

Update Information
2011 Update Number 3

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
E4	Label Placement (Call/Shelf Number; Item Barcode): Books	New.
Z1	Name and Series Authority Records	1XX - Revised to inform catalogers that Library and Archives Canada (LAC) will now align with LC policy in tagging and qualifying headings for parks and forests. Includes guidelines on how to implement this change.
Z1	Name and Series Authority Records	670 - Revised to add guidelines on how to convert and now represent data from non-active MARC fields (e.g., 664, 665, 666) in active 670 fields.

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B5.5.8 Writing Data in Item/Insuring LCCN.

[Revision 09June11]

Previously, at the time of cataloging, certain kinds of data were written (called "dotting" or "marking") in a resource:

- 1) to assist BCCD in preparing instructions for the binder indicating the information to be provided on the spine;
- 2) to assist in the shelflisting process, particularly in cases of resources in nonroman scripts;
- 3) to assist in shelving uncuttered scores.

The increased use of technology, the implementation of spine labeling in cataloging sections, and changes in the approach to shelflisting, have reduced the need to write data in a resource to a minimum. Resources processed entirely within a cataloging section/division generally do not need any data written in a resource. Resources requiring processing in BCCD for binding need data added in certain cases. Use the following guidelines for resources processed within a section/division and those forwarded to BCCD:

a. Volume number. If a book is unnumbered but volume numbering has been assigned by the cataloger, write in pencil the assigned volume number on the title page enclosed within square brackets.

b. Nonroman script paper bounds. For paper bound publications in nonroman scripts forwarded to BCCD for binding, write in pencil on the title page:

- 1) the volume number, if a multipart monograph is involved (including the last volume of an open entry now being closed);
- 2) the date of publication in Western-style arabic numerals on the lower portion of the title page.

c. Uncuttered scores. Double dot the main entry on the title page when necessary for disambiguation. This is to indicate sub-arrangement to shelving staff without their having to consult the bibliographic record.

d. LCCN. Insure that the LCCN used in the bibliographic record appears on the verso of the title page, either printed in the book or on an LCCN barcode label pasted in the book. In the absence of an LCCN in one of these forms, write it in in pencil. Do this for all single part items and for the earliest volume of any group of multipart volumes being processed together.

e. Other information.

- 1) **Added volumes.** Apply DCM B5.5.8 a-d above.

2) **Not in LC.** Do not mark in any way loan resources or resources which are "Do not acquire."

3) **Rare books.** For the instances in which data are written in rare books, the USAN Rare Materials Section follows internal section procedures. Note, however, that books destined for Rare Book Reference (HR field 852 \$b = r-RareBk) are marked according to guidelines in DCM B.5.5.8.

4) **Nonprint resources.** Do not mark the container or provide other information for nonprint resources.

5) **Serials.** Staff cataloging serials follow the guidelines at: <http://www.loc.gov/staff/idt/ABAW-P/> in the section for "Serials," and the sub-section "Serials: Holdings & Check-in Documentation."

f. *Summary table.*

Action	New Bibliographic Record Being Completed					Added Volumes			
	Binding not involved	Binding involved	Paperbound item in non-roman script to BCCD for binding	Item is uncut-tered score	Do not acquire	Binding not involved	Binding involv-ed	Paperbound item in non-roman script to BCCD for binding	Item is uncut-tered score
Dot main entry?	no	no	no	yes, when needed to disambiguate	no	no	no	no	yes, when needed to disambiguate
Write vol. number on t.p. (in brackets if assigned by cataloger)?	yes, if vol. no. is assigned by cataloger	yes, if vol. no. is assigned by cataloger	yes, if a multipart item is involved (including last vol.) yes, if vol. no. is assigned by cataloger	yes, if vol. no. is assigned by cataloger	no	yes, if vol. no. is assigned by cataloger	yes, if vol. no. is assigned by cataloger	yes, if a multipart item is involved (incl. last vol.) yes, if vol. no. is assigned by cataloger	yes, if vol. no. is assigned by cataloger
Write publication date on t.p.?	no	no	yes	no	no	no	no	yes	no

