
- 100 1 Smith, T. A. †q (**Theresa A.**) form of name *if* imp.
- 100 1 Smith, T. A. †q (**Thomas Alan**) for identification
- 100 1 Smith, T. B. †q (**T. Basil**)
- 100 1 Smith, Taylor †q (**Taylor Robert**)
- 100 1 Smith, Thomas J. †q (**Thomas James**)

Note: Do not change the preferred name:

- E.g., don't change Smith, Thomas J. to Smith, Thomas James.

9.19.1.6. Profession or occupation

- A person's vocation or avocation.
- Take from any source.
- LC-PCC PS:
 - When adding a profession or occupation term to an access point in 100 \$c, use a singular form of the term.
 - Generally do not apply option to add when not needed.
- Applicable guidelines from 9.16 (recorded as a separate element)
 - Use term from controlled vocabulary
 - Do not record terms qualified by gender, nationality, ethnicity, religion, sexual orientation, or other characteristics that are not strictly occupational. However, inherently gendered occupation terms (e.g., Nuns) may be used if nothing else is suitable.

- 100 1 Adams, David ꞑc (**Family historian**)
- 1001 Smith, A. W. ꞑc (**Suspense fiction writer**)
- 1001 Smith, A. W. ꞑc (**Telegrapher**)
- 1001 Smith, Abbey ꞑc (**Singer**)
- 1001 Smith, Abby ꞑc (**Beauty expert**)
- 1001 Smith, Abraham ꞑc (**Whaling master**)
- 1001 Smith, Alan ꞑc (**Registered patent attorney**)
- 1001 Smith, Alan ꞑc (**Writer on walking**)
- 1001 Smith, Alastair ꞑc (**Scientist**)
- 1001 Smith, Alison ꞑc (**Personal coach**)
- 1001 Smith, Alison ꞑc (**Writer on youth services**)
- 1001 Barrett, Jenny ꞑc (**Graduate student**)
- 1001 Abid, Muhammad ꞑc (**Professor**)
- 1001 Ameen, Ahmed ꞑc (**Archaeology professor**)

9.19.1.7. Other term of rank, honour, or office

- Include if the term appears with the name (see 9.4.1.9) and if needed to distinguish one authorized access point from another.
- Record the term in the language in which it was conferred or in the language used in the country in which the person resides. (9.4.1.9)
- LC-PCC PS:
 - In addition to differentiation, apply if the cataloger considers it important for identification.

- 100 1 Anderson, Lara, †c **Ph. D.**
- 100 1 Alabi, Raphael A., †c **Ph. D.**
- 100 1 Lee, Fiona, †c **Reverend**
- 100 1 Saunders, Cicely M., †c **Dame**
- 100 1 Arthur, Allan, †c **Sir**
- 100 1 Barker, Richard, †c **Sir**

9.19.1.5. Period of activity of person

- A date or range of dates indicative of the period in which a person was active in his or her primary field of endeavor (9.3.4.1)
- Take from any source.

In RDA, there is no restrictions on time period in which this can be used.

- 100 1 Abbott, Sarah, †d **active 1690-1701**
- 100 1 Abbott, William, †d **active 19th century**
- 100 1 Bailey, David, †d **active 1877-1882**
- 100 1 Bailey, David, †d **active 1886-1899**
- 100 1 Bailey, Harry, †d **active 19th century**
- 100 1 Bailey, William, †d **active 1770**
- 100 1 Baker, T., †d **active approximately 1835-1845**
- 100 1 Ballard, Jeanne-Elisabeth, †d **active 1701-approximately 1719**
- 100 1 Bao, Jingyan, †d **active 3rd century-4th century**

9.18.1.8. Other designation

- Include an appropriate other designation if needed to distinguish one authorized access point from another. Include this element when the person's date of birth or date of death is not available and an other designation associated with person is not applicable.
- LC-PCC PS – When recording an Other designation associated with person for RDA 9.6.1.6.-RDA 9.6.1.9, choose a term that is sufficiently specific to distinguish the person from other persons with the same name. Prefer a controlled vocabulary, when appropriate.

- 100 1 Allison, Marcia †c (**Contributor to Jokes for all the family**)
- 100 1 Chopin, Isabelle †c (**Of the Migration Policy Group**)
- 100 1 Gibson, Bob †c (**Spouse of Doll Gibson**)
- 100 1 Harris, Rebecca †c (**Member of Parliament**)
- 100 1 Little, Tony †c (**Chair of the Liberal Democrat History Group**)
- 100 1 Wang, Dong †c (**Wife of Chih-tsing Hsia**)
- 100 1 White, Emma †c (**Author at the Rosen Publishing Group**)

Alan Richardson – order of preference

Birth or death date (Add if available, needed or not)	9.19.1.3	Richardson, Alan, 1965-
Fuller form of name	9.19.1.4	Richardson, Alan (Alan John)
Profession or occupation	9.19.1.6	Richardson, Alan (Psychologist)
Other term or rank, honour, or office	9.19.1.7	Richardson, Alan, Ph. D.
Period of activity	9.19.1.5	Richardson, Alan, active 1979-1989
Other designation	9.19.1.8	Richardson, Alan (Author of The experiential dimension of psychology)

Scenario 4

No authority record. For one person (with one identity), variations of name are used in access points.

