

To: Joint Steering Committee for Development of RDA

From: Deirdre Kiorgaard, Chair, JSC

Subject: RDA: Resource Description and Access Sections 2-4, 9 – Constituency Review of December 2007 Draft

At the October 2007 meeting the JSC agreed on a new organization for RDA. For an explanation of the move to the new organisation of RDA see A New Organization for RDA <http://www.collectionscanada.ca/jsc/rda-new-org.html>. For an overview of RDA see the revised RDA Prospectus <http://www.collectionscanada.ca/jsc/rdaprospectus.html>. In addition, a mapping of previously issued drafts to the new RDA structure can be found at the end of this cover letter.

The JSC now invites comments on the attached draft, which consists of the following:

- This cover letter, which includes guidelines for commenting on the Draft, background information on the Draft, and some composite examples.
- Drafts of the following chapters of RDA – Resource Description and Access:

Note: In terms of the previous organization of RDA drafts, these draft chapters correspond to Part B: Access Point Control.

Section 2: *Recording attributes of work and expression*

- Chapter 5: General guidelines on recording attributes of works and expressions
- Chapter 6: Identifying works and expressions

Section 3: *Recording attributes of person, family, and corporate body*

- Chapter 8: General guidelines on recording attributes of persons, families, and corporate bodies
- Chapter 9: Identifying persons
- Chapter 10: Identifying families
- Chapter 11: Identifying corporate bodies

Section 4: *Recording attributes of concept, object, event, and place*

- Chapter 16: Identifying places

Section 9: *Recording relationships between persons, families, and corporate bodies*

- Chapter 29: General guidelines on recording relationships between persons, families, and corporate bodies
 - Chapter 30: Related persons
 - Chapter 31: Related families
 - Chapter 32: Related corporate bodies
- Drafts of the following appendices of RDA – Resource Description and Access:
 - Appendix F: Additional instructions on names of persons
 - Appendix G: Titles of nobility, terms of rank, etc.
 - Appendix H: Conversion of dates to the Gregorian calendar

Instructions for Submitting Formal Comments on this Draft

The [Statement of policy and procedures for JSC](#) outlines the formal consultation process for the development of RDA.

During the period between now and the release of RDA in 2009, it will be essential for the JSC to balance community input with the need for RDA to be ready for publication within a reasonable timeframe. Your JSC representative will be able to advise you on the types of comments that are appropriate at this stage of the development of RDA. Changes that are not considered essential to achieve the goals outlined in the [Strategic Plan for RDA 2005-2009](#) may be addressed after the first release of RDA. You can assist by noting in your comments those issues which you consider essential to resolve in order to achieve the stated goals of RDA.

Information specific to the formal process of commenting on this draft is given below. In addition to making formal comments on the Draft, you are also invited to discuss the draft informally (see RDA Discussion List below).

Type of comments requested

In 'Background to each section of the draft' below, the JSC has invited comments on some issues as indicated in *bold italics*.

Comments are also invited on the following general issues:

- **Consistency:** In preparing the draft, efforts have been made to ensure that the guidelines and instructions are formulated in a consistent manner. The JSC would appreciate your help in identifying any inconsistencies or any conflicts that might exist between one instruction and another in this draft.
- **Clarity:** The JSC and the Editorial Team have tried to ensure that the guidelines and instructions in the Draft are presented clearly and unambiguously, in plain English. We would appreciate your help in identifying any specific guidelines or instructions that need to be expressed more clearly, and in providing suggestions for alternative wording.

In order to facilitate the JSC's discussion, please provide all comments on the content of specific instructions in a single sequence, regardless of whether or not they are in response to questions raised in this cover letter.

When making comments on this Draft, please keep in mind:

- *Web-based product.* RDA is being developed as a web-based product, with the kinds of features you would expect in an online tool. The structure and style of the Draft are designed to function in a web-based environment, in which text is not necessarily read in a linear fashion. Text is repeated where needed to support a hyperlink reference structure and to allow individual instructions to be displayed on their own. In addition, various

views of RDA will be available by setting appropriate display options. Please remember these features when reviewing this Draft.

- *Proofreading.* The Draft will undergo thorough line editing and copy editing when all the substantive issues have been resolved.

How to make comments

Comments from within countries represented on the JSC should be submitted as follows:

In Australia: contact the ACOC representative to the JSC, Deirdre Kiorgaard at dkiorgaa@nla.gov.au

In Canada: contact the CCC Secretariat at ccc-l@lac-bac.gc.ca

In the United Kingdom: contact the CILIP/BL Secretary, Katharine Gryspeerdt at Katharine.Gryspeerdt@bl.uk

In the United States: use the web form at <http://www.libraries.psu.edu/tas/jca/ccda/>.

Comments from within the Library of Congress may be submitted to the LC representative to the JSC, Barbara Tillett at btil@loc.gov

Comments from stakeholders outside of these countries and from international groups can be submitted to the JSC Secretary, Nathalie Schulz at N.Schulz@btopenworld.com.

If you are (or might be) represented by more than one organization, or more than one subcommittee of an organization, please select a single channel for providing your comments.

Deadline for comments

The JSC representatives are asked to submit their formal constituency responses by **March 17, 2008**. Each constituency committee will set its own internal deadlines for comments in the lead up to March 17.

Those not represented by the JSC are asked to submit their comments by the same date.

Any comments received on the draft, will be discussed at the JSC meeting in April 2008.

RDA Discussion List

RDA-L is a forum for discussion that will allow contributors to share their thoughts on RDA. The list is not part of the formal mechanism for commenting on the draft of RDA. To join the list, and to view archive files, see:

<http://www.collectionscanada.ca/jsc/rdadiscuss.html>

Background to the draft as a whole

The JSC offers the following background information on this draft.

RDA is intended to be consistent with the Functional Requirements for Bibliographic Records (FRBR); the Functional Requirements for Authority Data (FRAD) and the Statement of International Cataloguing Principles being developed by IFLA's IME ICC (see http://www.imeicc5.com/download/Statement_draft_Nov_5_2007_with_IME_ICC5_recommendations_m.pdf). Any intentional differences between RDA and these models and principles are noted below.

One long term aim of RDA is to achieve an effective level of alignment between RDA and the metadata standards used in the museum and archives communities (see Strategic plan for RDA 2005-2009 <http://www.collectionscanada.ca/jsc/stratplan.html>). The JSC welcomes comments from these communities on this draft.

Internationalization

A number of changes have been made to instructions originating from AACR2 to make them more suitable for adoption worldwide. References to the English language in the instructions have been replaced by the phrase "the language and script preferred by the agency creating the data". In addition, references to "non-roman" script have been removed.

Abbreviations

The decisions of the JSC on the RDA Appendices Group's recommendations on the use of abbreviations for persons, families, corporate bodies, places, and works, etc., are given in [5JSC/Chair/9/Chair follow-up/5](#). The use of abbreviations is generally avoided in RDA data in favour of the use of the word they represent.

Examples

Examples in the draft include only the element addressed by the instruction preceding the example.

In some cases it has not been possible to reproduce diacritics used in transliteration. In these cases, double-underlining has been used in this draft, e.g. at 6.2.2.1.1. The correct diacritics will be included in the full draft issued in July 2008.

Section 8: Recording relationships between works, expressions, manifestations, and items

Section 8 on recording relationships between works, expressions, manifestations, and items has not been included in this draft. This is because the JSC has not completed its discussion of the comments received on the June 2007 Part A, Chapter 7 (Related resources). Section 8 will be available for review with the full draft of RDA in July 2008.

Appendix E: Record syntaxes for access point control data

This Appendix will be included in the full draft of RDA in July 2008. Examples of access points in RDA show the punctuation as it will be specified in the Appendix.

Background to each section of the draft

Included in the background below for each section are: notes on the scope of each section when the entire section has not been released with this draft, background to JSC decisions on specific issues, and notes on changes to AACR2 instructions.

The JSC intends that RDA's instructions for the construction of access points be consistent with RDA's stated objectives and principles (<http://www.collectionscanada.ca/jsc/working2.html#rda-objectives>). Instructions that have been identified as needing further review of their conformance with RDA's stated objectives and principles are indicated by the heading "RDA instructions requiring further review by the JSC" under the appropriate section below. These instructions will be reviewed by the JSC prior to issuing the full draft of RDA in July 2008. As these instructions may change following that review, comments on these instructions are not sought at this time.

Application of some RDA instructions would result in differences from the access points constructed according to the equivalent AACR2 instructions. In these cases, the RDA instructions will be identified as candidates for coordinated implementation decisions.

The JSC invites specific comment on the issues indicated below in *bold italics*.

Section 2: Recording attributes of work and expression

Content of the Section

In addition to Chapters 5-6 issued with this draft, Section 2 will contain:

Chapter 7: Describing additional attributes of works and expressions

See the RDA Prospectus (<http://www.collectionscanada.ca/jsc/rdaprospectus.html>) for a summary of the content of this chapter. In the former arrangement of RDA the elements covered in the Section 2, Chapter 7 were covered in Part A, Chapter 4. Chapter 7 will be available for review with the full draft of RDA in July 2008.

Chapter 5: General guidelines on recording attributes of works and expressions

5.2 Functional objectives and principles

The document [5JSC/CILIP rep/1](#) outlined concerns with section 5.2.4 (Forms of Uniform titles) in the IME ICC draft [Statement of International Cataloguing Principles](#). The JSC agreed to submit these concerns (and those included in responses from the constituencies) to the other participants in the IME ICC process. The RDA draft reflects Anglo-American practice based on rules in AACR2.

5.8 Status of preferred access point

The definition for this element is based on that in FRAD. The values at 5.8.0.3.1 and 8.10.0.3.1 are the same as those in the MARC 21 Authority format, field 008, character position 33 - Level of establishment.

Comment is requested on whether these values are adequate.

Chapter 6: Identifying works and expressions

Earlier comments on choice of “primary access point”

Some constituency comments on the June 2006 draft of Part A, chapter 7 are relevant to this chapter, in particular those on the choice of what was referred to in that draft as the primary access point. These comments have not been fully discussed by the JSC and accordingly have neither been accepted nor rejected. Constituencies are asked to resubmit any comments they still feel are relevant in the context of this draft.

Additional instructions for musical works, legal works, religious works, and official communications

The special rules in AACR2 chapters 22-26 have not been incorporated into the general instructions. Generalisation of these instructions will be considered after the first release of RDA.

The JSC has decided that placement of these instructions within chapter 6 is preferable to including them in an appendix.

Identifiers

The ability to record identifiers for works and expressions has been introduced to RDA following the FRAD model (see RDA 6.10 and 6.16). Such identifiers include the International Standard Musical Work Code (<http://www.iswc.org/iswc/en/html/Home.html>) and, in future, the International Standard Text Code (ISTC) (<http://www.collectionscanada.ca/iso/tc46sc9/21047.htm>). Control numbers used in authority records can also be used as identifiers for the work or expression represented by that record.

Advice is requested on which identifiers for works and expressions should be required.

6.11 Content type

The instructions for Content type (at 4.2 in the Addendum to RDA Part A - Chapter 4 issued with the March 2007 draft of chapter 3) have been moved to 6.11.

6.24 Preferred title for a legal work

The JSC would prefer, if possible, to avoid the use of “etc.” in access points constructed using the instructions for collective titles “Laws, etc.,” “Treaties, etc.,” and “Protocols, etc.” Two solutions have been put forward: (1) no longer use such collective titles, and (2) define “laws,” “treaties,” and “protocols” to mean the range of resources listed currently in the instructions.

Advice is requested on the use of the abbreviation “etc.” in access points constructed using the instructions for collective titles “Laws, etc.,” “Treaties, etc.,” and “Protocols, etc.” in the instructions in 6.24.

6.28.1.3 General instructions on theological creeds, confessions of faith, etc.

The instructions on theological creeds, confessions of faith, etc., differ from AACR2. AACR2 21.38A referred to denominational bodies, and made distinctions between creeds, confessions of faith, etc. accepted by only one or by more than one denominational body. Application of this AACR2 instruction has proved problematic as it can be difficult to determine if a creed, confession of faith, etc. is accepted by one or by more than one body. The RDA instruction at 6.28.1.3 now refers to “church or denominational body” (per AACR2 21.39A; RDA 6.28.1.4).

Advice is requested on the use whether the distinction between one and more than one body should be retained in 6.28.1.3.

Preferred access points representing manifestations and items

At the October 2007 meeting the JSC discussed whether instructions on constructing preferred access points representing manifestations and items should be included in RDA. The JSC decided that there was no justification for their inclusion. If it is necessary to refer to a related manifestation or item, it is likely that this will be done by means of an identifier or a description. The JSC acknowledges that in this respect RDA will differ from FRAD.

Agreed changes to AACR2 instructions

The draft reflects the following changes to AACR2 instructions as agreed by the JSC:

- According to AACR2 21.7C1, when a compilation lacks a collective title, it is entered under the heading for the first work in the compilation. In RDA separate access points will be constructed for each work in the compilation (RDA 6.1.1.3.4) and the compilation will not be named by the first work.
- In AACR2 the version has been used as an addition to headings for certain sacred scriptures. RDA is extending the use of version as an addition to indicate the expression for other types of works (RDA 6.14).
- In the case of simultaneous publication in the same language under different titles AACR2 25.3C1 prefers the title of the edition published in the home country of the cataloguing agency. In RDA, the choice of the preferred title is based on the title of the manifestation first received (RDA 6.2.1.3.1).
- AACR2 25.5C1 uses “Polyglot” as an addition to the uniform title if an item is in three or more languages. RDA specifies naming each of the languages as an addition to the access point when a single expression of a work involves more than one language (see RDA 6.13.0.4.1). When there are multiple language expressions of the same work RDA specifies creating a separate access point for each language expression (see RDA 6.13.0.6).
- “Selections” will no longer be added to the preferred access point for the whole work when the resource being described consists of three or more unnumbered or non-consecutively numbered parts of, or extracts from, a work (AACR2 25.6B3). The RDA instruction is to create access points for each of the parts/extracts, and/or to use only the preferred access point representing the work as a whole (RDA 6.2.6.3). In addition, AACR2 25.9A specified use of “Selections” as a collective uniform title. See RDA 6.2.7.3 for instructions on compilations of two or more selected works.
- There is an alternative at RDA 6.1.1.2.2 to include the name of more than one collaborator in the access point representing the collaborative work.
- Preferred titles for parts of the Bible (AACR2 25.18A, RDA 6.29.7).
 - The Old and New Testaments are referred to by their spelled out forms, not the existing AACR2 abbreviations “O.T.” and “N.T.”
 - Preferred access points for individual books of the Bible position the name of the book immediately following “Bible” rather than interposing the name of the appropriate Testament.
 - Preferred access points in the form “Bible. Old Testament”, “Bible. New Testament”, and “Bible. Apocrypha” are used to identify those groupings of the Bible as aggregate works.

Further changes to uniform titles for the Bible will be considered after the first release of RDA.

- Access points representing treaties, etc., between national governments (AACR2 21.35A, RDA 6.23.1.14). Treaties are considered collaborations, and accordingly the first part of the access point representing the work (the AACR2 “main entry”) is the corporate body named first on resources embodying the treaty, or in reference sources, or if these are inconsistent, the one named first on the first received.
- Statements of responsibility and introductory phrases that are part of the title will no longer routinely be omitted from preferred titles (AACR2 25.3B; RDA 6.2.1.2). However, the title proper of the original edition is used as the preferred title, and accordingly the instructions in 2.3.0.4-5 will apply.

Section 3: Recording attributes of person, family and corporate body

Identifiers

The ability to record identifiers for persons (RDA 9.19), families (RDA 10.10), and corporate bodies (RDA 11.12) has been introduced to RDA following the FRAD model. In future, such identifiers may include the International Standard Party Identifier (ISPI) <http://www.collectionscanada.ca/iso/tc46sc9/27729.htm>. Control numbers used in authority records can also be used as identifiers for the person, family or corporate body represented by that record.

Advice is requested on which identifiers should be required.

Chapter 8: General guidelines on recording attributes of persons, families, and corporate bodies

8.2 Functional objectives and principles

The user tasks at 8.2.1 differ in terminology, but not in intent from those in FRAD. The difference is that those in RDA are written from the perspective of the users of the catalogue.

The instructions in the draft differ from those in the IME ICC draft [Statement of International Cataloguing Principles](#) with regard to the order of preference when choosing the form of name for persons, etc. The JSC will submit comments on this to the IME ICC in December 2007.

Use of “Subdivision”

The word “subdivision” has been used throughout Sections 2 and 3 to replace the AACR2 term “sub-heading”.

8.10 Status of preferred access point

The definition for this element is based on that found in FRAD. The values at 5.8.0.3.1 and 8.10.0.3.1 are the same as those in the MARC 21 Authority format, field 008, character position 33 - Level of establishment.

Comment is requested on whether these values are adequate.

Agreed changes to AACR2 instructions

- This sentence from AACR2 22.1D2 has been deleted from RDA 8.5.4.1: “Omit a hyphen that joins one of a person’s forenames to the surname.”
- AACR2 24.1A currently says: “Do not leave a space between a full stop, etc., and an initial following it.” This rule is contrary to the existing practice of NACO libraries for personal names, which is to add spaces after the full stops. The current practice has been written into the instructions for personal names and families, and the provisions of 24.1A have been included in the instructions on corporate bodies (see RDA 8.5.5).

Chapter 9: Identifying persons

9.4 Date associated with the person

Although FRAD only has one attribute “Date associated with the person”, in RDA the dates associated with a person have been broken into sub-elements of “Date of birth”, “Date of death”, and “Period of activity”. Separate sub-elements will allow flexibility in machine processing of the data for indexing and display.

9.8 Gender

Is the list of values at 9.8.0.3.1 adequate?

Internationalization of RDA

To assist in the internationalization of RDA, we invite suggestions for additional titles of nobility, terms of rank, etc., that are not covered in the following instructions:

- Appendix G Titles of nobility, terms of rank, etc. (referred to at 9.2.10.1.3)
- 9.2.11 Titles in the United Kingdom peerage that include a territorial designation
- 9.5.0.5 Titles of nobility – Footnote 16
- 9.5.0.8 Other persons of religious vocation

Agreed changes to AACR2 instructions

- The instruction at AACR2 26.1H has been omitted from RDA 9.3.0.3, 10.3.0.3 and 11.3.0.3 because it is too prescriptive: “Do not make a reference if the reference is so similar to a heading (name and/or title) or to another reference as to be unnecessary.”
- AACR2 22.18A lists a number of cases where the fuller form of the name is not added to a heading, i.e., “unused forenames to headings that contain forenames: initials of names that are not part of the heading; unused parts of surnames to headings that contain surnames.” These restrictions have been deleted from the corresponding RDA instruction at 9.1.1.4.2.
- The following text from AACR2 22.3C2 has been deleted because it is “case law”: “In case of doubt as to which of two or more languages written in the Arabic script should be used for the romanization, base the choice on the nationality of the person or the language of the area of residence or activity. If these criteria do not apply, choose (in this order of preference): Urdu, Arabic, Persian, any other language.” The corresponding RDA instruction is at 9.2.1.3b.4.
- AACR2 22.B includes specific instructions on choosing the name to be used as the basis for the heading for persons whose works all appear under one pseudonym, those who have established separate bibliographic identities, contemporary authors, and others. The corresponding instructions in RDA on persons with more than one identity have been generalized, and include only one exception (RDA 9.2.4).

- AACR2 is inconsistent as to whether a term of address associated with a person known by a surname only, or with a married woman identified by her husband's name, is an integral part of the name or an addition to the name. RDA will consistently treat these as part of the name (see RDA 9.2.5.4 and 9.2.5.5).
- AACR2 22.15C instructs that other titles or terms associated with persons whose names contain a surname are to be recorded only if they are required to distinguish between two or more persons with the same name and neither dates nor fuller forms of name are available. However, people who use terms such as "Jr." identify themselves this way and users may look for them with the term included. In RDA terms indicating relationship, such as "Jr.", are treated as part of the name (RDA 9.2.5.6.2).
- AACR2 22.19B1 allowed terms of address (e.g., "Rev.", "Sir"), titles of position or office, initials of an academic degrees (e.g., "Ph.D."), and initials denoting membership in an organization to be used as distinguishing terms. In RDA, additions to names are limited to those given in RDA 9.1.1.2. A term indicating profession or occupation is only added for a person whose name consists of a phrase or appellation not conveying the idea of a person. Terms of address are not used as additions to names, but may be included as part of the name when the name consists only of the surname, is for a married woman identified only by her husband's name and a term of address (RDA 9.2.5.1.4), or is part of a phrase consisting of a forename or forenames preceded by a term of address (RDA 9.2.19).

RDA instructions requiring further review by the JSC

- AACR2 rule 22.4B2 (RDA 9.2.5.1.3) contains this provision: "If the first element is a surname, follow it by a comma." This means that a name such as "Chiang Kai-shek" where "Chiang" is the surname is recorded as "Chiang, Kai-shek." The JSC will consider whether to remove the instruction on use of a comma for such names.
- RDA 9.2.14.1.3. AACR2 22.8A1 says a word or phrase denoting place of origin, domicile, occupation, or other characteristics that are commonly associated with a name should be preceded by a comma if the word or phrase is included in the name, e.g. "John, the Baptist". The JSC will consider whether to remove the instruction on use of a comma.
- RDA 9.2.5.4.1. The JSC will consider whether it is more in line with user behavior if names consisting of a surname and a term of address were formulated in direct order, e.g. "Miss Read" instead of the current "Read, Miss".
- RDA 9.2.21.2, 9.2.22.2. Initial articles in phrases used as the names of persons. The JSC will further discuss whether these instructions can be revised to allow the retention of initial articles.
- RDA 9.4. The JSC will re-consider the use of "B.C." and "A.D." with dates. Although it would be more culturally sensitive to use "B.C.E." and "C.E.", dates would still reflect the Christian calendar. The wider issues need to be considered.
- According to AACR2 rule 22.16D1 (RDA 9.5.0.8.1), a title or term of address for a person of religious vocation is to be treated as an addition to the name, not as a part of the name. Similarly, according to AACR2 rule 22.13A (RDA 9.7.0.4.1), the term "Saint" is to be treated as a designation associated with the name, not as a part of the name. The JSC will consider whether these should be considered part of the name when the name consists only of a given name, to be consistent with the treatment of other terms associated with persons known by a given name (RDA 9.2.5).