Action	New Bibliographic Record Being Completed					Added Volumes			
	Binding not involved	Binding involved	Paperbound item in non-roman script to BCCD for binding	Item is uncut-tered score	Do not acquire	Binding not involved	Binding involv- ed	Paperbound item in non-roman script to BCCD for binding	Item is uncut-tered score
Insure LCCN on t.p. verso (printed in book, LCCN label, or write in)	yes; all single part items; earliest vol. of group of multipart vols. being processed together	yes; all single part items, earliest vol. of group of multipart vols. being processed together	yes; all single part items, earliest vol. of group of multipart vols. being processed together	yes; all single part items, earliest vol. of group of multipart vols. being processed together	if CIP or EPCN, LCCN usually printed in book, otherwise no (ignore preprinted LCCN, if any)	yes; earliest vol. of group of multipart vols. being processed together	yes; earliest vol. of group of multipart vols. being processed together	yes; earliest vol. of group of multipart vols. being processed together	yes; earliest vol. of group of multipart items being processed together

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

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

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

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

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

With the spine to the left, affix the label (including an MLC label) on the upper left quadrant of the cover ½ inch to the right of the spine and ½ inch from the top in all cases even when there is room for the label on the spine.. This is so that for books that are bound, the label is still visible after binding. Use this position to insure consistent placement of the call/shelf number label regardless of the direction in which the text reads.

E4.2 ITEM BARCODE PLACEMENT

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

http://www.loc.gov/staff/ils/user_tips/barcodes2.pdf

To quote from that document:

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

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

DESCRIPTIVE CATALOGING MANUAL
Labeling (Call/Shelf Number; Item Barcode): Books

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August 2011

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1XX Headings

General

When modifying an authority record for another reason, delete a final mark of punctuation in the 1XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

Note: in order to minimize the impact of database maintenance with associated bibliographic records and/or name/title authority records catalogers are urged to refrain from making unnecessary changes to 1XXs.

NARs

Canadian Headings

Through a cooperative agreement between the Library of Congress (LC) and Library and Archives Canada (LAC), efforts will be made to keep the LAC and LC/NACO Authority File in synch as much as possible. When creating an authority record for the LC/NAF for a name found on Canadian imprints, both personal and corporate names may be accepted from information found in Canadian CIP data or access points on current LAC bibliographic records without further searching. LC and LAC strive to harmonize usage of personal name headings, but all headings for Canadian corporate bodies used in current cataloging must be in the LAC authorized form except in the cases noted below. Uniform titles and series are not covered by the agreement. LCRI 23.2 contains more information for formulating Canadian geographic names.

When the LAC heading is found in Canadian CIP data or access points on current LAC bibliographic records, use the LAC heading to create an NAR unless modifications are called for by NACO procedures as stated below. Add/keep all references found in the LAC authority record even if the LAC 670 does not provide any justification. When the name to be established is not found in these sources, search the LAC name authority file in the VIAF <http://viaf.org> and proceed according to the guidelines below. Note that catalogers may choose to continue to search via AMICUS or by using the Canadiana database at: <http://collectionsCanada.gc.ca/canadiana-authorities/index/index?lang=eng>

Personal Names:

Search the LAC name authority file in VIAF to find the LAC authorized form. When an authorized LAC heading is found, use the LAC form to create an NAR unless modifications are called for by NACO procedures as stated below. Add a 670 citation "LAC in VIAF" with the usual conventions for 670 citations of source information found in databases.

LC catalogers will create an LAC authority record based on the resource being cataloged and verify the name in VIAF, according to the guidelines in the DCM Z1 *Appendix for LC Staff*.

PCC catalogers will either import the LAC authority record to their local file or create a new NAR using copy and paste methods assuring that all elements in the NAR meet LC/NACO parameters for the creation of personal names.

In the event that a Canadian personal name conflicts with an established name in the LC/NAF make the appropriate modifications to assure uniqueness and record the LAC form in a 670 citation.