- Not related to a name change.

STEPHENS, FRANK F	6
STEPHENS, FRANK FLETCHER	45
STEPHENS, FRANK FLETCHER 1878	3
STEPHENS, FRANK FLETCHER B 1878	1

Determine preferred name

NACO FAQ on **Usage** provides useful guidelines

- Usage is how an author's form of name is most "commonly found" or presented in the chief source of the resource being cataloged.
- Base new personal name headings on
 - usage found on the chief source of the item being cataloged and/or
 - the "usage" found in subfield \$c of the 245 in bibliographic records in the file being searched, e.g., OCLC, the LC database, or others.
- Note that literal transcriptions may appear elsewhere in a record ...

<https://www.loc.gov/aba/pcc/naco/personnamefaq.html>

Check for usage in 245 \$c

- 245 10 History of the Missouri Methodist Church of Columbia, Missouri, and its Columbia predecessors [by] / **\$c Frank F. Stephens.**
- 245 10 History of the University of Missouri / **\$c F.F. Stephens.**
- 245 10 Monroe doctrine, its origin, development and recent interpretation, **\$c by Frank Fletcher Stephens.**
- 245 10 Transitional period, 1788-1789, in the government of the United States ... **\$c by Frank Fletcher Stephens.**

Review of usage in WorldCat (Connexion): 245 \$c

Usage	Dates of publication	Number of times used
Frank F. Stephens	1962, 1965	
F.F. Stephens	1916, 1917	
Frank Fletcher Stephens	1962, 1916, 1909	
No usage		

The winner: 100 1 Stephens, Frank Fletcher, \$d 1878-

If preferred name is not clear

- If no form predominates, choose the latest form as the preferred name. In case of doubt about which is the latest form, choose the fuller or fullest form.
- Variant names. Record another form of the name as a variant name for person.

(RDA 9.2.2.5.1)

Basic steps of authority work (corporate bodies)

- Search for authority record
- Determine the body's preferred name (8.6, 11.2.2)
- Construct access point (11.13.1.1)
- Make additions to preferred name to break conflict (11.13.1.2-11.13.1.8)

11.2.2.3

Choosing the Preferred Name

When choosing a preferred name for corporate body, choose the name by which the corporate body is commonly identified.



Title page: **Hamilton High School**

LIBRARY OF CONGRESS AUTHORITIES

- 110 2_ |a **Hamilton High School (Hamilton, N.Z.)**
- 510 2_ |w b |a Hamilton Boys' High School
- 510 2_ |w b |a Hamilton Girls' High School
- 670 ___ |a 50th jubilee, 2006 |b t.p. (Hamilton High School) verso
t.p. (Hamilton, N.Z.) p. 6 (Hamilton West District High School [no
publs. in LC] est. 1903 ; Hamilton High School 1911) p. 5, 2nd
sequence (separated into Hamilton Boys' High [School] and
Hamilton Girls' High [School] in 1955)

Additional Elements in AAP for Corporate Bodies

11.13.1.2. Type of Corporate Body

11.13.1.3. **Place Associated with Corporate Body**

11.13.1.4. Associated Institution

11.13.1.5. Date Associated with Corporate Body

11.13.1.6. Type of Jurisdiction

11.13.1.7. Other Designation

11.13.1.8. Number, Date, and Location of a Conference, Etc.

11.13.1.3. Place Associated with Corporate Body

- Include the name of a place associated with corporate body if needed to distinguish one authorized access point from another
- Include the name of the country, state, province, etc., or the name of a local place with which the body is associated

110 2_ Hamilton High School (Hamilton, N.Z.)

11.13.1.3. Place Associated with Corporate Body

110 2_ Hamilton High School (Chandler, Ariz.)

110 2_ Hamilton High School (Hamilton, N.Z.)

Additional Element Examples

11.13.1.2. Type of corporate body: TLC (Firm)

TLC (Musical group)

11.13.1.4. Associated institution: Women's History Project (United Methodist Church)

11.13.1.5. Date associated with corporate body: South Dakota. Department of Public Safety (1973–1984)

South Dakota. Department of Public Safety (2003–)

11.13.1.6. Type of jurisdiction: New York (N. Y.)

New York (State)

11.13.1.7. Other designation: World Cup (Cricket)

World Cup (Soccer)

11.13.1.8. Number, Date, and Location of a Conference, Etc.: Library Conference (8th : 1990 : Florida State University)

11.2.2.15. Direct or Indirect Subdivisions

- Record the name of the body as a subdivision of the lowest organizational unit in the hierarchy that is recorded directly under its own name (PCC, 2017).
- Omit intervening units in the hierarchy, unless the name of the subordinate or related body has been, or is likely to be, used by another body in the same organization (PCC, 2017).