Chapter 10: Identifying families

Although there are still some unresolved issues (including the “boundaries” of a family), the JSC sees the value of including this chapter in the first release of RDA.

10.4.0.3. Recording type of family

Suggestions are requested for additions to the list of values

Chapter 11: Identifying corporate bodies

Agreed changes to AACR2 instructions

- The instruction at AACR2 26.1H has been omitted from RDA 9.3.0.3, 10.3.0.3 and 11.3.0.3 because it is too prescriptive: “Do not make a reference if the reference is so similar to a heading (name and/or title) or to another reference as to be unnecessary.”

RDA instructions requiring further review by the JSC

- AACR2 24.5C2 (RDA 11.2.0.8.2) requires transposition of corporate names that include an adjectival term or abbreviation indicating incorporation at the beginning of the name. However, there is a question as to whether agencies cataloguing in languages other than English would transpose such terms. The JSC wants to re-consider both this instruction and 24.5C1 (RDA 11.2.0.8.1), which says to remove such terms unless integral to the name.
- RDA 11.2.0.6 Initial articles used in the names of corporate bodies. The JSC will further discuss whether these instructions can be revised to allow the retention of initial articles.

Section 4: Recording attributes of concept, object, event, and place

Content of the Section

Chapter 12 (General guidelines on recording attributes of concepts, objects, events, and places) has not been included in the draft, as it is not needed given the limited scope of Chapter 16 (see below). The full draft issued in July 2008 will only include placeholders for Chapters 12-15 of Section 4. These may be developed further after RDA’s initial release.

Chapter 16: Identifying places

Scope of the chapter

The JSC agreed at the October 2007 meeting that the first release of RDA would cover only those aspects of place names that are covered in AACR2 chapter 23. Because place names are used in RDA as additions to names and as names of jurisdictions, not as entities in their own right, instructions on constructing access points for places are not required within the current scope of RDA. Placeholders have been added at 16.1 to accommodate future guidelines and instructions on constructing preferred and variant access points to represent places. Placeholders have also been given at 16.4 and 16.5 to cover additional attributes of places.

Identifiers

The ability to record identifiers for places has been introduced to RDA following the FRAD model (see RDA 16.6). Control numbers used in authority records can also be used as identifiers for the place represented by that record.

Advice is requested on which identifiers for places should be required.

RDA instructions requiring further review by the JSC

AACR2 23.4C1 (RDA 16.2.4). Places in Australia, Canada, Malaysia, the United States, the U.S.S.R., and Yugoslavia are currently treated differently from other places. The JSC has agreed that the ultimate goal will be to make these provisions consistent. Two options for promoting consistency will be examined after the first release of RDA: applying these instructions to other federated states, or no longer having an exception for these places.

Section 9: Recording relationships between persons, families, and corporate bodies**Chapter 29: General guidelines on recording relationships between persons, families, and corporate bodies**

The Relationship designator (29.5) corresponds to the attribute of the same name within FRAD. A controlled list of values will be developed and included in Appendix L. The relationship designator can be used as applicable when recording relationships between persons, families and corporate bodies. Further information to clarify or elaborate on the relationship can be given in an explanatory reference, i.e. the Explanation of relationship (30.2, 31.2, and 32.2).

Appendices F-H

At the October 2007 meeting the JSC decided some text would be better placed in appendices due either to its length or limited application.

Composite examples

RDA provides instructions on how to record data that can be applied independently of any particular encoding. Guidelines and instructions relating to the presentation of data according to selected standards, including MARC 21, will be provided separately in appendices.

Within that context, the following examples have been provided to assist in understanding this draft. They illustrate RDA elements created using the instructions in the attached chapters. These examples give a more complete picture of how the elements will come together.

For each resource, the data elements have been shown in two ways:

- *A list of the data to be recorded* (labelled “RDA elements with instruction number”, and divided into required and optional elements).

Note: The optional elements are arranged in order by RDA instruction number; this is not intended to indicate the order in which the data would be created, stored or displayed to the user.

- *A presentation using MARC encoding* (labelled “RDA elements in MARC 21 coding”).

Note: Not all of the RDA elements listed can currently be encoded in the MARC authority format. Issues relating to the encoding of RDA data in MARC 21 are the subject of a discussion paper for MARBI issued in December 2007

(<http://www.loc.gov/marc/marbi/2008/2008-dp04.html>).

A. Personal names

RDA elements with instruction number	
<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred name for the person (9.2)	Coetzee, J. M.
Date of birth (9.4.1)	1940
Identifier for the person (9.19)	Library of Congress Control Number: n 83166192
<i>Optional RDA elements</i>	<i>Data recorded</i>
Source consulted (8.12)	In the heart of the country, 1977: title page (J.M. Coetzee)
Source consulted (8.12)	Медленный человек, 2006: title page (Дж. М. Кутзее)
Source consulted (8.12)	Wikipedia, Dec. 3, 2007 (John Maxwell “J.M.” Coetzee; born 9 Feb. 1940) Russian site (Джон Максвелл Кутзее) http://en.wikipedia.org/wiki/J.M._Coetzee
Alternative linguistic form of name (9.3.7)	Кутзее, Дж. М.

RDA elements with instruction number	
<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred name for the person (9.2)	Coetzee, J. M.
Date of birth (9.4.1)	1940
Identifier for the person (9.19)	Library of Congress Control Number: n 83166192
<i>Optional RDA elements</i>	<i>Data recorded</i>
Source consulted (8.12)	In the heart of the country, 1977: title page (J.M. Coetzee)
Source consulted (8.12)	Медленный человек, 2006: title page (Дж. М. Кутзее)
Source consulted (8.12)	Wikipedia, Dec. 3, 2007 (John Maxwell “J.M.” Coetzee; born 9 Feb. 1940) Russian site (Джон Максвелл Кутзее) http://en.wikipedia.org/wiki/J.M._Coetzee
Alternative linguistic form of name (9.3.7)	Кутзее, Дж. М.

Alternative linguistic form of name (9.3.7)	Кутзее, Джон Максвелл
Alternative linguistic form of name (9.3.7)	Kutzee, Dzh. M.
Alternative linguistic form of name (9.3.7)	Kutzee, Dzhon Maksvell
Other variant name (9.3.8)	Coetzee, John Maxwell
Gender (9.8)	male
Place of birth (9.9)	Cape Town, South Africa
Source of information on place of birth (9.9)	Nobel Foundation WWW site, Dec. 3, 2007 http://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html
Place of residence (9.12)	Australia
Source of information on place of residence (9.12)	Nobel Foundation WWW site, Dec. 3, 2007 http://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html
Language of the person (9.15)	English
Source of information on language of the person (9.15)	Nobel Foundation WWW site, Dec. 3, 2007 http://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html
Field of activity of the person (9.16)	Writer, translator, literature professor
Source of information on language of the person (9.16)	Nobel Foundation WWW site, Dec. 3, 2007 http://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html
Biographical information (9.18)	Coetzee is an author and academic who was born in Cape Town, South Africa. From 1968 to 2000, he taught at the University of Cape Town and also at universities in the United States. He emigrated to Australia in 2002. He was awarded the Nobel Prize for Literature in 2003.
Source of biographical information (9.18)	Nobel Foundation WWW site, Dec. 3, 2007 http://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html

RDA elements in MARC 21 coding

RDA Required elements are given in bold.

<p>010 ## \$an 83166192</p> <p>100 1# \$aCoetzee, J. M., \$d1940-</p> <p>400 1# \$aCoetzee, John Maxwell,\$d1940-</p> <p>400 1# \$aКутзее, Дж. М.,\$d1940-</p> <p>400 1# \$aКутзее, Джон Максвелл,\$d1940-</p> <p>400 1# \$aKutzee, Dzh. M.,\$d1940-</p> <p>400 1# \$aKutzee, Dzhon Maksvell,\$d1940-</p> <p>670 ## \$aIn the heart of the country, 1977:\$btitle page (J.M. Coetzee)</p> <p>670 ## \$aМедленный человек, 2006:\$btitle page (Дж. М. Кутзее)</p> <p>670 ## \$aWikipedia, Dec. 3, 2007\$b(John Maxwell “J.M.” Coetzee; born 9 Feb. 1940) Russian site (Джон Максвелл Кутзее)\$uhttp://en.wikipedia.org/wiki/J.M._Coetzee</p>

- 670 ## \$aNobel Foundation WWW site, Dec. 3, 2007\$b(J.M. Coetzee; John Maxwell Coetzee; born in Cape Town, South Africa, 9 Feb. 1940)\$uhttp://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html
- 678 0# \$aCoetzee is an author and academic who was born in Cape Town, South Africa. From 1968 to 2000, he taught at the University of Cape Town and also at universities in the United States. He emigrated to Australia in 2002. He was awarded the Nobel Prize for Literature in 2003. Additional biographical information may be found at
\$uhttp://nobelprize.org/nobel_prizes/literature/laureates/2003/coetzee-bio.html

B. Family names**RDA elements with instruction number**

<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred name for the family (10.2)	Carter
Type of family (10.4)	family
Date associated with the family (10.5)	1858-1924
Place associated with the family (10.6)*	Virginia
Identifier for the family (10.10)**	
<i>Optional RDA elements</i>	<i>Data recorded</i>
Source of information on date associated with the family (10.5)	Finding aid: Carter family. Papers, 1858-1924; Houghton Library, Harvard University: http://nrs.harvard.edu/urn-3:FHCL.Hough:hough00200
Source of information on place associated with the family (10.6)	Finding aid: Carter family. Papers, 1858-1924; Houghton Library, Harvard University: http://nrs.harvard.edu/urn-3:FHCL.Hough:hough00200
Family history (10.9)	The Carter family was an African-American family who were slaves on the Warner plantation in Gloucester County, Virginia, and went on to live in the Richmond, Virginia area after the Civil War.
Source of information on family history (10.9)	Finding aid: Carter family. Papers, 1858-1924; Houghton Library, Harvard University: http://nrs.harvard.edu/urn-3:FHCL.Hough:hough00200

*Place associated with the family is required as it is needed to distinguish the access point.

**Although listed as a required element, there is none available to record.

RDA elements in MARC 21 coding

RDA Required elements are given in bold.

100 3# \$aCarter (Family : Virginia),\$d1858-1924
 670 ## \$aFinding aid: Carter family. Papers, 1858-1924; Houghton Library, Harvard University\$u<http://nrs.harvard.edu/urn-3:FHCL.Hough:hough00200>
 678 0# \$aThe Carter family was an African-American family who were slaves on the Warner plantation in Gloucester County, Virginia, and went on to live in the Richmond, Virginia area after the Civil War.

C. Corporate body names**RDA elements with instruction number**

<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred name for the corporate body (11.2)	International Business Machines Corporation
Identifier for the corporate body (11.12)	Library of Congress Control Number: n 79142877
<i>Optional RDA elements</i>	<i>Data recorded</i>
Source consulted (8.12)	Annual report of the International Business Machines Corporation for the year ended 1924
Source consulted (8.12)	IBM systems journal, Sept. 1962
Source consulted (8.12)	Sobel, R. I.B.M., colossus in transition, ©1981
Source consulted (8.12)	Standard & Poor, 1984 (International Business Machines Corp.)
Source consulted (8.12)	Supercomputer simulations in chemistry, ©1986: page ii (IBM Corporation)
Source consulted (8.12)	RISC System/6000 PowerPC system architecture, 1994: title page (International Business Machines, Inc.) page ii (International Business Machines Corporation)
Acronym/ Initialism / Abbreviated form (11.3.2)	IBM
Acronym/ Initialism / Abbreviated form (11.3.2)	I.B.M.
Other variant name (11.3.5)	International Business Machines Corp.
Other variant name (11.3.5)	IBM Corporation
Other variant name (11.3.5)	International Business Machines, Inc.
Type of corporate body (11.6)	other
Address of the corporate body (11.9)	1 New Orchard Road, Armonk, N.Y. 10504-1722 United States
Source of information on address (11.9)	IBM website, Dec. 3, 2007 http://www.ibm.com/contact/us/
Corporate history (11.11)	The company was incorporated in 1911 as the Computing-Tabulating-Recording Corporation. It adopted the current name in 1924. The company headquarters are located at 1 New Orchard Road, Armonk, N.Y. 10504-1722 United States
Source of information on corporate history (11.11)	IBM website, Dec. 3, 2007 http://www.ibm.com/
Related corporate body (32.1)	Computing-Tabulating-Recording Company

Identifier for the related body (32.1)	Library of Congress Control Number: n 92106805
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RDA elements in MARC 21 coding

RDA Required elements are given in bold.

<p>010 ## \$an 79142877</p> <p>110 2# \$aInternational Business Machines Corporation</p> <p>410 2# \$aIBM</p> <p>410 2# \$aI.B.M.</p> <p>410 2# \$aInternational Business Machines Corp.</p> <p>410 2# \$aInternational Business Machines, Inc.</p> <p>510 2# \$wa \$aComputing-Tabulating-Recording Company\$(DLC)n 92106805</p> <p>670 ## \$aAnnual report of the International Business Machines Corporation for the year ended 1924.</p> <p>670 ## \$aIBM systems journal, Sept. 1962.</p> <p>670 ## \$aSobel, R. I.B.M., colossus in transition, ©1981.</p> <p>670 ## \$aStandard & Poor, 1984 (International Business Machines Corp.)</p> <p>670 ## \$aSupercomputer simulations in chemistry, ©1986:\$bpage ii (IBM Corporation)</p> <p>670 ## \$aRISC System/6000 PowerPC system architecture, 1994:\$btitle page (International Business Machines, Inc.) page ii (International Business Machines Corporation)</p> <p>670 ## \$aIBM website, Dec. 3, 2007: \$babout IBM/past, present and future/history of IBM (IBM was incorporated in the state of New York on June 16, 1911 as the Computing-Tabulating-Recording Company (C-T-R); on Feb. 14, 1924, C-T-R's name was formally changed to International Business Machines Corporation) \$uhttp://www.ibm.com/</p> <p>678 1# \$aThe company was incorporated in 1911 as the Computing-Tabulating-Recording Corporation. It adopted the current name in 1924. The company headquarters are located at 1 New Orchard Road, Armonk, N.Y. 10504-1722 United States. A more detailed history of the company may be found at \$uhttp://www-03.ibm.com/ibm/history/history/history_intro.html</p>

D. Conference names, etc**RDA elements with instruction number**

<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred name for the corporate body (11.2)	Olympic Winter Games
Location of conference, etc. (11.4.1)	Vancouver, B.C.
Date of conference, etc. (11.5.1)	2010
Number of a conference, etc (11.7.0.7)	21st
Identifier for the corporate body (11.12)	Library of Congress Control Number: n 2006017550
<i>Optional RDA elements</i>	<i>Data recorded</i>
Source consulted (8.12)	The Vancouver games, 2003: back cover (Vancouver selected by the International Olympic Committee as the site for the 2010 Winter Olympics)
Other variant name (11.3.5)	Winter Olympics (21st : 2010 : Vancouver, B.C.)
Type of corporate body (11.6)	conference
Corporate history (11.11)	Vancouver was selected as the host city for the 2010 Olympic Winter Games on July 2, 2003. The Games will be held from Feb. 12-28, 2010.
Source of information on corporate history (11.11)	Official 2010 Olympic and Paralympic Winter Games Web site, Dec. 4, 2007 http://www.vancouver2010.com/

RDA elements in MARC 21 coding

RDA Required elements are given in bold.

010 ## \$an 2006017550
111 2# \$aOlympic Winter Games\$n(21st :\$d2010 :\$cVancouver, B.C.)
411 2# \$aWinter Olympics\$n(21st :\$d2010 :\$cVancouver, B.C.)
670 ## \$aThe Vancouver games, 2003:\$bback cover (Vancouver selected by the International Olympic Committee as the site for the 2010 Winter Olympics)
670 ## \$aOfficial 2010 Olympic and Paralympic Winter Games Web site, Dec. 4, 2007 \$b(Vancouver 2010 Olympic Winter Games; XXI Olympic Winter Games; Feb. 12-28, 2010)\$u http://www.vancouver2010.com/
678 1# \$aVancouver was selected as the host city for the 2010 Olympic Winter Games on July 2, 2003. The Games will be held from Feb. 12-28, 2010.

E. Work**RDA elements with instruction number**

<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred access point for the person responsible for creating the work (9.1.1)*	Dickens, Charles, 1812-1870
Preferred title for the work (6.2)*	Pickwick papers
Identifier for the work (6.10)	Library of Congress Control Number: n 79107984
<i>Optional RDA elements</i>	<i>Data recorded</i>
Variant title for the work (6.3)	Posthumous papers of the Pickwick Club
Form of work (6.4)	novel
Date of creation (6.5.1)	1836-1837
Source of information for date of creation (6.5.1)	Wikipedia WWW site, Dec. 2, 2007 http://en.wikipedia.org/wiki/Pickwick_Papers
Original language of the work (6.8)	English
Source of information on original language of the work (6.8)	Wikipedia WWW site, Dec. 2, 2007 http://en.wikipedia.org/wiki/Pickwick_Papers
History of the work (6.9)	Originally written as a serial and published in 19 issues over 20 months from March 1836 to October 1837. There was no issue in May 1837 as Dickens was in mourning for his sister-in-law.
Source of information on history of the work (6.9)	Wikipedia WWW site, Dec. 2, 2007 http://en.wikipedia.org/wiki/Pickwick_Papers
Source consulted (8.12)	Dickens, C. The Pickwick papers, ©1964.
Source consulted (8.12)	Wikipedia WWW site, Dec. 2, 2007. The Posthumous Papers of the Pickwick Club, better known as The Pickwick Papers, is the first novel by Charles Dickens http://en.wikipedia.org/wiki/Pickwick_Papers

*To construct the Preferred access point for the work (6.1.1) the preferred title is preceded by the preferred access point for the person, etc., responsible for the creation of the work.

RDA elements in MARC 21 coding

RDA Required elements are given in bold.

<p>010 ## \$an 79107984 100 1# \$aDickens, Charles,\$d1812-1870.\$tPickwick papers 400 1# \$aDickens, Charles,\$d1812-1870.\$tPosthumous papers of the Pickwick Club 670 ## \$aDickens, C. The Pickwick papers, ©1964. 670 ## \$aWikipedia WWW site, Dec. 2, 2007\$b(The Posthumous Papers of the Pickwick Club, better known as The Pickwick Papers, is the first novel by Charles Dickens)\$uhttp://en.wikipedia.org/wiki/Pickwick_Papers 678 ## \$aOriginally written as a serial and published in 19 issues over 20 months from March 1836 to October 1837. There was no issue in May 1837 as Dickens was in mourning for his sister-in-law.</p>

F. Expression

RDA elements with instruction number

<i>Required RDA elements</i>	<i>Data recorded</i>
Preferred access point for the person responsible for creating the work (9.1.1)*	Dickens, Charles, 1812-1870
Preferred title of work (6.2)*	Pickwick papers
Content type (6.11)	spoken word
Identifier for the expression (6.16)**	
<i>Optional RDA elements</i>	<i>Data recorded</i>
Source consulted (8.12)	Dickens, Charles. The Pickwick papers. ©1997.

*To construct the Preferred access point for the work (6.1.1) the preferred title is preceded by the preferred access point for the person, etc., responsible for the creation of the work.

**Although listed as a required element, there is none available to record.

RDA elements in MARC 21 coding

RDA Required elements are given in bold.

<p>100 1# \$aDickens, Charles,\$d1812-1870.\$tPickwick papers.\$hSpoken word* 670 ## \$aDickens, Charles. The Pickwick papers, ©1997.</p>

*The subfield \$h value of Spoken word is not directly equivalent to the MARC 21 definition for subfield h (medium). This is one of the issues related to the encoding of RDA data in MARC 21 that is in the discussion paper for MARBI issued in December 2007.