When an authorized form of the name is not found in VIAF, establish the name based on the information found in the resource being cataloged according to normal NACO procedures. Cite the VIAF search in a 675 field.

Corporate Names:

Search the LAC name authority file in VIAF to find the LAC authorized form. When an authorized LAC heading is found, use the LAC form of name (including punctuation) except in the following cases:

- LAC practice is to establish separate English and French headings for corporate entities whenever possible. LC/PCC policy is to use the English form, except for Québec corporate names, which should be established in French, following the guidelines in LCRI 24.1. *Canadian Headings*.
- LAC establishes individual meeting name headings for named ongoing conferences. LC/PCC catalogers should use the heading without the parenthetical qualifier following the guidelines in LCRI 24.7B. *Additions*.

Note:

- LAC treats the Religious Society of Friends as a corporate body and establishes "meetings," etc. subordinate to "Society of Friends." LC/PCC practice is to establish "Society of Friends" as a subject heading and establishes "meetings," etc., directly under their own name. It is not necessary to contact LAC for verification of these entities; establish these meeting names according to NACO procedures.
- As of May 2011 LAC will apply LCRI 24.1. *Forests, Parks, Preserves, etc.* to Canadian parks and forests when LC/PCC catalogers need these as descriptive access points. Continue to search for the LAC authorized form. If a heading is found adjust the heading to comply with LCRI 24.1. Notify LAC that the heading has been adjusted in the same manner as notifying LAC when a new heading is created by using the form at:

<http://www.loc.gov/catdir/pcc/naco/LAC-nacohdgform.html>

- Canadian First Nation names are considered corporate names (110); accept the LAC coding and do not establish as jurisdictions (151s).

When an authorized form for a Canadian corporate heading is not found in VIAF, both LC and PCC catalogers should create and contribute an NAR based on the information found in the resource being cataloged and then contact LAC for verification of the Canadian corporate name by using the Web form found at: <http://www.loc.gov/catdir/pcc/naco/LAC-nacohdgform.html>

LAC will respond directly to the cataloger requesting the verification and either confirm, or suggest modifications to meet LAC specifications.

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.

When creating an SAR for an entity already represented by an existing NAR, either cancel the NAR or convert the NAR to an SAR.

When trying to decide if a publication is a series or a multipart item, consult the "Multipart Item vs. Series" guidelines in LCRI 1.6.

For the title proper of a multipart item, consult AACR2 1.0A2b.

Choosing a monographic series title proper:

(1) If the item in hand has more than one form of series title, consult AACR2 1.6B2 and .0B2 in the AACR2 chapter for the material being cataloged (.0B3 in ch. 3 & 12).

(2) If the item in hand has the series title in more than one language or script on the same source, consult AACR2 1.1D2 and its LCRI.

(3) If the item in hand has series title pages in more than one language and or script and the series title appears on each of the sources in the appropriate language or script, consult AACR2 1.0A3a)ii).

(4) Consider spacing and changes in typography when determining where the series title begins and ends. Also consult AACR2 12.1B3 and its LCRI.

Establishing an SAR heading:

- (1) Determine choice of entry based on chapter 21 of AACR2.
- (2) Exclude from the heading the following information included in the series statement in the analytic bibliographic record:
 - (a) initial article in subfields \$a, \$t, \$n, and \$p;
 - (b) other title information;
 - (c) statement of responsibility;
 - (d) parallel title(s);
 - (e) ISSN;
 - (f) numeric/chronological designations.
- (3) Add a parenthetical qualifier(s) if appropriate according to the guidelines in LCRI 25.5B.
- (4) If you found a CONSER record,
 - (a) do not use a heading from a record in the following categories:
 - 010 prefix is "cf"
 - 010 prefix is "cn" and 040 \$b is "fre"
 - (b) use the choice and form of entry on records with 042 code of **lc**, **lcd**, or **pcc** as the heading unless there is a clear-cut error. An error in form of qualifier may be corrected; choice of qualifier is accepted as found. If you are not a CONSER participant, notify the CONSER Coordinator (lhaw@loc.gov) if an error is discovered; use the correct heading on the SAR.