Intervening Unit Omitted

Hierarchy: Missouri - Department of Health & Senior Services -
Division of Community and Public Health

110 1_ Missouri. \$b Division of Community and Public Health

Intervening Unit Included

Hierarchy: Missouri - General Assembly - Committee on
Legislative Research - Oversight Division

110 2_ Missouri. \$b General Assembly. \$b Committee on
Legislative Research. \$b Oversight Division.

Librarian Detective Work

“The 25 distinct sources were classed into eight categories, the five most commonly used categories being *online bibliographic databases, search engines, online reference sources, print reference sources, and websites representing a single entity* (Tuttle, 2012).”

Some Helpful Resources

- Faculty and student information
 - Use campus directory information
 - Faculty and department websites
 - Use publicly available information (online CVs, ePortfolios, personal websites)
- Genealogy websites (uses Social Security Death Index)
 - Ancestry.com
 - Familysearch.com (free)
 - Genealogybank.com (free)
- Government publications
 - Official Manual of the State of Missouri (Blue Book)
<https://www.sos.mo.gov/bluebook/>
- Social media sites
- Wikipedia
- findagrave.com
- Your reference librarian



Kjerste 'Katya' Christensen ▶ Troublesome Catalogers and
Magical Metadata Fairies



September 25 at 6:30 PM · 🌐

Sadness: Needing to make an authority record for a contemporary author with a very common name. (Yes, I still try to find a year of birth, when I can.)

Happiness: Finding the author's twitter feed, searching it for the word "birthday," and finding a tweet that reads "My birthday is tomorrow. The big 4-0."

Boom! *mic drop*



You and 187 others

8 Comments



Mike Collins = Tiki Machine

@TikiMachine

Follow



My birthday is tomorrow. The big 4-0. And I'm weirded out by it. But reflecting on my life, I feel very fortunate to have the life I do. My career and family life are dreams come true. I love working in animation! And I love & adore my MrsTiki and my TikiKiddos!

9:35 PM - 17 Jul 2018

OCLC Bibliographic Formats and Standards,

5.4. WorldCat Metadata Quality Activities

- Libraries that are unable to replace master records can report them to OCLC for correction.
- Errors to report include:
 - Incorrect forms of access points. [e.g., various forms of a name]
- NACO activities:
 - As NACO participants, [OCLC] staff creates or modifies name authority records in the LC/NACO name authority file. Staff manually resolves name authority conflicts and revises authorized access points in accordance with RDA.
- Proof is essential for changes unless they are obvious MARC coding errors....

More at: <https://www.oclc.org/bibformats/en/quality.html>

Typical MARC fields in Authority Records

- 046 Dates (focus on birth and death dates)
- 100 Authorized form of name
- 400 Variant forms of name
- 370 Associated place (use NAF form)
- 372 Field of activity (prefer controlled vocabulary)
- 373 Associated group / Affiliation (use NAF form)
- 374 Occupation
- 375 Gender
- 377 Language (MARC code)
- 378 Fuller form of name
- 670 Sources of information and how the information appeared in that source

RDA authority records

LC control no.: no 00025640

LCCN Permalink: <https://lccn.loc.gov/no00025640>

Descriptive conventions: rda

Personal name heading: Smith, George E. (George Edwin), 1938-

Associated country: United States

Located: Brookline (Mass.)

Address: george.smith@tufts.edu

Birth date: 1938

Field of activity: Education, Higher Philosophy

Fuller form of name George Edwin

Affiliation: Tufts University. Department of Philosophy

Massachusetts Institute of Technology

Harvard University

Rensselaer Polytechnic Institute

Yale University

Profession or occupation: College teachers Philosophy teachers

Found in: Newton's Principia, 1999: p. 1 (George E. Smith, contributor to A guide to Newton's Principia) p. xvi (of Telephone call to author, 4 Apr. 2000: (George Edwin Smith, b. 1938)

The Cambridge companion to Newton, 2016: title page (George E. Smith, Tufts University) back cover (I is Professor of Philosophy at Tufts University. He specializes in the development of evidence in the advar Tufts University, Department of Philosophy web site, May 26, 2016: (George E. Smith, professor ; expert Philosophy Department in 1977.) CV (George Edwin Smith, Brookline Mass ; Education: Yale University Mathematics) 1963-64; Harvard University (grad. Philosophy) 1964-65; Massachusetts Institute of Techn

Associated language: eng

Local repositories (e.g., digital library, institutional repository)

- Principles are the same
- Situation is different; e.g., smaller database
- Decisions
 - Should the name be unique in the local repository or in some other slice of the bibliographic universe? Consider needs for interoperability.
 - If desired, what authority file(s) or databases should be used/consulted?
 - LC Name Authority File
 - VIAF – Virtual International Authority File
 - ISNI portal – International Standard Name Identifier
 - ORCID
 - Campus directory
 - How will local decisions be documented?

Q&A and Discussion

- Question
- Tips from audience

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