Mapping of Previously Released Drafts to the New Structure of RDA

Section 1: Recording attributes of manifestation and item

Chapter 1: General guidelines on recording attributes of manifestations and items

(Incorporating chapter 1 from the December 2005 draft of Part A, plus section 0.1.2 from the December 2005 draft of the Introduction to Part A)

Chapter 2: Identifying manifestations and items

(Incorporating chapter 2 from the December 2005 draft of Part A, plus section 6.3 from the December 2005 draft of Part A)

Chapter 3: Describing carriers

(Incorporating the March 2007 draft of Part A, chapter 3)

Chapter 4: Providing acquisition and access information

(Incorporating chapter 5 from the December 2005 draft of Part A, plus sections 6.4 and 6.5 from the December 2005 draft of Part A)

Section 2: Recording attributes of work and expression

Chapter 5: General guidelines on recording attributes of works and expressions

(New – December 2007)

Chapter 6: Identifying works and expressions

(New – December 2007)

Chapter 7: Describing additional attributes of works and expressions

(Incorporating chapter 4 from the December 2005 draft of Part A, plus the addendum to Part A, chapter 4 issued with the March 2007 draft of Part A, chapter 3)

Section 3: Recording attributes of person, family, and corporate body

Chapter 8: General guidelines on recording attributes of persons, families, and corporate bodies

(New – December 2007)

Chapter 9: Identifying persons

(New – December 2007)

Chapter 10: Identifying families

(New – December 2007)

Chapter 11: Identifying corporate bodies

(New – December 2007)

Section 4: Recording attributes of concept, object, event, and place

Chapter 12: General guidelines on recording attributes of concepts, objects, events, and places

(To be developed after the initial release of RDA in 2009)

Chapter 13: Identifying concepts

(To be developed after the initial release of RDA in 2009)

Chapter 14: Identifying objects

(To be developed after the initial release of RDA in 2009)

Chapter 15: Identifying events

(To be developed after the initial release of RDA in 2009)

Chapter 16: Identifying places

(New – December 2007)

Section 5: Recording primary relationships between work, expression, manifestation, and item

Chapter 17: General guidelines on recording primary relationships between a work, expression, manifestation, and item

(Incorporating section 7.3 from the June 2007 draft of chapter 7)

Section 6: Recording relationships to persons, families, and corporate bodies associated with a resource

Chapter 18: General guidelines on recording relationships to persons, families, and corporate bodies associated with a resource

(Incorporating sections 6.0-6.2 from the June 2007 draft of chapter 6)

Chapter 19: Persons, families, and corporate bodies associated with a work

(Incorporating sections 6.3, 6.7, 6.8 and 6.9 from the June 2007 draft of chapter 6)

Chapter 20: Persons, families, and corporate bodies associated with an expression

(Incorporating section 6.4 from the June 2007 draft of chapter 6)

Chapter 21: Persons, families, and corporate bodies associated with a manifestation

(Incorporating section 6.5 from the June 2007 draft of chapter 6)

Chapter 22: Persons, families, and corporate bodies associated with an item

(Incorporating section 6.6 from the June 2007 draft of chapter 6)

Section 7: Recording subject relationships

Chapter 23: General guidelines on recording the subject of a work

(To be developed after the initial release of RDA in 2009)

Section 8: Recording relationships between works, expressions, manifestations, and items

Chapter 24: General guidelines on recording relationships between works, expressions, manifestations, and items

(Incorporating sections 7.0-7.2 from the June 2007 draft of chapter 7)

Chapter 25: Related works

(Incorporating sections 7.5, 7.6, 7.7.0-7.7.2, 7.8.0-7.8.3, and 7.9 from the June 2007 draft of chapter 7, as applicable to works)

Chapter 26: Related expressions

(Incorporating sections 7.5, 7.6, 7.7.0-7.7.2, 7.8.0-7.8.3, and 7.9 from the June 2007 draft of chapter 7, as applicable to expressions)

Chapter 27: Related manifestations

(Incorporating sections 7.4.0, 7.4.1, 7.7.3-7.7.4 and 7.8.4 from the June 2007 draft of chapter 7, as applicable to manifestations)

Chapter 28: Related items

(Incorporating sections 7.4.0, 7.4.2, 7.7.3-7.7.4 and 7.8.4 from the June 2007 draft of chapter 7, as applicable to items)

Section 9: Recording relationships between persons, families, and corporate bodies

Chapter 29: General guidelines on recording relationships between persons, families, and corporate bodies

(New – December 2007)

Chapter 30: Related persons

(New – December 2007)

Chapter 31: Related families

(New – December 2007)

Chapter 32: Related corporate bodies

(New – December 2007)

Section 10: *Recording relationships between concepts, objects, events, and places*

Chapter 33: General guidelines on recording relationships between concepts, objects, events, and places

(To be developed after the initial release of RDA in 2009)

Chapter 34: Related concepts

(To be developed after the initial release of RDA in 2009)

Chapter 35: Related objects

(To be developed after the initial release of RDA in 2009)

Chapter 36: Related events

(To be developed after the initial release of RDA in 2009)

Chapter 37: Related places

(To be developed after the initial release of RDA in 2009)

CHAPTER 5

GENERAL GUIDELINES ON RECORDING ATTRIBUTES OF WORKS AND EXPRESSIONS

Contents

5.0 Scope

5.1 Terminology

- 5.1.0 Explanation of key terms
- 5.1.1 Work and expression
- 5.1.2 Title
- 5.1.3 Access point

5.2 Functional objectives and principles

5.3 Required elements

5.4 Language and script

5.5 General guidelines on recording titles for works

- 5.5.0 General guidelines
- 5.5.1 Capitalization
- 5.5.2 Numbers expressed as numerals or as words
- 5.5.3 Accents and other diacritical marks
- 5.5.4 Initial articles
- 5.5.5 Spacing of initials and acronyms
- 5.5.6 Abbreviations

5.6 Preferred access points representing works and expressions

5.7 Variant access points representing works and expressions

5.8 Status of preferred access point

- 5.8.0 Basic instructions on recording the status of the preferred access point

5.9 Source consulted

5.9.0 Basic instructions on recording sources consulted

5.10 Cataloguer's annotation

5.10.0 Basic instructions on making cataloguer's annotations

5.0 SCOPE

- 5.0.1 This chapter sets out the functional objectives and principles underlying the guidelines and instructions in chapters 6–7 on recording data identifying and describing works and expressions, and specifies required elements for the identification and description of those entities.
- 5.0.2 The chapter provides general guidelines and instructions on recording titles for works, and on constructing preferred and variant access points representing works and expressions.
- 5.0.3 The chapter also provides instructions on recording the status of the preferred access point, on citing sources from which titles and other information identifying a work or expression was derived, and on making annotations to assist in the use or revision of the data.

5.1 TERMINOLOGY

Contents

- 5.1.0 Explanation of key terms
- 5.1.1 Work and expression
- 5.1.2 Title
- 5.1.3 Access point

5.1.0 EXPLANATION OF KEY TERMS

- 5.1.0.1 There are a number of terms used in this chapter and in chapters 6 and 7 that carry meanings specific to their use in RDA. The meanings of a number of key terms are explained below under [5.1.1–5.1.3](#). Terms used as data element names in chapters 6 and 7 are defined at the beginning of the instructions for the specific element. In addition, all terms used in those chapters with a specific technical meaning are defined in the glossary.

5.1.1 WORK AND EXPRESSION

- 5.1.1.1 The terms *work* and *expression* are used as follows:
- 5.1.1.2 The term **work** refers to a distinct intellectual or artistic creation.
- 5.1.1.3 The term **expression** refers to the intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

5.1.2 TITLE

- 5.1.2.1 The terms *title*, *preferred title*, and *variant title* are used as follows:
- 5.1.2.2 The term **title** refers to a character or group of words and/or characters by which a work is known.
- 5.1.2.3 The term **preferred title** refers to the title or form of title chosen as the basis for the preferred access point representing a work.
- 5.1.2.4 The term **variant title** refers to a title or form of title by which a work is known that differs from the title or form of title chosen as the preferred name for that work.

5.1.3 ACCESS POINT

- 5.1.3.1 The terms *access point*, *preferred access point*, and *variant access point* are used as follows:
- 5.1.3.2 The term **access point** refers to a name and/or title, term, code, etc., under which information pertaining to a specific work will be found.
- 5.1.3.3 The term **preferred access point** refers to an access point representing a work or expression that is constructed using the preferred access point for the person, family, or corporate body responsible for the work and/or the preferred title for the work.
- 5.1.3.4 The term **variant access point** refers to an access point representing a work or expression that is constructed using the preferred access point for the person, family, or corporate body responsible for the work and/or a variant title for the work.

5.2 FUNCTIONAL OBJECTIVES AND PRINCIPLES

- 5.2.1 The data recorded to reflect the attributes of a work or expression should enable the user to:
- a) *find* information on that work or expression
 - b) *identify* the work or expression represented by the data (i.e., to confirm that the work or expression represented is the one sought, or to distinguish between two or more works or expressions with similar titles)
 - c) *clarify* the relationship between the title used to represent the work and another title by which that work is known (e.g., a different language form of the title)
 - d) *understand why* a particular title, or form of title, has been recorded as a preferred or variant name
 - e) *select* a work or expression that is appropriate to the user's requirements with respect to form, intended audience, language, etc.
- 5.2.2 To ensure that the data created using RDA meet those functional objectives, the following principles have been applied in formulating the guidelines and instructions in chapters 6 and 7:

- 5.2.3 **Differentiation.** The data should serve to differentiate the work or expression represented from others.
- 5.2.4 **Representation.** The title or form of title designated as the preferred title for a work should be either a commonly used title or form of title in the language and script preferred by the agency creating the data, the original title of the work, or the title most commonly found in resources embodying the work. Variant titles and variant forms of the title that are found in resources embodying the work or in reference sources, or that the user might be expected to use when conducting a search, should be recorded as variant titles.
- 5.2.5 **Language preference.** If there is a commonly used title for a work in the language and script preferred by the agency creating the data, preference should be given to that title.
- 5.2.6 **Common practice.** The preferred access points used to represent works and expressions should reflect conventions used in the country and language of the agency creating the data.

5.3 REQUIRED ELEMENTS

- 5.3.1 ➤ When recording data identifying a work or expression, include as a minimum the elements listed below that are applicable to that work or expression.
- Title*
Preferred title for the work¹
- Identifier*
Identifier for the work
Identifier for the expression
- 5.3.2 ➤ If the preferred access point representing a work is the same as or similar to an access point representing a different work, or to an access point representing a person, family, corporate body, record as many of the additional identifying elements listed below as necessary to differentiate them.²
- Other identifying attributes of works*
Form of work
Date of work
Place of origin of the work
Other distinguishing characteristic of the work
- 5.3.3 ➤ Record as many of the additional identifying elements listed below as necessary to differentiate one expression of a work from another.³

¹ When the preferred title is recorded as part of the preferred access point representing the work, it is preceded by the preferred access point representing the person, family, or corporate body responsible for the creation, etc., of the work, as specified in the instructions given under [6.1.1](#).

² The elements listed may be recorded as additions to the access point representing the work, as separate elements, or as both.

³ The elements listed may be recorded as additions to the access point representing the expression, as separate elements, or as both.

Other identifying attributes of expressions

Date of expression
 Language of expression
 Version
 Technique
 Medium of performance (*for music*)
 Numeric designation (*for music*)
 Key (*for music*)
 Signatory to a treaty, etc.

- 5.3.4 ➤ When describing a work or expression more fully, include as a minimum the elements listed below that are applicable to that work or expression.

Content type

Content type

Scale

Horizontal scale of cartographic content
 Variations in scale for cartographic content
 Multiple scales for cartographic content
 Non-linear scale of cartographic content
 Vertical scale of cartographic content

Coordinates of cartographic content

Longitude and latitude
 Strings of coordinate pairs
 Ascension and declination
 Coordinates of cartographic content

Equinox

Equinox

Epoch

Epoch

- 5.3.5 ➤ Include additional elements designated in chapters 6 and 7 as *optional* in accordance with the policy of the agency creating the data, or as judged appropriate by the cataloguer.

5.4 LANGUAGE AND SCRIPT

- 5.4.1 ➤ Record titles for works in the language and script in which they appear on the sources from which they are taken.

Alternative:

- 5.4.2 Record a transliterated form of the title either as a substitute for, or in addition to, the form that appears on the source.

- 5.4.3 ➤ Record other identifying attributes of a work or expression in the language(s) and script(s) prescribed in the applicable instructions in chapter 6.

- 5.4.4 ➤ Record the descriptive attributes of a work or expression covered in chapter 7 in the language and script preferred by the agency creating the data.

5.5 GENERAL GUIDELINES ON RECORDING TITLES FOR WORKS

Contents

- 5.5.0 General guidelines
- 5.5.1 Capitalization
- 5.5.2 Numbers expressed as numerals or as words
- 5.5.3 Accents and other diacritical marks
- 5.5.4 Initial articles
- 5.5.5 Spacing of initials and acronyms
- 5.5.6 Abbreviations

5.5.0 GENERAL GUIDELINES

- 5.5.0.1 ➤ When recording a title for a work, follow the general guidelines on capitalization, numbers, accents, etc., given under [5.5.1–5.5.6](#) below. When those guidelines refer to an appendix, follow the additional instructions given in that appendix, as applicable.

5.5.1 CAPITALIZATION

- 5.5.1.1 ➤ Capitalize the first word in the title for a work and in each subdivision of the title.

Exceptions:

5.5.1.1a a) Arabic and Hebrew articles

- 5.5.1.1a.1 If a transliterated title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), and the article is recorded (e.g., in a variant title), do not capitalize it, whether written separately or hyphenated with the following word.

ha-Matsav ha-shelishi

5.5.1.1b b) Corporate names with unusual capitalization

- 5.5.1.1b.1 If a title for a work begins with a corporate name with unusual capitalization, such as names spelled without an initial capital letter, or with a capital letter or letters following a lower case letter or letters, follow the capitalization practice of the body.

eBay bargain shopping for dummies

SympoTIC '06

RoMoCo '02

- 5.5.1.2 ➤ For the capitalization of other words within a title, follow the additional instructions given in [appendix A](#) as applicable to the language involved.

5.5.2 NUMBERS EXPRESSED AS NUMERALS OR AS WORDS

- 5.5.2.1 ➤ When recording a title for a work, record numbers expressed as numerals or as words in the form in which they appear on the source of information.
- 5.5.2.2 ➤ For instructions on recording numerals used to identify particular parts of a work, see [6.2.6](#).

5.5.3 ACCENTS AND OTHER DIACRITICAL MARKS

- 5.5.3.1 ➤ Record accents and other diacritical marks appearing in a title for a work as they appear in the source of information. Supply them if it is certain that they are integral to a title but have been omitted in the source(s) from which the title is taken.

Sur l'état du système des timars des XVIIe-XVIIIe
SS.

(Title appears in uppercase without diacritical marks)

Études juives

(Title of first two volumes of series appears without diacritical mark)

- 5.5.3.2 ➤ If the application of the instructions on capitalization (see [5.5.1](#)) requires the addition of accents and other diacritical marks to lower case letters in order to reflect standard usage for the language in which the data is recorded, add accents and other diacritical marks accordingly.

5.5.4 INITIAL ARTICLES

- 5.5.4.1 ➤ Omit an initial article (see [appendix C](#)) unless the title for a work is to accessed under that article (e.g., a title that begins with the name of a person or place).

5.5.5 SPACING OF INITIALS AND ACRONYMS

- 5.5.5.1 ➤ When recording a title for a work:
- a) do not leave a space between a full stop, etc., and an initial following it
 - b) if separate letters or initials appear on the source of information without full stops between them, record the letters without spaces between them.

T.S. Eliot memorial lectures

ABC of practical astronomy

(Title appears as: A B C of practical astronomy)

5.5.6 ABBREVIATIONS

- 5.5.6.1 ➤ If an abbreviation is an integral part of a title for a work, record it in the abbreviated form.

Letter to Joseph Hume, Esq., M.P.

Memoirs of Mrs. Abigail Bailey

Speech in the High Court of Parliament in
Scotland spoken Novemb. 4, 1641

Missa in honorem SS. Gervasii et Protasii

Tech. bull.

(Title appears in abbreviated form on preferred source of information)

5.6 PREFERRED ACCESS POINTS REPRESENTING WORKS AND EXPRESSIONS

- 5.6.1 ➤ When constructing a preferred access point to represent a work or expression, use the preferred title for the work (see [6.2](#)) as the basis for the access point.
- 5.6.2 ➤ If applicable, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the person, family, or corporate body responsible for the work (see [6.1.1.1–6.1.1.6](#))
 - b) the preferred title for the work (see [6.2](#)).
- 5.6.3 ➤ If two or more works are represented by the same or similar access points, add to the access point representing the work an element or elements such as form of work, date, place of origin, or other distinguishing term. For specific instructions on additions to access points representing works, see [6.1.1.7](#).
- 5.6.4 ➤ When constructing a preferred access point to represent a part or parts of a work, add to the preferred access point representing the work as a whole the preferred title for the part or parts (see [6.1.2](#)).
- 5.6.5 ➤ When constructing a preferred access point to represent a particular expression of a work or part(s) of a work, add to the preferred access point representing the work or part(s) an element or elements identifying that expression (see [6.1.3](#)).

5.7 VARIANT ACCESS POINTS REPRESENTING WORKS AND EXPRESSIONS

- 5.7.1 ➤ When constructing a variant access point to represent a work or expression, use a variant title for the work (see [6.3](#)) as the basis for the

access point.

- 5.7.2 ➤ If the variant access point represents a work for which the preferred access point has been constructed using the preferred access point for a person, family, or corporate body preceding the preferred title for the work (see [6.1.1.1–6.1.1.6](#)), construct the variant access point using the preferred access point for that person, family, or corporate body preceding the variant title for the work.
- 5.7.3 ➤ Make additions to the access point, if considered to be important for identification, following the instructions given under [6.1.1.7](#) and [6.1.3](#), as applicable.
- 5.7.4 ➤ Construct a variant access point to represent a part or parts of a work following the instructions given under [6.1.4.2](#).
- 5.7.5 ➤ Construct a variant access point to represent a compilation of works following the instructions given under [6.1.4.3](#).

5.8 STATUS OF PREFERRED ACCESS POINT

Contents

- 5.8.0 Basic instructions on recording the status of the preferred access point

5.8.0 BASIC INSTRUCTIONS ON RECORDING THE STATUS OF THE PREFERRED ACCESS POINT

Contents

- 5.8.0.1 Scope
- 5.8.0.2 Sources of information
- 5.8.0.3 Recording the status of the preferred access point

5.8.0.1 Scope

- 5.8.0.1.1 The **status of the preferred access point** is an indication of the level of establishment of the preferred access point for the preferred form of name or title for the entity (e.g., provisional).

5.8.0.2 Sources of information

- 5.8.0.2.1 ➤ Take information on the status of the preferred access point from any source.

5.8.0.3 Recording the status of the preferred access point

- 5.8.0.3.1 ➤ Record the status of the preferred access point using an appropriate term from the list below.

fully established
 memorandum
(for a fully established access point that has not been used in a resource description)
 provisional
(for an access point that cannot be formulated satisfactorily because of inadequate information)
 preliminary
(for an access point taken from a bibliographic description without the resource described in hand)

5.9 SOURCE CONSULTED

Contents

5.9.0 Basic instructions on recording sources consulted

5.9.0 BASIC INSTRUCTIONS ON RECORDING SOURCES CONSULTED

Contents

5.9.0.1 Scope
 5.9.0.2 Sources of information
 5.9.0.3 Recording sources consulted

5.9.0.1 Scope

- 5.9.0.1.1 **Sources consulted** are publications or reference sources used in establishing the form of name or title on which the preferred access point or a variant access point is based.

5.9.0.2 Sources of information

- 5.9.0.2.1 ➤ Take information on sources consulted from any source.

5.9.0.3 Recording sources consulted

- 5.9.0.3.1 ➤ Cite sources used to establish a preferred or variant title, followed by a brief statement of the information found.

An Act to Improve the International Commerce Transportation System of the United States, 1984: p. 1 (citation title: Shipping Act of 1984)

Pacheco, C. La luz de México, 1988: series title page (Autores de Guanajuato) title page verso (Colección Autores de Guanajuato)

Wikipedia, Dec. 7, 2007 (Ginza Rba (in Mandaic, which translates into The Great Treasure) or Siddra

Rba (The Great Book) is one of many holy scriptures of the Mandaean religion. It is also referred to as The Book of Adam)

- 5.9.0.3.2 ➤ When recording other identifying attributes of a work (see [6.4–6.10](#)) or expression (see [6.11–6.16](#)), indicate, when appropriate, the source from which the information was derived.

Premacanda. The gift of a cow, 1987: title page (translation of the Hindi novel, Godaan)

Grove music online, Mar. 27, 2006 (Sonata, vc, pf, 1991; also Sonata, vc, pf, 1972-3, rev. 2001)

Internet movie database, Jan. 31, 2007 (Beowulf; film released in 2007; directed by Robert Zemeckis; lists one other film with same name, released in 1999)

Flam, J.D. Matisse : The dance, 1993: p. 10, etc. (Dance I, 1909, oil on canvas, Museum of Modern Art, New York; Dance II, 1909-1910, oil on canvas, commissioned by Shchukin, Hermitage Museum, St. Petersburg; Unfinished dance mural, 1931, Musée d'art moderne de la ville de Paris; the Merion dance mural, 1932-1933, Barnes Foundation, Merion, Pa.; Paris Dance Mural, 1933, Musée d'art moderne de la ville de Paris)

L'histoire de Barlaam et Josaphat, 1973: title page (L'histoire de Barlaam et Josaphat; version champenoise, from Bibliotheca Apostolica Vaticana ms. Reg. lat. 660) pages 8-9 (the version champenoise exists in 40 manuscripts in various European libraries; the term "version champenoise" given to the group by Paul Meyer, has stuck in spite of its inexactness)

Dialogi, 198-?: label (Gilgamesz, ballet music in the concert version) container (written 1969, a shortened version of ballet of 1968)

New Catholic encyclopedia, ©1967: v. 2, p. 423 (Textus receptus ("text received by all"); Greek version of the New Testament produced by B. and A. Elzever, Leiden, 1624; represents the official text of the Greek Church)

- 5.9.0.3.3 ➤ Cite other sources consulted that provided no information of use in establishing the preferred title.

Anonymous classics : a list of uniform headings for European literatures, 2004

Grove music online, Dec. 8, 2007

Encyclopaedia Britannica, 15th ed.; Academic American encyclopedia, ©1998; The Oxford classical dictionary, 1996

5.10 CATALOGUER'S ANNOTATION

Contents

- 5.10.0 Basic instructions on making cataloguer's annotations

5.10.0 BASIC INSTRUCTIONS ON MAKING CATALOGUER'S ANNOTATIONS

Contents

- 5.10.0.1 Scope
- 5.10.0.2 Sources of information
- 5.10.0.3 General guidelines

5.10.0.1 Scope

- 5.10.0.1.1 A **cataloguer's annotation** is an annotation that might be helpful to a cataloguer using or revising the preferred access point, or creating a preferred access point for a related work or expression.