670 Source Data Found

This 670 section covers the following topics:

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

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 heading, that justify the choice of the name used as the 1XX heading and references to it, and that clarify relationships between it and other headings in the file.

Functions of the 670 field:

- ◆ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references
- ◆ 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 name headings)
- ◆ 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 headings
- ◆ 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 headings and misattributions
- ◆ To support machine manipulation based on algorithms using information in the 670

Note that the examples given throughout the following text have different 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 heading 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.

Note that it is not always 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.

By exception, a 670 field (rather than a 675 field) may be provided with the phrase (name not given) or (title not given) in the subfield \$b if/when the name or title in the 1XX is not available in the work being cataloged. This information will help reduce ambiguity and provide other catalogers with clues to the identity of the author by citing the work that generated the need for the heading (e.g., title of work, publication date) as described below. For all citations other than that for the work being cataloged that lack information about the 1XX, use field 675.

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 an indication of the main entry of the work, which may also be abbreviated, or in a NAR be replaced by a pronoun; if the main entry is the same as the title proper plus a qualifier, give the uniform title main entry 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 items. 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.

not 670 \$a The Verdict, Feb. 1975: \$b t.p. ([data])
 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])
not 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-leafs).

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. LCRI 1.0E) any characters found in the MARC code table at: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File. Note that LC catalogers will generally continue to substitute the letters ‘p’ and ‘c’ rather than use the phono copyright or copyright symbols when transcribing publication, distribution, etc., dates in 670 \$a.

- (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). For numbered multipart items, include the volume number of the item with the specific location. If the heading is being established 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 heading (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 heading or references in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction Page 2 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 (AACR2 rule 25.15A2) or a subject compilation of laws (AACR2 25.15A1), 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' compensation law of the state of
North Carolina) citation title, p. 49 (The North Carolina
Workers' Compensation Act)
```

For corporate headings, include in the data cited all the hierarchy required to justify needed references, but do not include elements irrelevant to the particular heading being established, e.g., 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 expression 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/later name or title is found in the same source as the name or title in the heading, give all the information in the 670 field; do not separate the information about the earlier/later name or title and give it in a 675 field.

```
670 $a Strafvollzug, 1985 $b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium Nordrhein-
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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 references, 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, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in 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 resources used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), if appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in the 670 citation to link to the cited resource if it contains significant information related to the established heading 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 heading or references (this information will continue to be available if the site changes or disappears). Do not provide URIs for general reference sources and/or web-based reference sources that are included in the LCRI (e.g., Contemporary Authors online, GNIS, GEOnet). If a URI is included, it must be given in subfield \$u.

670 \$a British Oceanographic Data Centre, 23 Nov. 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 [Apr. 5] 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.:
СЕРВАНТЕССААВЕДРА, МИГЕЛЬДЕ, 1547-1616)

Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the abbreviated forms for months given in AACR2 Appendix B.15. (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.

Justifying references

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

- (1) References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.
- (2) References made on the basis of the cataloger's awareness of different romanizations or orthographies.
- (3) Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.
- (4) References made on the basis of information from the Library and Archives, Canada (cf. DCM Z1 1XX).
- (5) References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (6) References made on the basis of information from the British Library as part of the English Short Title Catalogue project.
- (7) Optional references from 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 permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. 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/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 heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading 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.

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 headings 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 formulation of the heading. If the established heading 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 headings. 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

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, distribution, etc., area and from series statements. Headings 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, distribution, etc. area or in an unquoted note; normally, there is not a 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 form used for the heading.

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 a heading is found in other manual catalogs or online databases, 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])
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 heading. Retain the phrases “[conventional],” “[language],” etc., when

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

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 miagkii 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; ADMD, 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]; Genève [native], PPL, 46¹²'N 6¹⁰'E; variants: Ginevra, Genf)
- or* 670 \$a BGN \$b (Genève [French], Geneva [conventional]; POPL, 46¹²'N 6¹⁰'E)
- 670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form = Cambridge]; ADM1, 52¹²'N 0⁰⁷'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 (_____)