5.10.0.2 Sources of information

- 5.10.0.2.1 ➤ Take information for use in cataloguer's annotations from any source.

5.10.0.3 General guidelines

- 5.10.0.3.1 ➤ Make the following annotations, if they are considered to be important:
 - a) annotations on the specific instructions applied in creating the preferred access point
 - b) annotations justifying the choice of preferred title, the form of the access point, etc.
 - c) annotations limiting the use of the access point
 - d) annotations differentiating works with similar titles.

Preferred title chosen as Don Giovanni per
6.18.0.3a.1, better known title in the same language

Not the same as FAO animal production and health
paper

Consider this and Polska for 2 vc, pf (1977)
independent works

Title could also be read as: Institution of

Chemical Engineers symposium series

All reports published 1976- belong to the later series: Manuscript report series (Canada. Marine Sciences and Information Directorate)

The title Book of the dead to be used as preferred access point for ancient Egyptian funerary texts found in excavated tombs. The access point represents the text of the Book of the dead; for the manuscript as a physical entity use: Papyrus of Ani

Do not confuse with orchestral accompaniment version

- 5.10.0.3.2 ➤ Make any other annotations that might be helpful to a cataloguer using or revising the preferred access point, or creating a preferred access point for a related work or expression.

There are five Matisse paintings called Dance (Danse), which are frequently given sobriquets to distinguish them

For earlier volumes, series statement may have appeared on back covers of paperback editions which were discarded before binding

Sometimes published as AAPG studies in geology series

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CHAPTER 6

IDENTIFYING WORKS AND EXPRESSIONS

Contents

6.0 Purpose, scope, etc.

- 6.0.1 Purpose and scope
- 6.0.2 Sources of information

6.1 Constructing access points to represent works and expressions

- 6.1.1 Preferred access point representing a work
- 6.1.2 Preferred access point representing a part or parts of a work
- 6.1.3 Preferred access point representing an expression
- 6.1.4 Variant access point

Title

6.2 Preferred title for the work

- 6.2.0 Basic instructions on preferred titles for works

Choosing the preferred title

- 6.2.1 Works created after 1500
- 6.2.2 Works created before 1501
- 6.2.3 Cycles and stories with many versions
- 6.2.4 Manuscripts and manuscript groups
- 6.2.5 Incunabula

Recording the preferred title

- 6.2.6 Parts of a work
- 6.2.7 Compilations of works

6.3 Variant title for the work

- 6.3.0 Basic instructions on variant titles for works
- 6.3.1 Alternative linguistic form of title
- 6.3.2 Other variant title

Other identifying attributes of works

6.4 Form of work

- 6.4.0 Basic instructions on recording form of work

6.5 Date of work

- 6.5.0 Basic instructions on recording date of work
- 6.5.1 Date of creation
- 6.5.2 Date of first publication or release

6.6 Place of origin of the work

- 6.6.0 Basic instructions on recording place of origin of the work

6.7 Other distinguishing characteristic of the work

- 6.7.0 Basic instructions on recording other distinguishing characteristics of works

6.8 Original language of the work

- 6.8.0 Basic instructions on recording the original language of the work

6.9 History of the work

- 6.9.0 Basic instructions on recording the history of the work

6.10 Identifier for the work

- 6.10.0 Basic instructions on recording identifiers for works

Other identifying attributes of expressions

6.11 Content type

- 6.11.0 Basic instructions on recording content type

6.12 Date of expression

- 6.12.0 Basic instructions on recording date of expression

6.13 Language of expression

- 6.13.0 Basic instructions on recording language of expression

6.14 Version

- 6.14.0 Basic instructions on recording version

6.15 Technique

- 6.15.0 Basic instructions on recording technique

6.16 Identifier for the expression

- 6.16.0 Basic instructions on recording identifiers for

expressions

Additional instructions for musical works

6.17 Constructing access points to represent musical works and expressions

- 6.17.1 Preferred access point representing a musical work
- 6.17.2 Preferred access point representing a part or parts of a musical work
- 6.17.3 Preferred access point representing a musical expression
- 6.17.4 Variant access point

6.18 Preferred title for a musical work

- 6.18.0 Basic instructions on preferred titles for musical works

Recording the preferred title

- 6.18.1 Preferred title consisting solely of the name of one type of composition
- 6.18.2 Duets
- 6.18.3 Trio sonatas
- 6.18.4 Parts of a musical work
- 6.18.5 Compilations of musical works

6.19 Variant title for a musical work

- 6.19.0 Basic instructions on variant titles for musical works
- 6.19.1 Alternative linguistic form of title
- 6.19.2 Other variant title

6.20 Medium of performance

- 6.20.0 Basic instructions on recording medium of performance

6.21 Numeric designation

- 6.21.0 Basic instructions on recording numeric designations

6.22 Key

- 6.22.0 Basic instructions on recording key

Additional instructions for legal works

6.23 Constructing access points to represent legal works

- 6.23.1 Preferred access point representing a legal work
- 6.23.2 Variant access point

6.24 Preferred title for a legal work

- 6.24.0 Basic instructions on preferred titles for legal works

Recording the preferred title

- 6.24.1 Laws, etc.
- 6.24.2 Treaties, etc.

6.25 Variant title for a legal work

- 6.25.0 Basic instructions on variant titles for legal works
- 6.25.1 Alternative linguistic form of title
- 6.25.2 Other variant title

6.26 Date of work

- 6.26.0 Basic instructions on recording date of work
- 6.26.1 Date of promulgation of a law, etc.
- 6.26.2 Date of signing of a treaty, etc.

6.27 Signatory to a treaty, etc.

- 6.27.0 Basic instructions on recording signatories to a treaty, etc.

*Additional instructions for religious works***6.28 Constructing access points to represent religious works and expressions**

- 6.28.1 Preferred access point representing a religious work
- 6.28.2 Preferred access point representing a part or parts of a religious work
- 6.28.3 Preferred access point representing an expression of a religious work
- 6.28.4 Preferred access point representing a manuscript or manuscript reproduction of a religious work
- 6.28.5 Variant access point

6.29 Preferred title for a religious work

- 6.29.0 Basic instructions on preferred titles for religious works

Choosing the preferred title

- 6.29.1 Sacred scriptures
- 6.29.2 Apocryphal books
- 6.29.3 Theological creeds, confessions of faith, etc.
- 6.29.4 Liturgical works
- 6.29.5 Catholic liturgical works
- 6.29.6 Jewish liturgical works

Recording preferred titles for parts of sacred scriptures

- 6.29.7 Parts of the Bible
- 6.29.8 Parts of the Talmud
- 6.29.9 Parts of the Mishnah and Tosefta
- 6.29.10 Midrashim
- 6.29.11 Parts of Buddhist scriptures
- 6.29.12 Parts of the Vedas
- 6.29.13 Parts of the Aranyakas, Brahmanas, and Upanishads
- 6.29.14 Parts of the Jaina Agama

- 6.29.15 Parts of the Avesta
- 6.29.16 Parts of the Koran
- 6.29.17 Parts of other sacred scriptures

Recording preferred titles for parts of liturgical works

- 6.29.18 Parts of liturgical works

6.30 Variant title for a religious work

- 6.30.0 Basic instructions on variant titles for religious works
- 6.30.1 Alternative linguistic form of title
- 6.30.2 Other variant title

6.31 Version

- 6.31.0 Basic instructions on recording version for religious works

6.32 Date of expression

- 6.32.0 Basic instructions on recording date of expression for religious works

Additional instructions for official communications

6.33 Constructing access points to represent official communications

- 6.33.1 Preferred access point representing an official communication
- 6.33.2 Variant access point

6.34 Preferred title for an official communication

- 6.34.0 Basic instructions on preferred titles for official communications

Choosing the preferred title

- 6.34.1 Official communications of the pope
- 6.34.2 Official communications of the Roman Curia

6.35 Variant title for an official communication

- 6.35.0 Basic instructions on variant titles for official communications
- 6.35.1 Alternative linguistic form of title
- 6.35.2 Other variant title

6.0 PURPOSE, SCOPE, ETC.

Contents

- 6.0.1 Purpose and scope
- 6.0.2 Sources of information

6.0.1 PURPOSE AND SCOPE

- 6.0.1.1 This chapter provides general guidelines and instructions on choosing and recording preferred and variant titles for works, and on recording other identifying attributes of the work¹ or expression².
- 6.0.1.2 The chapter also provides guidelines on using the preferred title for a work in conjunction with other identifying attributes of the work and/or expression to construct the preferred access point representing that work or expression, and using variant titles to construct variant access points.
- 6.0.1.3 The chapter also provides additional instructions on preferred and variant titles and other identifying attributes for musical works (see [6.17–6.22](#)), legal works ([6.23–6.27](#)), religious works (see [6.28–6.32](#)), and official communications (see [6.33–6.35](#)).
- 6.0.1.4 Preferred access points representing works and expressions can be used for different purposes. They provide the means for:
- a) bringing together all descriptions of resources embodying a work when various expressions or manifestations of the work have appeared under various titles
 - b) identifying a work when the title by which it is known differs from the title proper of the resource being described
 - c) differentiating between two or more works issued under identical titles proper
 - d) organizing hierarchical displays of descriptions for resources embodying different expressions of a work
 - e) naming a related work (see [chapter 25](#)) or a related expression (see [chapter 26](#)).
- 6.0.1.5 Apply the instructions in this chapter according to the policy of the agency creating the data.

6.0.2 SOURCES OF INFORMATION

- 6.0.2.1 ➤ Determine the title to be used as the preferred title for a work created after 1500 from resources embodying the work or reference sources.
- 6.0.2.2 ➤ Determine the title to be used as the preferred title for a work created before 1501 from modern sources. If the evidence of modern reference sources is inconclusive, use (in this order of preference):
- a) modern editions
 - b) early editions
 - c) manuscript copies.
- 6.0.2.3 ➤ Take variant titles from resources embodying the work and/or from

¹ *Work*, as used in this chapter, refers to a distinct intellectual or artistic creation. Unless otherwise indicated, *work* includes collections and compilations as aggregate works.

² *Expression*, as used in this chapter, refers to the intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

reference sources.

- 6.0.2.4 ➤ Take information on other identifying attributes of works and expressions from any source.

6.1 CONSTRUCTING ACCESS POINTS TO REPRESENT WORKS AND EXPRESSIONS

Contents

- 6.1.1 Preferred access point representing a work
- 6.1.2 Preferred access point representing a part or parts of a work
- 6.1.3 Preferred access point representing an expression
- 6.1.4 Variant access point

6.1.1 PREFERRED ACCESS POINT REPRESENTING A WORK

Contents

- 6.1.1.0 General guidelines on constructing preferred access points representing works
- 6.1.1.1 Works created by one person, family, or corporate body
- 6.1.1.2 Collaborative works
- 6.1.1.3 Compilations of works by different persons, families, or corporate bodies
- 6.1.1.4 Adaptations and revisions
- 6.1.1.5 Commentary, annotations, illustrative content, etc. added to a previously existing work
- 6.1.1.6 Works of uncertain or unknown origin

Additions to access points representing works

- 6.1.1.7 Additions to preferred access points representing works

6.1.1.0 General guidelines on constructing preferred access points representing works

- 6.1.1.0.1 ➤ Construct the preferred access point representing an original work or a new work based on a previously existing work following the instructions given under [6.1.1.1-6.1.1.6](#).

Exception:

- 6.1.1.0.2 For instructions on constructing access points representing special types of works, see [6.17.1](#) (musical works), [6.23.1](#) (legal works), [6.28.1](#) (religious works), and [6.33.1](#) (official communications).

- 6.1.1.0.3 ➤ If the access point constructed following the instructions given under [6.1.1.1-6.1.1.6](#) is identical or similar to an access point representing a different work, or to an access point representing a person, family, or corporate body, make additions to the access point following the

instructions given under [6.1.1.7](#).

6.1.1.0.4 ➤ For a part or parts of a work, follow the instructions given under [6.1.2](#).

6.1.1.0.5 ➤ For new expressions of an existing work (e.g., abridgements, translations, etc.), follow the instructions given under [6.1.3](#).

6.1.1.1 Works created by one person, family, or corporate body

6.1.1.1.1 ➤ If one person, family, or corporate body is responsible for creating the work, construct the preferred access point representing the work by combining (in this order):

- a) the preferred access point for that person, family, or corporate body, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
- b) the preferred title for the work, formulated according to the instructions given under [6.2](#).

Hemingway, Ernest, 1899-1961. Sun also rises

Cassatt, Mary, 1844-1926. Children playing on the beach

Barner (Family). Barner family newsletter

Coldplay (Musical group). Parachutes

Swift, Jonathan, 1667-1745. Tale of a tub
(*Originally published anonymously but known to be by Jonathan Swift*)

Ebert, Roger. Roger Ebert's movie yearbook
(*An annual compilation of Ebert's film reviews and interviews*)

American Bar Association. Section of Patent, Trademark, and Copyright Law. Directory

Canada. Parliament. House of Commons. Standing Committee on the Status of Women. Minutes of proceedings

Rand McNally and Company. Historical atlas of the world

Antarctic Walk Environmental Research Expedition (1991-1993). Scientific results from the Antarctic Walk Environmental Research Expedition, 1991-1993

6.1.1.1.2 ➤ For works of uncertain attribution, follow the instructions given under [6.1.1.6](#).

6.1.1.2 Collaborative works

6.1.1.2.1 ➤ If the work is presented as a collaboration between two or more creators, construct the preferred access point representing the work by

combining (in this order):

- a) the preferred access point for the person, family, or corporate body named first in resources embodying the work or in reference sources, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
- b) the preferred title for the work, formulated according to the instructions given under [6.2](#).

Ireland, Kate. Using and 'the scene'
(By Kate Ireland, Erica Southgate, Stephanie Knox, Paul Van de Ven, John Howard, and Susan Kippax)

Kaufman, Moisés. Laramie project
(By Moisés Kaufman and the members of Tectonic Theater Project)

Pekar, Harvey. Quitter
(Harvey Pekar, writer; Dean Haspiel, artist; Lee Loughridge, gray tones; Pat Brosseau, letters)

Gikow, Louise. Miss Piggy's rules
(By Miss Piggy, as told to Louise Gikow and Jim Lewis)

International Boreal Forest Research Association. Meeting (2nd : 1992 : Anchorage, Alaska, and Fairbanks, Alaska). Proceedings of the Second and Third Annual Meetings of the International Boreal Forest Research Association

British American Tobacco Company. British American Tobacco Company records
(An archival collection that includes corporate records of Cameron and Cameron, D.B. Tennant and Company, David Dunlop, Export Leaf Tobacco Company, and T.C. Williams Company, all of which were companies acquired by British American Tobacco Company)

Alternative:

6.1.1.2.2

Include in the preferred access point representing the work the preferred access points for all creators named in resources embodying the work or in reference sources (in the order in which they are named in those sources), formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable.

Gumbley, Warren, 1962- ; Johns, Dilys; Law, Garry. Management of wetland archaeological sites in New Zealand

Exceptions:

6.1.1.2.3

For *moving images* (motion pictures, videos, video games, etc.), construct the preferred access point representing the work using the preferred title for the work, formulated according to the instructions given under [6.2](#).

Gunner palace
(Preferred access point for: Gunner palace / Palm Pictures presents a Nomados film ; produced, written, and directed by Michael Tucker and

Petra Epperlein)

- 6.1.1.2.4 For *serials*, construct the preferred access point representing the work using the preferred title for the work, formulated according to the instructions given under [6.2](#).

Compilation of earthquake hypocenters in western Washington

(Preferred access point for: Compilation of earthquake hypocenters in western Washington / by Robert S. Crosson. Issues for 1972-1973 by Robert S. Crosson; 1974 by Robert S. Crosson and Richard C. Millard; 1975-1977 by Robert S. Crosson and Linda J. Noson; 1978 by Linda Lawrance Noson and Robert S. Crosson; 1979 by Linda Lawrance Noson, Ruth S. Ludwin, and Robert S. Crosson)

- 6.1.1.2.5 For collaborations between a composer and a lyricist, librettist, choreographer, etc., follow the instructions given under [6.17.1.1-6.17.1.4](#).

- 6.1.1.2.6 For treaties, etc., follow the instructions given under [6.23.1.14-6.23.1.19](#).

- 6.1.1.2.7 ➤ If there is no consistency in the order in which the collaborators are named in resources embodying the work or in reference sources, construct the preferred access point representing the work using the preferred access point for the person, family, or corporate body named first in the first resource received, followed by the preferred title for the work.

6.1.1.3 **Compilations of works by different persons, families, or corporate bodies**

- 6.1.1.3.1 ➤ If the work is a compilation of works by different persons, families, or corporate bodies, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the compiler, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the compilation, formulated according to the instructions given under [6.2](#).

Burden, Matthew Currier. Blog of war
(Selections from military blogs compiled by Matthew Currier Burden)

Peaslee, Amos J. (Amos Jenkins), 1887-1969.
Constitutions of nations
(Compilation in the English language of the texts of the constitutions of the various nations of the world)

Alternative:

- 6.1.1.3.2 If there is more than one compiler, include in the preferred access point representing the compilation the preferred access points for all compilers commonly named when citing the compilation (in the order commonly cited), formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable.

Berry, W. Turner (William Turner); Johnson, A. F.

(Alfred Forbes). Catalogue of specimens of printing types by English and Scottish printers and founders, 1665-1830

- 6.1.1.3.3 ➤ If the compiler is not considered the creator of the work, construct the preferred access point representing the work using the preferred title for the compilation, formulated according to the instructions given under [6.2](#).

Music in the classic period
(*A compilation of essays edited by Allan W. Atlas*)

Best of Broadway
(*A set of five CDs with selections from original cast recordings of various musicals by various composers*)

- 6.1.1.3.4 ➤ If the compilation lacks a collective title, do not devise a collective title for use as the preferred title for the work. Construct separate access points for each of the works in the compilation.

Vizinczey, Stephen, 1933- . In praise of older women
(*First work in a compilation without a collective title also containing Feramontov by Desmond Cory and The graveyard shift by Harry Patterson*)

Cory, Desmond, 1928-2001. Feramontov
(*Second work in the same compilation*)

Patterson, Harry, 1929- . Graveyard shift
(*Third work in the same compilation*)

6.1.1.4 Adaptations and revisions

- 6.1.1.4.1 ➤ If the work is an adaptation³ or revision of a previously existing work that substantially changes the nature and content of that work, and is presented as the work of the person, family, or body responsible for the adaptation or revision, construct the preferred access point representing the new work by combining (in this order):

- a) the preferred access point for the person, family, or body responsible for the adaptation or revision, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
- b) the preferred title for the adaptation or revision, formulated according to the instructions given under [6.2](#).

Gray, Patsey. J.R.R. Tolkien's The hobbit
(*A dramatization by Gray of Tolkien's novel*)

Vande Velde, Vivian. Tales from the Brothers Grimm and the Sisters Weird
(*A parody by Vande Velde of some Grimm's fairy tales*)

³ Treat a performance that involves a substantial level of creative responsibility for adaptation, improvisation, etc., on the part of the performer or performers as an adaptation. For additional instructions on preferred access points representing adaptations of musical works, see [6.17.1.5-6.17.1.6](#).

Sartain, John, 1808-1897. *Artist's dream*
(An engraving by Sartain based on an original painting by George H. Comegys)

Barton, Michael. *Bond's biology of fishes*
(A new edition by Barton based on Carl E. Bond's second edition of *Biology of fishes*)

- 6.1.1.4.2 ➤ If more than one person is responsible for the adaptation or revision, construct the preferred access point representing the work following the instructions on collaborative works given under [6.1.1.2](#).

- 6.1.1.4.3 ➤ If the adaptation or revision is commonly cited by title, use the preferred title for the adaptation or revision as the preferred access point representing the work.

Don Giovanni
(A film adaptation of Mozart's opera)

Summer night
(An anonymous lithograph of a painting by Albert Moore)

North American mammals
(A Web adaptation of: *The Smithsonian book of North American mammals* / edited by Don E. Wilson and Sue Ruff; and of: *Mammals of North America* / Roland W. Kays and Don E. Wilson)

- 6.1.1.4.4 ➤ If the work is presented simply as an edition of the previously existing work, treat it as an expression of that work (i.e., use the preferred access point representing the previously existing work). If it is considered important for identification to name the particular expression, construct a preferred access point representing the expression as instructed under [6.1.3](#).

6.1.1.5 **Commentary, annotations, illustrative content, etc. added to a previously existing work**

- 6.1.1.5.1 ➤ If the work consists of a previously existing work with added commentary, annotations, illustrative content etc., and it is presented as the work of the person, family, or corporate body responsible for the commentary, etc., construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the person, family, or body responsible for the commentary, etc., formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the commentary, etc., formulated according to the instructions given under [6.2](#).

Todd, Eric C. E. *Federal Expropriation Act*
(A commentary by Eric C.E. Todd that includes the text of the act)

- 6.1.1.5.2 ➤ If more than one person is responsible for the added commentary, etc., construct the preferred access point representing the work following the instructions on collaborative works given under [6.1.1.2](#).

- 6.1.1.5.3 ➤ If the work is presented simply as an edition of the previously existing work, treat it as an expression of that work (i.e., use the preferred access point representing the previously existing work). If it is considered important for identification to name the particular expression, construct a preferred access point representing the expression as instructed under [6.1.3](#).

6.1.1.6 Works of uncertain or unknown origin

- 6.1.1.6.1 ➤ If the work has been attributed to one or more persons, families, or corporate bodies, but there is uncertainty as to the probable person, family, or body responsible, construct the preferred access point for the work using the preferred title for the work, formulated according to the instructions given under [6.2](#).

Law scrutiny
(Variously attributed to Andrew Carmichael and William Norcott)

- 6.1.1.6.2 ➤ If reference sources indicate that one person, family, or corporate body is probably responsible for creating the work, construct the preferred access point representing the work using the preferred access point for that person, family, or body followed by the preferred title for the work as instructed under [6.1.1.1](#).

- 6.1.1.6.3 ➤ If the person, family, or corporate body responsible for the work is unknown, or if the work originates from an unnamed group, construct the preferred access point representing the work using the preferred title for the work, formulated according to the instructions given under [6.2](#).

Log-cabin lady
(Person responsible unknown)

Memorial to Congress against an increase of
duties on importations
(Attributed to "citizens of Boston and vicinity")

Unknown Memphis family photo collection
(Unpublished collection in the Mississippi Valley Collection of the
University of Memphis. Title devised by cataloging agency)

ADDITIONS TO ACCESS POINTS REPRESENTING WORKS

6.1.1.7 Additions to access points representing works

- 6.1.1.7.1 ➤ If the access point constructed according to the instructions given under [6.1.1.1–6.1.1.6](#) is identical or similar to an access point representing a different work, or to an access point representing a person, family, corporate body, or place, add:
- a) a term indicating the form of work (see [6.4](#))
 - b) the date of the work (see [6.5](#))
 - c) the place of origin of the work (see [6.6](#))
- and/or* d) a term indicating another distinguishing characteristic of the work (see [6.7](#)).

Advocate (Boise, Idaho)
 Advocate (Nairobi, Kenya)
 Adoration of the shepherds (Chester plays)
 Adoration of the shepherds (Coventry plays)
 Blue book contractors register (New York-New Jersey-Connecticut edition)
 Blue book contractors register (Southern California edition)
 Bulletin (Geological Survey (South Africa))
 Bulletin (New York State Museum : 1945)
 Bulletin (New York State Museum : 1976)
 Bulletin (New Zealand. Ministry of Education. Research and Statistics Division)
 Charlemagne (Play)
 Charlemagne (Tapestry)
 Dublin magazine (1762)
 Dublin magazine (1965)
 Genesis (Anglo-Saxon poem)
 Genesis (Middle High German poem)
 Genesis (Old Saxon poem)
 Nutcracker (Choreographic work : Baryshnikov)
 Nutcracker (Choreographic work : Nureyev, after Vainonen)
 Ocean's eleven (Motion picture : 1960)
 Ocean's eleven (Motion picture : 2001)
 Oxford economic papers (CD-ROM)
 Oxford economic papers (Online)
 Seven sages of Rome (Northern version)
 Seven sages of Rome (Southern version)

Guillaume (Chanson de geste)
(To distinguish the access point for the work from the access point for the 13th century person known as Guillaume)

Scottish History Society (Series)
(To distinguish the access point for the work from the access point for the corporate body of the same name)

Canada. Department of Public Works. Annual report (1965)

Canada. Department of Public Works. Annual report (1977)

Eyck, Jan van, 1390-1440. Saint Francis receiving the stigmata (Galleria sabauda (Turin, Italy))

Eyck, Jan van, 1390-1440. Saint Francis receiving the stigmata (Philadelphia Museum of Art)

- 6.1.1.7.2 ➤ For instructions on additions to access points representing special types of works, see [6.17.1.10-6.17.1.12](#) (musical works) and [6.23.1.31-6.23.1.33](#) (legal works).

6.1.2 PREFERRED ACCESS POINT REPRESENTING A PART OR PARTS OF A WORK

Contents

- 6.1.2.1 General guidelines
- 6.1.2.2 One part
- 6.1.2.3 Two or more parts

6.1.2.1 General guidelines

- 6.1.2.1.1 ➤ Construct the preferred access point representing a part or parts of a work following the instructions given under [6.1.2.2-6.1.2.3](#), as applicable.

Exceptions:

- 6.1.2.1.2 For instructions on constructing the preferred access point representing a part or parts of a musical work, see [6.17.2](#).

- 6.1.2.1.3 For instructions on constructing the preferred access point representing a part or parts of a religious work, see [6.28.2](#).

6.1.2.2 One part

- 6.1.2.2.1 ➤ Construct the preferred access point representing a part of a work by adding to the preferred access point representing the work as a whole (see [6.1.1](#)) the preferred title for the part, formulated according to the instructions given under [6.2.6.2](#).

Tolkien, J. R. R. (John Ronald Reuel), 1892-1973.
Lord of the rings. Two towers

Proust, Marcel, 1871-1922. À la recherche du
temps perdu. Du côté de chez Swann

Raven, Simon, 1927- . Alms for oblivion. Come
like shadows

Arabian nights. Sindbad the sailor

Goethe, Johann Wolfgang von, 1749-1832. Faust. 1.
Theil

Homer. Iliad. Book 1

Buffy, the vampire slayer (Television program).
Season 6

Manet, Édouard, 1832-1883. Luncheon on the grass.
Detail

6.1.2.3 Two or more parts

- 6.1.2.3.1 ➤ Construct the preferred access point representing two or more consecutively numbered parts of a work, each of which is identified only by a general term and a number, by adding to the preferred access point representing the work as a whole (see [6.1.1](#)) the preferred title for the sequence of parts, formulated according to the instructions given under [6.2.6.3](#).

Homer. Iliad. Book 1-6

- 6.1.2.3.2 ➤ When identifying two or more unnumbered or non-consecutively numbered parts of a work, construct preferred access points for each of the parts following the instructions given under [6.1.2.2](#).

Dante Alighieri, 1265-1321. Divina commedia.
Purgatorio

Dante Alighieri, 1265-1321. Divina commedia.
Paradiso

Homer. Iliad. Book 1

Homer. Iliad. Book 6

Alternative:

- 6.1.2.3.3 When identifying two or more unnumbered or non-consecutively numbered parts of a work, use the preferred access point for the work as a whole.

Gibbon, Edward, 1737-1794. History of the decline
and fall of the Roman Empire

(Selections from Gibbon's work)

6.1.3 PREFERRED ACCESS POINT REPRESENTING AN EXPRESSION

- 6.1.3.1 ➤ Construct an access point representing a particular expression of a work or a part or parts of a work by adding to the preferred access point representing the work (see [6.1.1](#)) or the part or parts ([see 6.1.2](#)), as applicable:
- a) a term indicating content type (see [6.11](#))
 - b) the date of the expression (see [6.12](#))
 - c) a term indicating the language of the expression (see [6.13](#))
 - d) a term indicating the version of the work (see [6.14](#))
- and/or e) a term indicating technique (see [6.15](#)).

Goncourt, Edmond de, 1822-1896. Frères Zemganno.
English

(Resource described: The Zemganno brothers. An English translation of a French novel)

Archilochus. Fragments. English

(Resource described: Archilochos / introduced, translated, and illustrated by Michael Ayrton)

Brunhoff, Jean de, 1899-1937. Babar en famille.
English. Spoken word

(Resource described: Babar and his children. An audio recording of the children's story)

6.1.4 VARIANT ACCESS POINT

Contents

- 6.1.4.1 General guidelines on constructing variant access points representing works
- 6.1.4.2 Variant access point representing a part of a work
- 6.1.4.3 Variant access point representing a compilation of works

6.1.4.1 General guidelines on constructing variant access points representing works

- 6.1.4.1.1 ➤ Use a variant title for the work (see [6.3](#)) as the basis for a variant access point.

Nibelunge Nôt

(Preferred access point for the work: Nibelungenlied)

- 6.1.4.1.2 ➤ If the variant access point represents a work for which the preferred access point has been constructed using the preferred access point for a person, family, or corporate body followed by the preferred title for the work (see [6.1.1.1-6.1.1.6](#)), construct the variant access point using the preferred access point for that person, family, or corporate body followed by the variant title for the work.

Dickens, Charles, 1719-1793. Posthumous papers of the Pickwick Club
(Preferred access point for the work: Dickens, Charles, 1719-1793. Pickwick papers)

- 6.1.4.1.3 ➤ Make additions to the access point, if considered to be important for identification, following the instructions given under [6.1.1.7](#), as applicable.

Roland (Poem)
(Preferred access point for the work: Chanson de Roland)

Professional development series (Boston, Mass.)
(Preferred access point for the work: Pace, Joe (Joseph). Professional development series)

Afrique et développement (Éditions Karthala)
(Preferred access point for the work: Collection Afrique et développement)

6.1.4.2 Variant access point representing a part of a work

- 6.1.4.2.1 ➤ If the preferred access point representing a part of a work has been constructed using the preferred access point for a person, family, or corporate body followed by the preferred title for the work as a whole, followed in turn by the preferred title for the part, construct a variant access point representing the part using the preferred access point for that person, family, or corporate body followed directly by the title for the part, provided the title of the part is distinctive.

Tolkien, J. R. R. (John Ronald Reuel), 1892-1973.
 Fellowship of the ring
(Preferred access point: Tolkien, J. R. R. (John Ronald Reuel), 1892-1973. Lord of the rings. Fellowship of the ring)

Tolkien, J. R. R. (John Ronald Reuel), 1892-1973.
 Two towers
(Preferred access point: Tolkien, J. R. R. (John Ronald Reuel), 1892-1973. Lord of the rings. Two towers)

Tolkien, J. R. R. (John Ronald Reuel), 1892-1973.
 Return of the king
(Preferred access point: Tolkien, J. R. R. (John Ronald Reuel), 1892-1973. Lord of the rings. Return of the king)

Proust, Marcel, 1871-1922. Du côté de chez Swann
(Preferred access point: Proust, Marcel, 1871-1922. À la recherche du temps perdu. Du côté de chez Swann)

Proust, Marcel, 1871-1922. À l'ombre des jeunes filles en fleurs
(Preferred access point: Proust, Marcel, 1871-1922. À la recherche du temps perdu. À l'ombre des jeunes filles en fleurs)

Proust, Marcel, 1871-1922. Côté de Guermantes
(Preferred access point: Proust, Marcel, 1871-1922. À la recherche du temps perdu. Côté de Guermantes)

- 6.1.4.2.2 ➤ If the preferred access point representing the part has been constructed using the preferred title for the work as a whole followed by the preferred title for the part, construct a variant access point using the title of the part on its own, provided the title of the part is distinctive.

Aladdin
(Preferred access point: Arabian nights. Aladdin)

Sindbad the sailor
(Preferred access point: Arabian nights. Sindbad the sailor)

- 6.1.4.2.3 ➤ Make additions to the access point, if considered to be important for identification, following the instructions given under [6.1.1.7](#), as applicable.

King of the hill (Episode of The Simpsons)
(Preferred access point: Simpsons (Television program). King of the hill)

King of the hill (Episode of Cheers)
(Preferred access point: Cheers (Television program). King of the hill)

6.1.4.3 Variant access point representing a compilation of works

- 6.1.4.3.1 ➤ If the preferred access point representing a compilation of a person's works has been constructed using the preferred access point for that person followed by a collective title (see [6.2.7](#)), construct a variant access point representing the compilation using the preferred access point for the person followed by the title proper of the resource being described or the title found in a reference source, unless the title proper of the resource being described or the title found in a reference source is the same as, or very similar to, the collective title.

Andersen, H. C. (Hans Christian), 1805-1875.
Eventyr
(Title proper of the resource being described. Preferred access point recorded as: Andersen, H. C. (Hans Christian), 1805-1875. Tales)

Andersen, H. C. (Hans Christian), 1805-1875.
Samlede eventyr og historier
(Title proper of the resource being described. Preferred access point recorded as: Andersen, H. C. (Hans Christian), 1805-1875. Tales)

- 6.1.4.3.2 ➤ Make additions to the access point, if considered to be important for identification, following the instructions given under [6.1.1.7](#), as applicable.

Dante Alighieri, 1265-1321. Tutte le opere di
Dante
(Title proper of the resource being described. Preferred access point recorded as: Dante Alighieri, 1265-1321. Works (1966))

Title

6.2 PREFERRED TITLE FOR THE WORK

REQUIRED

Contents

6.2.0 Basic instructions on preferred titles for works

Choosing the preferred title

6.2.1 Works created after 1500

6.2.2 Works created before 1501

6.2.3 Cycles and stories with many versions

6.2.4 Manuscripts and manuscript groups

6.2.5 Incunabula

Recording the preferred title

6.2.6 Parts of a work

6.2.7 Compilations of works

6.2.0 BASIC INSTRUCTIONS ON PREFERRED TITLES FOR WORKS

Contents

6.2.0.1 Scope

6.2.0.2 Sources of information

6.2.0.3 Choosing the preferred title

6.2.0.4 Recording the preferred title

6.2.0.5 Transliteration

6.2.0.1 Scope

- 6.2.0.1.1 The **preferred title** is the title or form of title chosen as the basis for the preferred access point representing a work.

6.2.0.2 Sources of information

- 6.2.0.2.1 ➤ Determine the title to be used as the preferred title for a work created after 1500 from resources embodying the work or reference sources.
- 6.2.0.2.2 ➤ Determine the title to be used as the preferred title for a work created before 1501 from modern sources. If the evidence of modern reference sources is inconclusive, use (in this order of preference):
- a) modern editions
 - b) early editions
 - c) manuscript copies.

6.2.0.3 Choosing the preferred title

- 6.2.0.3.1 ➤ Choose the preferred title for a work following the instructions given under [6.2.1-6.2.5](#).

- 6.2.0.3.2 ➤ For instructions on choosing the preferred title for special types of works, see [6.18.0.3](#) (musical works), [6.24.0.3](#) (legal works), chapter [6.29.0.3](#) (religious works), and [6.34.0.3](#) (official communications).

6.2.0.4 Recording the preferred title

- 6.2.0.4.1 ➤ Record the title chosen as the preferred title for a work following the general guidelines on recording titles for works given under [5.5](#).
- 6.2.0.4.2 ➤ Follow the additional instructions given under [6.2.6](#) when recording the preferred title for part of a work.
- 6.2.0.4.3 ➤ Follow the additional instructions given under [6.2.7](#) when recording the preferred title for a compilation of works.
- 6.2.0.4.4 ➤ For additional instructions on recording the preferred title for special types of works, see [6.18.0.4](#) (musical works), [6.24.0.4](#) (legal works), and [6.29.0.4](#) (religious works).
- 6.2.0.4.5 ➤ For instructions on using the preferred title to construct the preferred access point representing a work or a part or parts of a work, see [6.1.1-6.1.2](#).

6.2.0.5 Transliteration

- 6.2.0.5.1 ➤ If the title selected as the preferred title is in a language written in a script that differs from the preferred script of the agency creating the data, transliterate it according to the table for that language adopted by the agency creating the access data.

CHOOSING THE PREFERRED TITLE

6.2.1 WORKS CREATED AFTER 1500

Contents

- 6.2.1.1 General guidelines
- 6.2.1.2 Title proper of the original edition
- 6.2.1.3 Simultaneous publication under different titles

6.2.1.1 General guidelines

- 6.2.1.1.1 ➤ For works created after 1500, choose the title or form of title in the original language by which the work has become known through use in resources embodying the work or in reference sources as the preferred title.

Martin Chuzzlewit

(Preferred title for work by Dickens published under various titles: The life and adventures of Martin Chuzzlewit; Martin Chuzzlewit's life and adventures; and others)

Whitaker's almanack

(Preferred title for work first published under the title: An almanack for the year of Our Lord ...)

Sun also rises

(Preferred title for work by Hemingway also published under the title: Fiesta)

Hamlet

(Preferred title for work by Shakespeare first published under the title: The tragicall historie of Hamlet, Prince of Denmarke)

American scholar

(Preferred title for work by Emerson first published under the title: An oration delivered before the Phi Beta Kappa Society, at Cambridge, August 31, 1837)

Gulliver's travels

(Preferred title for work by Swift first published under the title: Travels into several remote nations of the world / by Lemuel Gulliver)

Trial of treasure

(Preferred title for work first published under the title: A new and mery interlude called the Triall of treasure)

Blind date

(Preferred title for work issued in the United Kingdom as: Blind date. Later issued in the United States as: Chance meeting)

- 6.2.1.1.2 ➤ For manuscripts and manuscript groups, follow the instructions given under [6.2.4](#), as applicable.

6.2.1.2 Title proper of the original edition

- 6.2.1.2.1 ➤ If no title in the original language is established as being the one by which the work is best known, or in case of doubt, choose the title proper of the original edition (see [2.3.1](#)) as the preferred title.

Pre-Raphaelite tragedy

(Preferred title for work by William Gaunt later published under the title: The Pre-Raphaelite dream)

Criminal

(Preferred title for work issued in the United Kingdom as: The criminal. Later issued in the United States as: The concrete jungle)

Treatyse of a galaunt

(Title proper of the original edition: Treatyse of a galaunt ...)

6.2.1.3 Simultaneous publication under different titles

- 6.2.1.3.1 ➤ If the work is published simultaneously in the same language under different titles, choose the title proper of the first resource received as the preferred title.

Rats in the larder

(Preferred title for work by Joachim Joesten for use in an access point)

based on the title of the edition published in New York: Rats in the larder : the story of Nazi influence in Denmark. Simultaneously published in London under the title: Denmark's day of doom)

6.2.2 WORKS CREATED BEFORE 1501

Contents

- 6.2.2.1 General guidelines
- 6.2.2.2 Classical and Byzantine Greek works
- 6.2.2.3 Anonymous works written neither in Greek nor in the preferred script of the agency

6.2.2.1 General guidelines

- 6.2.2.1.1 ➤ For works created before 1501 (other than those covered by [6.2.2.2-6.2.2.3](#)), choose the title or form of title in the original language by which the work is identified in modern sources as the preferred title. If the evidence of modern reference sources is inconclusive, choose (in this order of preference) the title most frequently found in:

- a) modern editions
- b) early editions
- c) manuscript copies.

Danishnamah-'i 'Ala'i
(Preferred title for work by Avicenna)

Beowulf

De bello Gallico
(Preferred title for work by Julius Caesar)

Chanson de Roland

Pardoner's tale
(Preferred title for work by Chaucer)

Nibelungenlied

Edictum Theodorici

- 6.2.2.1.2 ➤ For manuscripts and manuscript groups, follow the instructions given under [6.2.4](#), as applicable.
- 6.2.2.1.3 ➤ For incunabula, follow the instructions given under [6.2.5](#).

6.2.2.2 Classical and Byzantine Greek works

- 6.2.2.2.1 ➤ For a work originally written in classical Greek, or a work of a Greek church father or other Byzantine writer before 1453, choose a well-established title in the language preferred by the agency creating the data as the preferred title.

Birds

- (Preferred title for work by Aristophanes)*
not Ornithes
- Alexiad
(Preferred title for work by Anna Comnena)
not Alexias
- Ecclesiastical history
(Preferred title for work by Bishop Eusebius of Caesarea)
not Ekklesiastikē historia
- Iliad
(Preferred title for work by Homer)
not Ilias
- Odyssey
(Preferred title for work by Homer)
not Odysseia
- Republic
(Preferred title for work by Plato)
not Politeia
- Battle of the frogs and mice
not Batrachomyomachia

6.2.2.2.2 ➤ If there is no such English title, choose the Latin title.

- Argonautica
(Preferred title for work by Apollonius Rhodius)
not Argonautika
- Meteorologica
(Preferred title for work by Aristotle)
not Meteorologika
- Contra Celsum
(Preferred title for work by Origen)
not Kata Kelsou
- Theaetetus
(Preferred title for work by Plato)
not Theaitetos

6.2.2.2.3 ➤ If there is neither a well-established English title nor a Latin title, choose the Greek title.

- Synopsis historikē
(Preferred title for work by Constantine Manasses)
- Georgos
(Preferred title for work by Menander of Athens)
- Perikeiromenē
(Preferred title for work by Menander of Athens)

Katamyomachia
(Preferred title for work by Theodore Prodromus)

6.2.2.3 Anonymous works written neither in Greek nor in the preferred script of the agency

- 6.2.2.3.1 > If the original language of an anonymous work created before 1501 is written neither in Greek nor in the preferred script of the agency creating the data, choose as the preferred title an established title in the language preferred by the agency, if there is one.

Arabian nights

Book of the dead

but

Slovo o polku Igoreve
(Published in English under several titles including Igor's tale, The campaign of Igor, and The tale of the campaign of Igor)

6.2.3 CYCLES AND STORIES WITH MANY VERSIONS

Contents

- 6.2.3.1 Cycles
- 6.2.3.2 Stories with many versions

6.2.3.1 Cycles

- 6.2.3.1.1 > For a cycle (i.e., a collection of independent early poems, romances, etc., in the same language centered on a certain person, event, object, etc.), choose the generally accepted title for the cycle as the preferred title.

Guillaume d'Orange
(Resource described: Guillaume d'Orange : chansons de geste des XI^e et XII^e siècles. *Contains:* Li coronemens Looy. Li charrois de Nymes. La prise d'Oreng. Li covenans Vivien. La bataille d'Aleschans)

- 6.2.3.1.2 > If the cycle is only identified by a descriptive phrase (e.g., "the Arthurian romances," "the Grail legends," "the St. Francis legends") or has no established title, use the title proper of the first resource received as the preferred title for the work.

Légende arthurienne
(Resource described: La légende arthurienne : études et documents ... les plus anciens textes)

6.2.3.2 Stories with many versions

- 6.2.3.2.1 > For a basic story found in many versions, choose as the preferred title the title that is established in reference sources in the language

preferred by the agency creating the data.

Reynard the Fox

Amis et Amiles

6.2.4 MANUSCRIPTS AND MANUSCRIPT GROUPS

- 6.2.4.1 ➤ If the instructions given under [6.2.1–6.2.3](#) are not applicable to a work contained in a manuscript or manuscripts (including manuscript groups), choose as the preferred title for the work contained in the manuscript or manuscript group (in this order of preference):

- a) a title that has been assigned to the work subsequent to its creation or compilation

Domesday book

Cancionero musical de palacio

Codex Amiatinus

- b) the name of the manuscript or manuscript group if the work is identified only by that name

Book of Lismore

Dead Sea scrolls

Tell-el Amarna tablets

- c) a devised title using the preferred access point representing the repository (see [chapter 11](#)) followed by *Manuscript* and the repository's designation for the manuscript or manuscript group. If the manuscript is a single item within a collection, add the foliation if known.

British Library. Manuscript. Arundel 384

Yale University. Music Library. Manuscript.
LM 4708

Herzog August Bibliothek. Manuscript.
Helmstedt 628, fol. 185-192

- 6.2.4.2 ➤ If the preferred title is chosen by the application of a) or b) above and the manuscript or manuscript group has a repository designation, record a devised title constructed according to the instructions given under c) above as a variant title (see [6.2.3](#)).

6.2.5 INCUNABULA

- 6.2.5.1 ➤ Choose as the preferred title for a work contained in an incunabulum the title found in standard reference sources for incunabula.

De viris illustribus urbis Romae

(Resource described: Plinius De viris illustribus)

De viris illustribus urbis Romae

(Resource described: C. Plinii Secundi Iunioris liber illustrium uirorum incipit)

De viris illustribus urbis Romae

(Resource described: Svetonivs Tranquillvs De praeclare gestis Romanorvm)

RECORDING THE PREFERRED TITLE

6.2.6 PARTS OF A WORK

Contents

- 6.2.6.1 General guidelines
- 6.2.6.2 One part
- 6.2.6.3 Two or more parts

6.2.6.1 General guidelines

- 6.2.6.1.1 ➤ Record the preferred title for a part or parts of a work following the instructions given under [6.2.6.2–6.2.6.3](#), as applicable.

Exceptions:

- 6.2.6.1.2 For parts of musical works, see [6.18.4](#).

- 6.2.6.1.3 For parts of religious works, see [6.29.7–6.29.18](#).

- 6.2.6.1.4 ➤ For instructions on constructing the preferred access point representing a part or parts of a work, see [6.1.2](#).

6.2.6.2 One part

- 6.2.6.2.1 ➤ Record the preferred title for the part following the general guidelines on recording titles for works given under [5.5](#).

Two towers

(Part of J.R.R. Tolkien's Lord of the rings)

Du côté de chez Swann

(Part of Marcel Proust's À la recherche du temps perdu)

Come like shadows

(Part of Simon Raven's Alms for oblivion)

Sindbad the sailor

(Part of Arabian nights)

- 6.2.6.2.2 ➤ If the part is identified only by a general term (with or without a number) such as

Preface
 Detail (for a graphic resource)
 Epilogue
 Book 1
 Part 2
 Number 1
 Band 3

record the designation of the part as the preferred title for the part.
 Record the numeric designation as a numeral.

Book 1
(Part of Homer's Iliad)

1. Theil
(Part of Johann Wolfgang von Goethe's Faust)

Season 6
(Part of the television series Buffy, the vampire slayer)

- 6.2.6.2.3 > Record the title for the part (if it is other than a general term) as a variant title (see [6.3.2](#)).

6.2.6.3 Two or more parts

- 6.2.6.3.1 > When recording a preferred title for a sequence of two or more consecutively numbered parts of a work, each of which is identified only by a general term and a number, record the designation of the parts in the singular followed by the inclusive numbers of the parts recorded as numerals.

Book 1-6
(Preferred title for the first six books of Homer's Iliad)

- 6.2.6.3.2 > When identifying two or more unnumbered or non-consecutively numbered parts of a work, record the preferred title for each of the parts following the instructions given under [6.2.6.2](#).

Purgatorio
(Part of Dante Alighieri's Divina commedia)

Paradiso
(Part of Dante Alighieri's Divina commedia)

Book 1
(Part of Homer's Iliad)

Book 6
(Part of Homer's Iliad)

Alternative:

- 6.2.6.3.3 When identifying two or more two or more unnumbered or non-consecutively numbered parts of a work, use the preferred title for the work as a whole.

History of the decline and fall of the Roman

Empire
(*Selections from Gibbon's work*)

6.2.7 COMPILATIONS OF WORKS

Contents

- 6.2.7.1 Complete works
- 6.2.7.2 Complete works in a single form
- 6.2.7.3 Other compilations of two or more works

6.2.7.1 Complete works

- 6.2.7.1.1 ➤ For a compilation of works that consists of, or purports to be, the complete works of a person, family, or corporate body, including those that are complete at the time of publication, record the collective title *Works*.

6.2.7.2 Complete works in a single form

- 6.2.7.2.1 ➤ Record one of the following collective titles for a compilation of works (other than music, see [6.18.5](#)) that consists of, or purports to be, the complete works of a person, family, or corporate body, in one particular form.

Correspondence
Essays
Novels
Plays
Poems
Prose works
Short stories
Speeches

- 6.2.7.2.2 ➤ If none of these is appropriate, record an appropriate specific collective title (e.g., *Posters, Fragments*).
- 6.2.7.2.3 ➤ If the compilation consists of two or more but not all the works of one person, family, or corporate body, in a particular form, follow the instructions given under [6.2.7.3](#).

6.2.7.3 Other compilations of two or more works

- 6.2.7.3.1 ➤ For a compilation consisting of:
- a) two or more but not all the works of one person, family, or corporate body, in a particular form
 - or b) two or more but not all the works of one person, family, or corporate body, in various forms

record one of the following collective titles:

Selected correspondence
Selected essays
Selected novels
Selected plays

Selected poems
 Selected prose works
 Selected short stories
 Selected speeches
 Selected works

Alternative:

- 6.2.7.3.2 Create separate access points for each of the works in the compilation following the instructions given under [6.1.1](#).

Adams, Douglas, 1952-2001. Dirk Gently's Holistic Detective Agency
 (*First work in a compilation also containing Long dark tea-time of the soul*)

Adams, Douglas, 1952-2001. Long dark tea-time of the soul
 (*Second work in the same compilation*)

Exceptions:

- 6.2.7.3.3 For compilations of musical works by a single composer, follow the instructions given under [6.18.5](#).
- 6.2.7.3.4 For compilations of laws, etc., follow the instructions given under [6.24.1](#).
- 6.2.7.3.5 For compilations of treaties, etc., follow the instructions given under [6.24.2.2](#).
- 6.2.7.3.6 ➤ If none of these is appropriate, record an appropriate specific collective title (e.g., *Selected posters*, *Selected fragments*).

6.3 VARIANT TITLE FOR THE WORK

OPTIONAL

Contents

- 6.3.0 Basic instructions on variant titles for works
- 6.3.1 Alternative linguistic form of title
- 6.3.2 Other variant title

6.3.0 BASIC INSTRUCTIONS ON VARIANT TITLES FOR WORKS

Contents

- 6.3.0.1 Scope
- 6.3.0.2 Sources of information
- 6.3.0.3 General guidelines

6.3.0.1 Scope

- 6.3.0.1.1 A **variant title** is a title or form of title by which a work is known that

differs from the title or form of title chosen as the preferred title.

6.3.0.2 Sources of information

- 6.3.0.2.1 > Take variant titles from resources embodying the work and/or from reference sources.

6.3.0.3 General guidelines

- 6.3.0.3.1 > Record variant titles following the general guidelines on recording titles for works given under [5.5](#).
- 6.3.0.3.2 > Record as a variant title a title under which the work has been issued⁴ or cited in reference sources, that is different from the title recorded as the preferred title for that work.
- 6.3.0.3.3 > Record as a variant title a form of title under which the work has been issued or cited in reference sources, or resulting from a different transliteration of the title, if it differs from the form recorded as the preferred title for that work.
- 6.3.0.3.4 > Follow the additional specific instructions given under [6.3.1–6.3.2](#) and those given in preceding sections of this chapter, as applicable.
- 6.3.0.3.5 > For instructions on using a variant title to construct a variant access point representing a work, see [6.1.4](#).

6.3.1 ALTERNATIVE LINGUISTIC FORM OF TITLE

Contents

- 6.3.1.1 Scope
- 6.3.1.2 Sources of information
- 6.3.1.3 Recording alternative linguistic forms as variant titles

6.3.1.1 Scope

- 6.3.1.1.1 An **alternative linguistic form of title** is a form of title in a different language, script, spelling, or transliterated form than the form recorded as the preferred title.

6.3.1.2 Sources of information

- 6.3.1.2.1 > Take alternative linguistic forms of titles from resources embodying the work and/or from reference sources.

⁴ Record a title appearing on a manifestation of the work as a variant title for the work only if it differs significantly from the preferred title and the work itself might reasonably be sought under that title. For instructions on recording the title proper and other titles appearing on the manifestation see [2.3.1](#).

6.3.1.3 Recording alternative linguistic forms as variant titles

- 6.3.1.3.1 ➤ If the title recorded as the preferred title for a work has one or more alternative linguistic forms, record them as variant titles.

Different language form

Aisōpou mythoi
 Fabulae Aesopi
 (English language form recorded as preferred title: Aesop's fables)

Roland (Poem)
 Rolandslied
 Song of Roland
 (French language form recorded as preferred title: Chanson de Roland)

Hamlet (Motion picture : 1964)
 (Russian language form recorded as preferred title: Gamlet (Motion picture))

Leabhar an Leasa Mhóir
 Leabhar Mhic Cárthaigh Riabhaigh
 (Preferred title recorded as: Book of Lismore)

Dunhuang xie ben
 (Preferred title recorded as: Dunhuang manuscripts)

Kodeks Vilnah 262
 (Preferred title recorded as: Vilnius Codex 262)

Biblioteca apostolica vaticana. Manuscript. Kōdix
 Vaticanus Graecus 1171
 (Preferred title recorded as: Biblioteca apostolica vaticana. Manuscript.
 Codex Vaticanus Graecus 1171)

Different script

大藏經
 (Chinese transliterated form recorded as preferred title: Da zang jing)

Первые на луне
 (Russian transliterated form recorded as preferred title: Pervye na lune)

טעווייע דער מילכיקער
 טביה דער מילכיקער
 (Yiddish transliterated form recorded as preferred title: Tevye der milkhiker)

ألف ليلة وليلة
 كتاب ألف ليلة وليلة
 (English language form recorded as preferred title: Arabian nights)

מגילות ים המלח
 מגילות מדבר יהודה

מגילות פון ים המלח

(*English language form recorded as preferred title: Dead Sea scrolls*)

Российская национальная библиотека. Manuscript.
Волоколамское собрание no. 630

(*Russian transliterated form recorded as preferred title: Rossiiskaja
natsional'naja biblioteka. Manuscript. Volokolamskoe sobranie no. 630*)

敦煌寫本

(*English language form recorded as preferred title: Dunhuang
manuscripts*)

Different spelling

Eastward ho

(*Preferred title recorded as: Eastward hoe*)

Tevyeh der milkhiker

(*Preferred title recorded as: Teyye der milkhiker*)

Doomsday book

(*Preferred title recorded as: Domesday book*)

Cronycles of Englond

(*Preferred title recorded as: Chronicles of England*)

Different transliteration

Ta tsang ching

(*Preferred title recorded as: Da zang jing*)

Anyuta

(*Preferred title recorded as: Aniyuta*)

Tun-huang manuscripts

(*Preferred title recorded as: Dunhuang manuscripts*)

6.3.2 OTHER VARIANT TITLE

Contents

- 6.3.2.1 Scope
- 6.3.2.2 Sources of information
- 6.3.2.3 Recording other variant titles

6.3.2.1 Scope

- 6.3.2.1.1 **Other variant titles** are titles or forms of title other than alternative linguistic forms of title that differ from the title or form of title recorded as the preferred title.

6.3.2.2 Sources of information

- 6.3.2.2.1 ➤ Take other variant titles from resources embodying the work and/or from reference sources.

6.3.2.3 Recording other variant titles

- 6.3.2.3.1 ➤ Record other variants and variant forms of the title recorded as the preferred title not covered under [6.3.1](#), as required.

Personal history of David Copperfield
(Preferred title recorded as: David Copperfield)

Encyclopædia Britannica Films presents Historical
America in song
(Preferred title recorded as: Historical America in song)

Two towers
(Preferred title recorded as: Lord of the rings. Two towers)

Book of Mac Carthy Reagh
Book of Mac Cárthaigh Riabhach
Lismore, Book of
(Preferred title recorded as: Book of Lismore)

Dead Sea scrolls. 11QT
Dead Sea scrolls. Temple scroll
(Preferred title recorded as: Temple scroll)

Codex Egerton 2895
Codex Sánchez Solís
Codex Waecker Götter
Codice Zapoteco
(Preferred title recorded as: British Library. Manuscript. Egerton 2895)

Here begynneth the temple of glas
Here begynnyth ye temple of glas
(Preferred title recorded as: Temple of glas)

Aristophanous Kōmōdiai ennea
Aristophanis Comoediae novem
(Preferred title recorded as: Works)

Cronycles of the londe of Englōd
Cronycles of the londe of Englonde
(Preferred title recorded as: Chronicles of England)

Here begynneth a lytell treatyse for to lerne
Englysshe and Frensshe
Here is a good boke to lerne to speke French
(Preferred title recorded as: Lytell treatyse for to lerne Englysshe and
Frensshe)

Other identifying attributes of works

6.4 FORM OF WORK

REQUIRED⁵

Contents

6.4.0 Basic instructions on recording form of work

6.4.0 BASIC INSTRUCTIONS ON RECORDING FORM OF WORK

Contents

6.4.0.1 Scope

6.4.0.2 Sources of information

6.4.0.3 Recording form of work

6.4.0.1 Scope

6.4.0.1.1 **Form of work** is a class or genre to which a work belongs.

6.4.0.2 Sources of information

6.4.0.2.1 ➤ Take information on form of work from any source.

6.4.0.3 Recording form of work

6.4.0.3.1 ➤ Record the form of the work.

Poem

(Form of work of: Chanson de Roland)

Sculpture

(Form of work of: Iron horse)

Motion picture

(Form of work of: Brokeback Mountain)

Radio program

(Form of work of: War of the worlds)

⁵ Form of work is required when needed to distinguish an access point representing the work from another access point (see [6.1.1.7](#)).

6.5 DATE OF WORK

REQUIRED⁶

Contents

- 6.5.0 Basic instructions on recording date of work
- 6.5.1 Date of creation
- 6.5.2 Date of first publication or release

6.5.0 BASIC INSTRUCTIONS ON RECORDING DATE OF WORK

Contents

- 6.5.0.1 Scope
- 6.5.0.2 Sources of information
- 6.5.0.3 General guidelines

6.5.0.1 Scope

- 6.5.0.1.1 **Date of work** is the first date (normally the year) associated with a work.

6.5.0.2 Sources of information

- 6.5.0.2.1 ➤ Take information on date of work from any source.

6.5.0.3 General guidelines

- 6.5.0.3.1 ➤ Record dates in terms of the calendar preferred by the agency creating the data.⁷
- 6.5.0.3.2 ➤ Record the date of the work by giving the year or years alone.

6.5.1 DATE OF CREATION

REQUIRED⁸

Contents

- 6.5.1.1 Scope
- 6.5.1.2 Sources of information
- 6.5.1.3 Recording date of creation

⁶ Date of work is required when needed to distinguish an access point representing the work from another access point (see [6.1.1.7](#)).

⁷ For details on the Gregorian calendar, see [appendix K](#).

⁸ Date of creation is required when needed to distinguish an access point representing the work from another access point (see [6.1.1.7](#)).

6.5.1.1 Scope

- 6.5.1.1.1 **Date of creation** is the year a work was created.

6.5.1.2 Sources of information

- 6.5.1.2.1 ➤ Take information on date of creation from any source.

6.5.1.3 Recording date of creation

- 6.5.1.3.1 ➤ Record the date of creation following the basic instructions given under [6.5.0](#).

1946

(Date of creation of: France. Constitution. Date recorded to distinguish between other works with the same name)

1958

(Date of creation of: France. Constitution. Date recorded to distinguish between other works with the same name)

- 6.5.1.3.2 ➤ Indicate the source from which the date was derived following the instructions given under [5.9](#).

6.5.2 DATE OF FIRST PUBLICATION OR RELEASE

REQUIRED⁹

Contents

6.5.2.1 Scope

6.5.2.2 Sources of information

6.5.2.3 Recording date of first publication or release

6.5.2.1 Scope

- 6.5.2.1.1 **Date of first publication or release** is the year a work was first published or released.

6.5.2.2 Sources of information

- 6.5.2.2.1 ➤ Take information on date of first publication or release from any source.

6.5.2.3 Recording date of first publication or release

- 6.5.2.3.1 ➤ Record the date of first publication or release following the basic instructions given under [6.5.0](#).

⁹ Date of first publication or release is required when needed to distinguish an access point representing the work from another access point (see [6.1.1.7](#)).

1960

(Date of release of the motion picture Ocean's eleven. Date recorded to distinguish between other works with the same name)

2001

(Date of release of the motion picture Ocean's eleven. Date recorded to distinguish between other works with the same name)

1762

(Date of first publication of the periodical Dublin magazine. Date recorded to distinguish between other works with the same name)

1965

(Date of first publication of the periodical Dublin magazine. Date recorded to distinguish between other works with the same name)

- 6.5.2.3.2 > Indicate the source from which the date was derived following the instructions given under [5.9](#).

6.6 PLACE OF ORIGIN OF THE WORK

REQUIRED¹⁰

Contents

6.6.0 Basic instructions on recording place of origin of the work

6.6.0 BASIC INSTRUCTIONS ON RECORDING PLACE OF ORIGIN OF THE WORK

Contents

6.6.0.1 Scope

6.6.0.2 Sources of information

6.6.0.3 Recording place of origin of the work

6.6.0.1 Scope

- 6.6.0.1.1 **Place of origin of the work** is the country or other territorial jurisdiction or cultural area from which a work originated.

6.6.0.2 Sources of information

- 6.6.0.2.1 > Take information on place of origin of the work from any source.

¹⁰ Place of origin of the work is required when needed to distinguish an access point representing the work from another access point (see [6.1.1.7](#)).

6.6.0.3 Recording place of origin of the work

- 6.6.0.3.1 ➤ Record the place of origin of the work in the form prescribed in [chapter 16](#).

Boise, Idaho

(Place of origin of the monthly The advocate. Place recorded to distinguish between other works with the same name)

Nairobi, Kenya

(Place of origin of the quarterly The advocate. Place recorded to distinguish between other works with the same name)

- 6.6.0.3.2 ➤ Indicate the source from which the information on place of origin was derived following the instructions given under [5.9](#).

6.7 OTHER DISTINGUISHING CHARACTERISTIC OF THE WORK

REQUIRED¹¹

Contents

- 6.7.0 Basic instructions on recording other distinguishing characteristics of works

6.7.0 BASIC INSTRUCTIONS ON RECORDING OTHER DISTINGUISHING CHARACTERISTICS OF WORKS

Contents

- 6.7.0.1 Scope
6.7.0.2 Sources of information
6.7.0.3 Recording other distinguishing characteristics of works

6.7.0.1 Scope

- 6.7.0.1.1 **Other distinguishing characteristic of the work** is any characteristic that serves to differentiate a work from another work with the same title.

6.7.0.2 Sources of information

- 6.7.0.2.1 ➤ Take information on other distinguishing characteristics of the work from any source.

¹¹ Other distinguishing characteristic of the work is required when needed to distinguish an access point representing the work from another access point (see [6.1.1.7](#)).

6.7.0.3 Recording other distinguishing characteristics of works

- 6.7.0.3.1 ➤ Record other characteristics of the work as necessary to distinguish the work from another work with the same title and the same form, date, and/or place of origin.

Geological Survey (South Africa)
(Issuing body of the work named Bulletin, recorded to distinguish between other works with the same name)

New York State Museum
(Issuing body of the work named Bulletin, recorded to distinguish between other works with the same name)

New Zealand. Ministry of Education. Research and Statistics Division
(Issuing body of the work named Bulletin, recorded to distinguish between other works with the same name)

Anglo-Saxon poem
(Other characteristic of the work named Genesis, recorded to distinguish between other works with the same name)

Middle High German poem
(Other characteristic of the work named Genesis, recorded to distinguish between other works with the same name)

Old Saxon poem
(Other characteristic of the work named Genesis, recorded to distinguish between other works with the same name)

Choreographic work : Baryshnikov
(Other characteristic of the work named The nutcracker, recorded to distinguish between other works with the same name)

Choreographic work : Nureyev, after Vainonen
(Other characteristic of the work named The nutcracker, recorded to distinguish between other works with the same name)

- 6.7.0.3.2 ➤ Indicate the source from which the information on other distinguishing characteristics of the work was derived following the instructions given under [5.9](#).

6.8 ORIGINAL LANGUAGE OF THE WORK

OPTIONAL

Contents

- 6.8.0 Basic instructions on recording the original language of the work

6.8.0 BASIC INSTRUCTIONS ON RECORDING THE ORIGINAL LANGUAGE OF THE WORK

Contents

- 6.8.0.1 Scope
- 6.8.0.2 Sources of information
- 6.8.0.3 Recording the original language of the work

6.8.0.1 Scope

- 6.8.0.1.1 **Original language of the work** is the language in which a work was first expressed.

6.8.0.2 Sources of information

- 6.8.0.2.1 ➤ Take information on the original language of the work from any source.

6.8.0.3 Recording the original language of the work

- 6.8.0.3.1 ➤ Record the language or languages in which the work was first expressed using an appropriate term or terms from the list of languages specified in ISO 639-2 (<http://www.loc.gov/standards/iso639-2/langhome.html>).

Old English
(*Original language of Beowulf*)

Japanese
(*Original language of the motion picture Mosura tai Gojira*)

- 6.8.0.3.2 ➤ Indicate the source from which the information on the original language was derived following the instructions given under [5.9](#).

6.9 HISTORY OF THE WORK

OPTIONAL

Contents

- 6.9.0 Basic instructions on recording the history of the work

6.9.0 BASIC INSTRUCTIONS ON RECORDING THE HISTORY OF THE WORK

Contents

- 6.9.0.1 Scope
- 6.9.0.2 Sources of information
- 6.9.0.3 Recording the history of the work

6.9.0.1 Scope

- 6.9.0.1.1 **History of the work** is information pertaining to the history of the work.

6.9.0.2 Sources of information

- 6.9.0.2.1 ➤ Take information on the history of the work from any source.

6.9.0.3 Recording the history of the work

- 6.9.0.3.1 ➤ Record information pertaining to the history of the work.

Originally written as a serial and published in 19 issues over 20 months from March 1836 to October 1837. There was no issue in May 1837 as Dickens was in mourning for his sister-in-law
(History of Dickens' Pickwick papers)

Originally released as a motion picture in 1941 under title All that money can buy; re-released later that year as The Devil and Daniel Webster; re-issued in 1952 in a shortened version as Daniel and the Devil. Based on Stephen Vincent Benét's short story The Devil and Daniel Webster
(History of the 1941 motion picture work)

- 6.9.0.3.2 ➤ As appropriate, incorporate information pertaining to specific identifying elements (see [6.4–6.8](#)) into a history of the work element.
- 6.9.0.3.3 ➤ Indicate the source from which the information on the history of the work was derived following the instructions given under [5.9](#).

6.10 IDENTIFIER FOR THE WORK

REQUIRED*Contents*

6.10.0 Basic instructions on recording identifiers for works

6.10.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR WORKS

Contents

6.10.0.1 Scope
6.10.0.2 Sources of information
6.10.0.3 Recording identifiers for works

6.10.0.1 Scope

- 6.10.0.1.1 An **identifier for the work** is number or code uniquely associated with a work that serves to differentiate that work from other works.

6.10.0.2 Sources of information

- 6.10.0.2.1 ➤ Take information on identifiers for works from any source.

6.10.0.3 Recording identifiers for works

- 6.10.0.3.1 ➤ If the identifier for the work is one for which there is a prescribed format, record it in accordance with that format.

ISWC: T-072.106.546-8
(*International Standard Musical Work Code for Cole Porter's I love Paris*)

n 79046204
(*Library of Congress control number for the sacred work The Koran*)

0053E3950E
(*Library and Archives Canada control number for the sacred work The Koran*)

- 6.10.0.3.2 ➤ If there is no prescribed format for the identifier for the work, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).

MOHAI 83.10.5, 989
(*Identifier for a photographic image in the Museum of History and Industry*)

Other identifying attributes of expressions

6.11 CONTENT TYPE

REQUIRED*Contents*

- 6.11.0 Basic instructions on recording content type

6.11.0 BASIC INSTRUCTIONS ON RECORDING CONTENT TYPE

Contents

- 6.11.0.1 Scope
6.11.0.2 Sources of information
6.11.0.3 Recording content type

6.11.0.1 Scope

- 6.11.0.1.1 **Content type** reflects the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement.

6.11.0.2 Sources of information

- 6.11.0.2.1 ➤ Take information on content type from any source.

6.11.0.3 Recording content type

- 6.11.0.3.1 ➤ Record the type(s) of content contained in the resource using one or more of the terms listed in **Table 1**. Record as many terms as are applicable to the resource being described.

Alternative:

- 6.11.0.3.2 If the resource being described consists of more than one content type, of record only
- a) the content type that applies to the predominant part of the resource (if there is a predominant part)
 - or b) the content types that apply to the most substantial parts of the resource (including the predominant part, if there is one).
- using one or more of the terms listed in **Table 1**, as appropriate.

TABLE 1

TERM	SCOPE
<i>cartographic dataset</i>	Cartographic content ¹² expressed through a digitally encoded dataset(s) intended to be processed by a computer. For cartographic data intended to be perceived in the form of an image(s) or three-dimensional form(s), see <i>cartographic image</i> and <i>cartographic three-dimensional form</i> , respectively.
<i>cartographic image</i>	Cartographic content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes maps, views, remote-sensing images, etc.
<i>cartographic</i>	Cartographic content expressed through images

¹² The term *cartographic content* denotes content that represents the whole or part of the Earth or any celestial body at any scale.

<i>moving image</i>	intended to be perceived as moving, in two dimensions. Includes satellite images of the earth or other celestial bodies in motion.
<i>cartographic tactile image</i>	Cartographic content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image(s) in two dimensions.
<i>cartographic tactile three-dimensional form</i>	Cartographic content expressed through a form or forms intended to be perceived through touch as a three-dimensional form or forms.
<i>cartographic three-dimensional form</i>	Cartographic content expressed through a form or forms intended to be perceived visually from more than one side. Includes globes, relief models, etc.
<i>computer dataset</i>	Content expressed through a digitally encoded dataset(s) intended to be processed by a computer. Includes numeric data, environmental data, etc., used by applications software to calculate averages, correlations, etc., or to produce models, etc., but not normally displayed in its raw form. For data intended to be perceived visually in the form of notation, image(s), or three-dimensional form(s), see <i>moving image</i> , <i>notated movement</i> , <i>notated music</i> , <i>still image</i> , <i>text</i> , <i>three-dimensional form</i> , and <i>three-dimensional moving image</i> . For data intended to be perceived in an audible form, see <i>performed music</i> , <i>sounds</i> , and <i>spoken word</i> . For cartographic data see <i>cartographic dataset</i> .
<i>computer program</i>	Content expressed through digitally encoded instructions intended to be processed and performed by a computer. Includes operating systems, applications software, etc.
<i>moving image</i>	Content expressed through images intended to be perceived as moving, in two dimensions. Includes motion pictures (using live action and/or animation), film and video recordings of performances, events, etc., video games, etc., other than those intended to be perceived in three dimensions (see <i>three-dimensional moving image</i>). Moving images may or may not be accompanied by sound.
<i>notated movement</i>	Content expressed through a notational system for movement intended to be perceived visually. Includes all forms of movement notation other than those intended to be perceived through touch (see <i>tactile notated movement</i>).
<i>notated music</i>	Content expressed through a notational system for music intended to be perceived visually. Includes all forms of music notation other than those intended to be perceived through touch (see <i>tactile music</i>).
<i>performed music</i>	Content expressed through music in an audible form. Includes recorded performances of music,

		computer-generated music, etc.
	<i>sounds</i>	Content other than language or music, expressed in an audible form. Includes natural sounds, artificially produced sounds, etc.
	<i>spoken word</i>	Content expressed through language in an audible form. Includes recorded readings, recitations, speeches, etc., computer-generated speech, etc.
	<i>still image</i>	Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes drawings, paintings, diagrams, photographic images (stills), etc.
	<i>tactile image</i>	Content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image(s) in two dimensions.
	<i>tactile music</i>	Content expressed through a notational system for music intended to be perceived through touch. Includes Braille music and other tactile systems of music notation.
	<i>tactile notated movement</i>	Content expressed through a notational system for movement intended to be perceived through touch.
	<i>tactile text</i>	Content expressed through a notational system for language intended to be perceived through touch. Includes Braille text and other tactile systems of language notation.
	<i>tactile three-dimensional form</i>	Content expressed through a form or forms intended to be perceived through touch as a three-dimensional form or forms.
	<i>text</i>	Content expressed through a notational system for language intended to be perceived visually. Includes all forms of language notation other than those intended to be perceived through touch (see <i>tactile text</i>).
	<i>three-dimensional form</i>	Content expressed through a form or forms intended to be perceived visually from more than one side. Includes sculptures, models, naturally occurring objects and specimens, holograms, etc.
	<i>three-dimensional moving image</i>	Content expressed through images intended to be perceived as moving, in three dimensions. Includes 3-D motion pictures (using live action and/or animation), 3-D video games, etc. Three-dimensional moving images may or may not be accompanied by sound.

6.11.0.3.3 ➤ If none of the terms listed above apply to the content of the resource being described, record *other*.

6.11.0.3.4 ➤ If the content type(s) applicable to the resource being described cannot be readily ascertained, record *unspecified*.

6.12 DATE OF EXPRESSION

REQUIRED¹³

Contents

6.12.0 Basic instructions on recording date of expression

6.12.0 BASIC INSTRUCTIONS ON RECORDING DATE OF EXPRESSION

Contents

6.12.0.1 Scope

6.12.0.2 Sources of information

6.12.0.3 Recording date of expression

6.12.0.1 Scope

6.12.0.1.1 **Date of expression** is the date the expression was created.

6.12.0.2 Sources of information

6.12.0.2.1 ➤ Take information on date of expression from any source.

6.12.0.3 Recording date of expression

6.12.0.3.1 ➤ Record dates in terms of the Christian era. Add *B.C.* when appropriate. Record dates from 1582 on in terms of the Gregorian calendar.¹⁴

6.12.0.3.2 ➤ Record the date of the expression by giving the year or years alone.

1940

(Resource described: Babar and his children. An audio recording of the children's story)

6.13 LANGUAGE OF EXPRESSION

REQUIRED¹⁵

Contents

6.13.0 Basic instructions on recording language of expression

¹³ Date of expression is required when needed to distinguish an access point representing an expression of a work from an access point for different expression of the work (see [6.1.3](#)).

¹⁴ For details on the Gregorian calendar see [appendix H](#).

¹⁵ Language of expression is required when needed to distinguish an access point representing an expression of a work from an access point for different expression of the work (see [6.1.3](#)).

6.13.0 BASIC INSTRUCTIONS ON RECORDING LANGUAGE OF EXPRESSION

Contents

- 6.13.0.1 Scope
- 6.13.0.2 Sources of information
- 6.13.0.3 Recording language of expression
- 6.13.0.4 Expressions involving two or more languages
- 6.13.0.5 Translations, etc.
- 6.13.0.6 Resources containing two or more language expressions of a work

6.13.0.1 Scope

- 6.13.0.1.1 **Language of expression** is the language in which a work is expressed.

6.13.0.2 Sources of information

- 6.13.0.2.1 ➤ Take information on language of expression from any source.

6.13.0.3 Recording language of expression

- 6.13.0.3.1 ➤ Record the language or languages of the expression using an appropriate term or terms from the list of languages specified in ISO 639-2 (<http://www.loc.gov/standards/iso639-2/langhome.html>). Follow the additional instructions given under [6.13.0.4–6.13.0.6](#).

6.13.0.4 Expressions involving two or more languages

- 6.13.0.4.1 ➤ If a single expression of a work involves two or more languages, record each of the languages.

English
Dutch
French
German
Italian
Spanish
Portuguese

(Languages of expression of: Joan Blaeu Atlas maior of 1665 / introduction and texts by Peter van der Krogt ; based on the copy in the Österreichische Nationalbibliothek, Wien ; with a selection of original texts by Joan Blaeu ; directed and produced by Benedikt Taschen. An atlas in six volumes; each volume includes text in English and two of the other languages)

6.13.0.5 Translations, etc.

- 6.13.0.5.1 ➤ If the expression being identified is different from that of the original (e.g., a translation, a dubbed motion picture), record the name of the language of expression.

English

(Resource described: The Zemganno brothers. An English translation of a French novel)

English

(Resource described: Theorem. An Italian motion picture dubbed into English)

Spanish

(Resource described: Obras completas / W. Somerset Maugham)

English

(Resource described: Archilochos / introduced, translated, and illustrated by Michael Ayrton)

- 6.13.0.5.2 ➤ Do not record the name of the language for a motion picture with subtitles.

6.13.0.6 Resources containing two or more language expressions of a work

- 6.13.0.6.1 ➤ If the resource described contains expressions of the work in two or more languages, create access points for each of the language expressions.

6.14 VERSION

REQUIRED¹⁶

Contents

6.14.0 Basic instructions on recording version

6.14.0 BASIC INSTRUCTIONS ON RECORDING VERSION

Contents

6.14.0.1 Scope
6.14.0.2 Sources of information
6.14.0.3 Recording version

6.14.0.1 Scope

- 6.14.0.1.1 **Version** is a name or term used to designate a specific realization of a work (e.g., a specific text, a specific version of a musical composition, etc.).

¹⁶ Version is required when needed to distinguish an access point representing an expression of a work from an access point for different expression of the work (see [6.1.3](#)).

6.14.0.2 Sources of information

- 6.14.0.2.1 ➤ Take information on version from any source.

6.14.0.3 Recording version

- 6.14.0.3.1 ➤ Record a brief form of the name of the version.

Buriat version
(One version of the epic poem Gesar)

Mongolian version
(Another version of the epic poem Gesar)

1st version
(One version of Johann Gottlieb Fichte's Wissenschaftslehre 1804)

2nd version
(Another version of Johann Gottlieb Fichte's Wissenschaftslehre 1804)

Chamber version
(One version of Stephen Albert's Distant hills coming nigh)

Orchestra version
(Another version of Stephen Albert's Distant hills coming nigh)

Nelson Thornes
(A version of Shakespeare's works published in 2003 by Nelson Thornes)

Yale University Press
(Another version of Shakespeare's works published in 2003 by Yale University Press)

- 6.14.0.3.2 ➤ Indicate the source from which the information on version was derived following the instructions given under [5.9](#).

6.15 TECHNIQUE

REQUIRED¹⁷*Contents*

6.15.0 Basic instructions on recording technique

6.15.0 BASIC INSTRUCTIONS ON RECORDING TECHNIQUE

Contents

¹⁷ Technique is required when needed to distinguish an access point representing an expression of a work from an access point for different expression of the work (see [6.1.3](#)).

- 6.15.0.1 Scope
- 6.15.0.2 Sources of information
- 6.15.0.3 Recording technique

6.15.0.1 Scope

- 6.15.0.1.1 **Technique** is the method used to create a graphic image (e.g., engraving, etc.) or to realize motion in a projected image (e.g., animation, live action, computer generation, 3D, etc.).

6.15.0.2 Sources of information

- 6.15.0.2.1 ➤ Take information on technique from any source.

6.15.0.3 Recording technique

- 6.15.0.3.1 ➤ Record the technique or method used to create an image or moving image (engraving, animation, computer generation, etc.).

Animation

(Resource described: In the beginning. An animated motion picture of Bible stories for children)

6.16 IDENTIFIER FOR THE EXPRESSION

REQUIRED

Contents

- 6.16.0 Basic instructions on recording identifiers for expressions

6.16.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR EXPRESSIONS

Contents

- 6.16.0.1 Scope
- 6.16.0.2 Sources of information
- 6.16.0.3 Recording identifiers for expressions

6.16.0.1 Scope

- 6.16.0.1.1 An **identifier for the expression** is number or code uniquely associated with an expression that serves to differentiate that expression from other expressions.

6.16.0.2 Sources of information

- 6.16.0.2.1 ➤ Take information on identifiers for expressions from any source.

6.16.0.3 Recording identifiers for expressions

- 6.16.0.3.1 ➤ If the identifier for the expression is one for which there is a prescribed format, record it in accordance with that format.

M-708015-61-2
(International Standard Music Number for the full score of Malcolm Arnold's Wind quintet)

- 6.16.0.3.2 ➤ If there is no prescribed format for the identifier for the expression, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).

Wolfgang's Vault ID: 20049774|1647
(Wolfgang's Vault identifier for David Bowie concert recorded March 23, 1976)

Additional instructions for musical works

6.17 CONSTRUCTING ACCESS POINTS TO REPRESENT MUSICAL WORKS AND EXPRESSIONS

Contents

- 6.17.1 Preferred access point representing a musical work
- 6.17.2 Preferred access point representing a part or parts of a musical work
- 6.17.3 Preferred access point representing a musical expression
- 6.17.4 Variant access point

6.17.1 PREFERRED ACCESS POINT REPRESENTING A MUSICAL WORK

Contents

- 6.17.1.0 General guidelines on constructing preferred access points representing musical works
- 6.17.1.1 Musical works with lyrics, libretto, text, etc.
- 6.17.1.2 Pasticcios, ballad operas, etc.
- 6.17.1.3 Writer's works set by several composers
- 6.17.1.4 Musical settings for ballets, etc.
- 6.17.1.5 Adaptations of musical works
- 6.17.1.6 Alterations of musico-dramatic works
- 6.17.1.7 Cadenzas
- 6.17.1.8 Music and incidental music for dramatic works
- 6.17.1.9 Librettos

Additions to access points representing musical works

- 6.17.1.10 Additions to access points with titles consisting of

- the name(s) of one or more type(s) of composition
- 6.17.1.11 Additions to other access points representing musical works
- 6.17.1.12 Additions to access points representing compilations of musical works

6.17.1.0 General guidelines on constructing preferred access points representing musical works

- 6.17.1.0.1 ➤ Follow the instructions given under [6.17.1.1–6.17.1.9](#) when constructing the preferred access point representing one of the following types of musical work:
- a) musical works with lyrics, libretto, text, etc. (see [6.17.1.1](#))
 - b) pasticcios, ballad operas, etc. (see [6.17.1.2](#))
 - c) a writer's work set by several composers (see [6.17.1.3](#))
 - d) musical settings for ballets, etc. (see [6.17.1.4](#))
 - e) adaptations of musical works (see [6.17.1.5](#))
 - f) alterations of musico-dramatic works (see [6.17.1.6](#))
 - g) cadenzas (see [6.17.1.7](#))
 - h) musical scores and incidental music for dramatic works (see [6.17.1.8](#))
 - i) librettos (see [6.17.1.9](#)).
- 6.17.1.0.2 ➤ For music that is officially prescribed as part of a liturgy, construct the preferred access point following the instructions given under [6.28.1.4–6.28.1.6](#).
- 6.17.1.0.3 ➤ For other types of musical works, construct the preferred access point following the instructions given under [6.1.1](#).
- 6.17.1.0.4 ➤ Make additions to the preferred access point following the instructions given under [6.17.1.10–6.17.1.12](#), as applicable.
- 6.17.1.0.5 ➤ For a part or parts of a musical work, follow the instructions given under [6.17.2](#).
- 6.17.1.0.6 ➤ For new expressions of an existing work (e.g., musical arrangements, works with added accompaniment, etc.), follow the instructions on constructing preferred access points representing musical expressions given under [6.17.3](#).

6.17.1.1 Musical works with lyrics, libretto, text, etc.

- 6.17.1.1.1 ➤ For a musical work that includes words in the form of lyrics, a libretto, text, etc. (e.g., a song, opera, musical comedy), construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the composer of the music, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Viardot-García, Pauline, 1821-1910. Filles de Cadix

(Preferred access point for: Les filles de Cadix / poésie de Alfred de Musset ; musique de Pauline Viardot)

Krieger, Henry. Dreamgirls
(Preferred access point for: Dreamgirls / music by Henry Krieger ; book and lyrics by Tom Eyen)

6.17.1.2 Pasticcios, ballad operas, etc.

6.17.1.2.1 ➤ For pasticcios, ballad operas, etc., and excerpts from such works, construct the access point representing the work as instructed below.

6.17.1.2a a) Original composition

6.17.1.2a.1 If the music of a pasticcio was especially composed for it, construct the preferred access point representing the work by combining (in this order):

- a) the preferred access point for the composer named first in resources embodying the work or in reference sources, formulated according to the guidelines and instructions given under [9.1.1](#)
- b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Amadei, Filippo, flourished 1690–1730. Muzio Scaevola

(Preferred access point for: The most favourite songs in the opera of Muzio Scaevola / composed by three famous masters. The composers are Amadei, Bononcini, and Handel)

6.17.1.2b b) Previously existing compositions

6.17.1.2b.1 If the music of a pasticcio, ballad opera, etc., consists of previously existing ballads, songs, arias, etc., by various composers, use the preferred title for the work, formulated according to the instructions given under [6.18](#).

Beggar's opera

(Preferred access point for: The beggar's opera / written by John Gay ; the overture composed and the songs arranged by John Christopher Pepusch. A vocal score)

6.17.1.2c c) Compilation of excerpts

6.17.1.2c.1 If the work is a compilation of musical excerpts from a pasticcio, ballad opera, etc., use the preferred access point for the work from which the excerpts were taken.

Beggar's wedding

(Preferred access point for: Songs in the opera call'd The beggar's wedding, as it is perform'd at the theatres)

6.17.1.2d d) Single song

6.17.1.2d.1 If the work is a single song from a pasticcio, etc., construct the access point representing the work by combining (in this order):

- a) the preferred access point for the composer of the song, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable

- b) the preferred title for the song, formulated according to the instructions given under [6.18](#).

Handel, George Frideric, 1685-1759. Ma come amar?
(Preferred access point for: Ma come amar : duetto nel Muzio Scaevola del sigr Handel. The other composers of the pasticcio are Amadei and Bononcini)

- 6.17.1.2d.2 If the composer of the song is unknown, use the preferred title for the song as the preferred access point representing the work.

6.17.1.3 Writer's works set by several composers

- 6.17.1.3.1 > For a compilation of musical settings of texts by one writer made by two or more composers, construct the preferred access point representing the work following the instructions given under [6.1.1.3](#).

Songs from Shakespeare's tragedies
(Preferred access point for: Songs from Shakespeare's tragedies : a collection of songs for concert or dramatic use / edited from contemporary sources by Frederick Sternfeld)

Et voici mes chansons
(Preferred access point for: Et voici mes chansons / Minou Drouet ; mises en musique par Jean Françaix, Pierre Duclos, Paul Misraki, Bernard Boesch, Marc Lanjean. Drouet is the author of the words)

6.17.1.4 Musical settings for ballets, etc.

- 6.17.1.4.1 > For a musical setting for a ballet, pantomime, etc., construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the composer of the music, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Copland, Aaron, 1900-1990. Hear ye! Hear ye!
(Preferred access point for: Hear ye! Hear ye! : ballet in one act / music by Aaron Copland ; scenario by Ruth Page and Nicolas Remisoff ; settings and costumes by Nicolas Remisoff ; "choreography" by Ruth Page)

Delibes, Léo, 1836-1891. Coppélia
(Preferred access point for: Coppélia, ou, La fille aux yeux d'émail / ballet en 2 actes et 3 tableaux, de Ch. Nutter et Saint-Léon ; musique de Léo Delibes)

Hahn, Reynaldo, 1875-1947. Fête chez Thérèse
(Preferred access point for: La fête chez Thérèse : ballet-pantomime / scénario de Catulle Mendès ; musique de Reynaldo Hahn)

6.17.1.5 Adaptations of musical works

- 6.17.1.5.1 > Follow the instructions given below for an adaptation that falls into one

or more of the following categories:

- a) arrangements described as freely transcribed, based on, etc., and other arrangements incorporating new material
- b) paraphrases of various works or of the general style of another composer
- c) arrangements in which the harmony or musical style of the original has been changed
- d) performances of musical works involving substantial creative responsibility for adaptation, improvisation, etc., on the part of the performer(s)
- e) any other distinct alteration of another musical work.

- 6.17.1.5.2 ➤ Construct the preferred access point representing the adaptation by combining (in this order):
- a) the preferred access point for the adapter of the music, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Tausig, Carl, 1841-1871. Nouvelles soirées de Vienne

(Preferred access point for: Nouvelles soirées de Vienne : valse-caprices d'après J. Strauss / Ch. Tausig)

Rachmaninoff, Sergei, 1873-1943. Rapsodie sur un thème de Paganini

(Preferred access point for: Rapsodie sur un thème de Paganini : pour piano et orchestre, op. 43 / S. Rachmaninoff)

Wuorinen, Charles. Magic art

(Preferred access point for: The magic art : an instrumental masque drawn from works of Henry Purcell, 1977-1978 : in two acts / Charles Wuorinen)

- 6.17.1.5.3 ➤ If two or more composers have collaborated in the adaptation, follow the instructions given under [6.1.1.2](#).

- 6.17.1.5.4 ➤ If the adaptation is commonly cited by title, use the preferred title for the adaptation as the preferred access point representing the work.

Peter go ring dem bells

(An arrangement for voice and piano by Florence B. Price of the traditional Negro spiritual)

- 6.17.1.5.5 ➤ In case of doubt about whether a work is an arrangement, etc., or an adaptation, treat it as an arrangement, etc. (see [6.17.3.1](#)).

6.17.1.6 Alterations of musico-dramatic works

- 6.17.1.6.1 ➤ If the text, plot, setting, or other verbal element of a musical work is adapted or if a new text is supplied, and the title has changed, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point representing the original work
 - b) the title of the adaptation (enclosed in parentheses).

Strauss, Johann, 1825-1899. Fledermaus

Strauss, Johann, 1825-1899. Fledermaus (Champagne sec)

Strauss, Johann, 1825-1899. Fledermaus (Gay Rosalinda)

Strauss, Johann, 1825-1899. Fledermaus (Rosalinda)

Mozart, Wolfgang Amadeus, 1756-1791. Così fan tutte (Dame Kobold)
(*Preferred access point for: Die Dame Kobold (Così fan tutte) / bearbeitet von Carl Scheidemantel. Scheidemantel substituted an entirely new libretto based on the play by Calderón de la Barca*)

6.17.1.7 Cadenzas

- 6.17.1.7.1 ➤ For a cadenza, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the composer of the cadenza, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Barrère, Georges, 1876-1944. Cadenzas for the Flute concerto in G major (K. 313) by Mozart
(*Preferred access point for: Cadenzas for the Flute concerto in G major (K. 313) by Mozart / Georges Barrère*)

Schneiderhan, Wolfgang, 1915-2002. Kadenzen zum Violinkonzert in D-Dur, op. 77, von Johannes Brahms
(*Preferred access point for: Kadenzen zum Violinkonzert in D-Dur, op. 77, von Johannes Brahms / Schneiderhan*)

6.17.1.8 Music and incidental music for dramatic works

- 6.17.1.8.1 ➤ For music or incidental music composed for a dramatic work or works, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the composer of the music, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
 - b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Beethoven, Ludwig van, 1770-1827. Egmont
(*Preferred access point for: Musik zu Goethes Trauerspiel Egmont : op. 84 / Ludwig van Beethoven. A musical score*)

Finzi, Gerald, 1901-1956. Love's labours lost
(*Preferred access point for: Love's labours lost : complete incidental music / Gerald Finzi ; edited by Jeremy Dale Roberts. A musical score*)

for the Shakespeare play)

6.17.1.9 Librettos

- 6.17.1.9.1 ➤ For a libretto published with reference to its musical setting, use the preferred access point prescribed as the preferred access point for the musical work.

Britten, Benjamin, 1913-1976. Curlew River
(*Preferred access point for: Curlew River : a parable for church performance / by William Plomer ; set to music by Benjamin Britten. A libretto*)

Strauss, Richard, 1864-1949. Rosenkavalier
(Opera)
(*Preferred access point for: Der Rosenkavalier : Komödie für Musik in 3 Aufzügen / von Hugo von Hofmannsthal ; Musik von Richard Strauss*)

- 6.17.1.9.2 ➤ If, however, a libretto is published without reference to its musical setting, construct the preferred access point representing the libretto by combining (in this order):

- a) the preferred access point for the librettist, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
- b) the preferred title for the work, formulated according to the instructions given under [6.18](#).

Hofmannsthal, Hugo von, 1874-1929. Rosenkavalier
(*Preferred access point for: Der Rosenkavalier : Komödie für Musik / von Hugo von Hofmannsthal. Libretto for the Strauss opera published as a literary work*)

Rolli, Paolo, 1687-1765. Muzio Scevola
(*Preferred access point for: Il Muzio Scevola : drama da rappresentarsi nel Regio teatro d'Haymarket per l'Accademia reale di musica / di Paolo Antonio Rolli. Libretto for the jointly composed opera by Amadei, Bononcini, and Handel published as a literary work*)

- 6.17.1.9.3 ➤ If the work is a compilation of librettos for works by one composer, construct the preferred access point representing the compilation by combining (in this order):

- a) the preferred access point for the composer, formulated according to the guidelines and instructions given under [9.1.1](#), [10.1.1](#), or [11.1.1](#), as applicable
- b) the preferred title for the compilation, formulated according to the instructions given under [6.18](#).

Sullivan, Arthur, 1842-1900. Operas. Librettos
(*Preferred access point for: The complete annotated Gilbert and Sullivan / introduced and edited by Ian Bradley*)

ADDITIONS TO ACCESS POINTS REPRESENTING MUSICAL WORKS

6.17.1.10 Additions to access points with titles consisting of the name(s) of one or more type(s) of composition

- 6.17.1.10.1 > If the preferred title for the work (see [6.18](#)) consists solely of the name of a type, or of two or more types, of composition, add the following elements to the access point representing the work (in this order):

- a) medium of performance (see [6.20](#))
- b) numeric designation (see [6.21](#))
- and c) key (see [6.22](#))

Enesco, Georges, 1881-1955. Sonatas, violin, piano, no. 2, op. 6, F minor

Exception:

- 6.17.1.10.2 Do not add the medium of performance if one or more of the following conditions apply:

- a) the medium is implied by the title

Peeters, Flor, 1903-1986. Chorale preludes, op. 69
(*Implied medium: organ*)

Poulenc, Francis, 1899-1963. Mass, G major
(*Implied medium: voices, with or without accompaniment*)

Martinů, Bohuslav, 1890-1959. Overture
(*Implied medium: orchestra*)

Mitchell, Joni. Songs
(*Implied medium: solo voice(s) with accompaniment for keyboard stringed instrument or, if in a "popular" idiom, solo voice(s) with instrumental and/or vocal accompaniment*)

Strauss, Richard, 1864-1949. Lieder, op. 10
(*Implied medium: solo voice(s) with accompaniment for keyboard stringed instrument or, if in a "popular" idiom, solo voice(s) with instrumental and/or vocal accompaniment*)

Kodály, Zoltán, 1882-1967. Symphony
(*Implied medium: orchestra*)

If, however, the medium is other than that implied by the title, add the statement.

Widor, Charles Marie, 1844-1937. Symphonies, organ

Rapf, Kurt. Requiem, organ, brasses, percussion

Raff, Joachim, 1822-1882. Sinfonietta, woodwinds, horns (2), op. 188, F major

Goehr, Alexander, 1932- . Songs, clarinet,
viola accompaniment

- b) the work consists of a set of compositions for different media, or is one of a series of sets of compositions with the same title but for different media

Fontana, Giovanni Battista, died 1630.
Sonatas (1641)
(Six sonatas for 1 violin, three for 2 violins, three for violin and bassoon, five for 2 violins and bassoon, and one for 3 violins, all with continuo)

Leonarda, Isabella, 1620-1704. Sonatas, op.
16
(Eleven sonatas for 2 violins and continuo and one for violin and continuo)

Monteverdi, Claudio, 1567-1643. Madrigals,
book 1
(For 5 voices)

Monteverdi, Claudio, 1567-1643. Madrigals,
book 7
(For 1-6 voices and instruments)

Persichetti, Vincent, 1915-1987. Serenades,
no. 14
(For solo oboe)

Persichetti, Vincent, 1915-1987. Serenades,
no. 15
(For harpsichord)

- c) the medium was not designated by the composer
d) the complexities of stating the medium are such that an arrangement by other identifying elements (e.g., thematic index number or opus number, see [6.21](#)) would be more useful.

Mozart, Wolfgang Amadeus, 1756-1791.
Divertimenti, K. 251, D major

- 6.17.1.10.3 ➤ If the medium of performance, numeric designation, and key are not sufficient, or are not available, to distinguish between two or more such works, add (in this order of preference):

- a) the year of completion of composition (see [6.5.1](#))
b) the year of original publication (see [6.5.2](#))
c) any other identifying element(s), such as place of composition (see [6.6](#)), or the name of the first publisher (see [6.7](#)).

Caix d'Hervelois, Louis de, approximately 1670-
approximately 1760. Pièces, flute, continuo (1726)

Caix d'Hervelois, Louis de, approximately 1670-

approximately 1760. Pièces, flute, continuo (1731)

Geminiani, Francesco, 1687-1762. Solos, flute, continuo (Bland)

6.17.1.11 Additions to other access points representing musical works

- 6.17.1.11.1 ➤ If the access point for a musical work other than one covered under [6.17.1.10](#) is identical or similar to an access point representing a different work, or to an access point representing a person, family, corporate body, or place, add:
- either* a) medium of performance (see [6.20](#))
 or b) another distinguishing characteristic of the work (see [6.7](#))

- 6.17.1.11.2 ➤ Use the same type of addition for each of the access points.

Debussy, Claude, 1862-1918. Images, orchestra

Debussy, Claude, 1862-1918. Images, piano

not Debussy, Claude, 1862-1918. Images (Piano work)

Granados, Enrique, 1867-1916. Goyescas (Opera)

Granados, Enrique, 1867-1916. Goyescas (Piano work)

not Granados, Enrique, 1867-1916. Goyescas, piano

- 6.17.1.11.3 ➤ If these additions do not resolve the conflict, add one or more of the following:
- a) numeric designation (see [6.21](#))
 b) key (see [6.22](#))
 c) the year of completion of composition (see [6.5.1](#))
 d) the year of original publication (see [6.5.2](#))
or e) any other identifying element(s), such as place of composition (see [6.6](#)), or the name of the first publisher (see [6.7](#)).

Bach, Johann Sebastian, 1685-1750. Was Gott tut, das ist wohlgetan (Cantata), BWV 98

Bach, Johann Sebastian, 1685-1750. Was Gott tut, das ist wohlgetan (Cantata), BWV 99

Bach, Johann Sebastian, 1685-1750. Was Gott tut, das ist wohlgetan (Chorale prelude)

6.17.1.12 Additions to access points representing compilations of musical works

- 6.17.1.12.1 ➤ Add to the access point for a compilation containing works of one type, the medium of performance, unless the medium is obvious or unless the works are for various media.

Chopin, Frédéric, 1810-1849. Polonaises, piano

Haydn, Joseph, 1732-1809. Quartets, strings

Grieg, Edvard, 1843-1907. Sonatas, violin, piano

6.17.2 PREFERRED ACCESS POINT REPRESENTING PART OR PARTS OF A MUSICAL WORK

Contents

- 6.17.2.1 General guidelines
- 6.17.2.2 One part
- 6.17.2.3 Two or more parts
- 6.17.2.4 Two or more unnumbered parts designated by the same general term

6.17.2.1 General guidelines

- 6.17.2.1.1 ➤ Construct the preferred access point representing a part or parts of a musical work following the instructions given under [6.17.2.2-6.17.2.4](#), as applicable.

6.17.2.2 One part

- 6.17.2.2.1 ➤ Construct the preferred access point representing a part of a musical work by adding to the preferred access point representing the work as a whole (see [6.17.1](#)) the preferred title for the part, formulated according to the instructions given under [6.18.4.2](#).

Brahms, Johannes, 1833-1897. Ungarische Tänze. Nr. 5

Verdi, Giuseppe, 1813-1901. Aïda. Celeste Aïda

Larson, Jonathan. Rent. Seasons of love

Beethoven, Ludwig van, 1770-1827. Symphonies, no. 1, op. 21, C major. Andante cantabile con moto

Mozart, Wolfgang Amadeus, 1756-1791. Così fan tutte. Come scoglio

Vivaldi, Antonio, 1678-1741. Estro armonico. N. 8

Schumann, Robert, 1810-1856. Album für die Jugend. Nr. 30

Schumann, Robert, 1810-1856. Album für die Jugend. Nr. 2, Soldatenmarsch

Praetorius, Hieronymus, 1560-1629. Opus musicum.

Cantiones sacrae. O vos omnes

Handel, George Frideric, 1685-1759. Messiah. Pifa

Verdi, Giuseppe, 1813-1901. Traviata. Atto 3o.
Preludio

6.17.2.3 Two or more parts

- 6.17.2.3.1 ➤ Construct the preferred access point representing two or more consecutively numbered parts of a musical work by adding to the preferred access point representing the work as a whole (see [6.17.1](#)) the preferred title for the parts, formulated according to the instructions given under [6.18.4.3](#).

Brahms, Johannes, 1833-1897. Ungarische Tänze.
Nr. 5-6

- 6.17.2.3.2 ➤ When identifying two or more unnumbered or non-consecutively numbered parts of a work, construct preferred access points for each of the parts following the instructions given under [6.17.2.2](#).

Rossini, Gioacchino, 1792-1868. Barbiere di
Siviglia. Largo al factotum

Rossini, Gioacchino, 1792-1868. Barbiere di
Siviglia. Voce poco fa

Schubert, Franz, 1797-1828. Impromptus, piano, D.
899. No. 2

Schubert, Franz, 1797-1828. Impromptus, piano, D.
899. No. 4

Alternative:

- 6.17.2.3.3 When identifying two or more unnumbered or non-consecutively numbered parts of a work, use the preferred access point for the work as a whole.

6.17.2.4 Two or more unnumbered parts designated by the same general term

- 6.17.2.4.1 ➤ If a part of a musical work is designated by the same general term as other parts and lacks a number, add to the access point for the part enough of the identifying terms covered in the instructions given under [6.17.1.10-6.17.1.11](#) as are necessary to distinguish the part.

Cima, Giovanni Paolo, flourished 1598-1622.
Concerti ecclesiastici. Sonata, brasses, violin,
continuo

Cima, Giovanni Paolo, flourished 1598-1622.
Concerti ecclesiastici. Sonata, cornett, violin,
continuo

- 6.17.2.4.2 ➤ If such additions are not appropriate, determine the number of the part in the set and add it.

Milán, Luis, 16th century. Maestro. Pavana (No. 23)

Milán, Luis, 16th century. Maestro. Pavana (No. 24)

Milán, Luis, 16th century. Maestro. Fantasia del primero tono (No. 1)

Milán, Luis, 16th century. Maestro. Fantasia del primero tono (No. 4)

6.17.3 PREFERRED ACCESS POINT REPRESENTING A MUSICAL EXPRESSION

Contents

- 6.17.3.0 General guidelines on constructing preferred access points representing musical expressions
- 6.17.3.1 Arrangements, transcriptions, etc.
- 6.17.3.2 Added accompaniments, etc.
- 6.17.3.3 Sketches
- 6.17.3.4 Vocal and chorus scores
- 6.17.3.5 Librettos and song texts
- 6.17.3.6 Translations

6.17.3.0 General guidelines on constructing preferred access points representing musical expressions

- 6.17.3.0.1 ➤ Follow the instructions given under [6.17.3.1–6.17.3.6](#) when constructing the preferred access point representing one of the following types of musical expression:
- a) arrangements, transcriptions, etc. (see [6.17.3.1](#))
 - b) added accompaniments, etc. (see [6.17.3.2](#))
 - c) sketches (see [6.17.3.3](#))
 - d) vocal and chorus scores (see [6.17.3.4](#))
 - e) librettos and song texts (see [6.17.3.5](#))
 - f) translations (see [6.17.3.6](#))
- 6.17.3.0.2 ➤ For other types of musical expressions, construct the preferred access point following the instructions given under [6.1.3](#).

6.17.3.1 Arrangements, transcriptions, etc.

- 6.17.3.1.1 ➤ Follow the instructions given below for an arrangement, transcription, etc., of one or more works of one composer (or of parts of one composer's works) that falls into one or more of the following categories:

- a) arrangements, transcriptions, versions, settings, etc., in which music for one medium of performance has been rewritten for another
- b) simplified versions of previously existing musical works.

- 6.17.3.1.2 ➤ Construct the preferred access point representing an arrangement, etc., of a work or part(s) of a work that belongs, broadly speaking, to the category of "serious," "classical," or "art" music by adding *arranged* to the preferred access point representing the original work (see [6.17.1](#)) or part(s) of the work (see [6.17.2](#)), as applicable. Apply this instruction also to a transcription by the original composer.

Berlioz, Hector, 1803-1869. Corsaire; arranged
(*Resource described*: The corsaire : overture for concert band / transcribed by Gunther Schuller. *Originally for orchestra*)

Respighi, Ottorino, 1879-1936. Uccelli; arranged
(*Resource described*: The birds / Respighi. *Arranged for Japanese instruments by H. Okano*)

Schubert, Franz, 1797-1828. Octet, woodwinds, horn, strings, D. 803, F major; arranged
(*Resource described*: Grosses Octett, op. 166. *Arranged for piano, 4 hands*)

Ravel, Maurice, 1875-1937. Pavane pour une infante défunte; arranged
(*Resource described*: Pavane pour une infante défunte : pour petit orchestre. *Transcription by the composer*)

Satie, Erik, 1866-1925. Piano music; arranged
(*Resource described*: Pièces pour guitare. *Selected piano works by Satie transcribed for guitar*)

- 6.17.3.1.3 ➤ For an arrangement, etc., of a work or part(s) of a work that belongs, broadly speaking, to the category of music in the "popular" idiom (e.g., rock, jazz), use the preferred access point representing the original work (see [6.17.1](#)) or part(s) of the work (see [6.17.2](#)), as applicable. Add *arranged* only if the resource being described is:

- either* a) an instrumental work arranged for vocal or choral performance
or b) a vocal work arranged for instrumental performance.

MacDermot, Galt. Hair; arranged
(*Resource described*: Hair '72 : the American tribal love-rock musical / [lyrics] by James Rado, Gerome Ragni ; [music by] Galt MacDermot ; concert band arranged by Len Goldstyne. *Vocal music arranged for band*)

Townshend, Pete. Songs; arranged
(*Resource described*: Who's serious : symphonic music of the Who. *Selected rock songs by Townshend arranged for orchestra*)

Brubeck, Dave. Blue rondo à la Turk; arranged
(*Resource described*: Blue rondo à la Turk : SSAATTBB a cappella / music, Dave Brubeck ; arr. Ward Swingle. *Originally written for jazz quartet; arranged for unaccompanied mixed chorus*)

John, Elton. Candle in the wind; arranged
 (*Resource described: Candle in the wind / music by Elton John ; words by Bernie Taupin ; arranged by Michael Sweeney. Song arranged for jazz ensemble*)

but

Carmichael, Hoagy, 1899–1981. Songs
 (*Resource described: Hoagy Carmichael : a choral portrait : for S.A.B. voices and piano with optional guitar, bass, drums, and vibraphone / music by Hoagy Carmichael ; arranged by Robert Sterling. Selected songs by Carmichael arranged for accompanied choral performance*)

Brubeck, Dave. Blue rondo à la Turk
 (*Resource described: Blue rondo à la Turk / Dave Brubeck ; arranged for string quartet by Jeremy Cohen. Originally written for jazz quartet*)

6.17.3.2 Added accompaniments, etc.

- 6.17.3.2.1 ➤ For a work or part(s) of a work to which an instrumental accompaniment or additional parts have been added, use the preferred access point representing the original work (see [6.17.1](#)) or part(s) of the work (see [6.17.2](#)), as applicable.

Bach, Johann Sebastian, 1685–1750. Sonaten und Partiten, violin, BWV 1001–1006
 (*Preferred access point for: Sechs Sonaten für Violine solo / von Joh. Seb. Bach ; herausgegeben von J. Hellmesberger ; Klavierbegleitung von Robert Schumann. Solo violin sonatas by Bach with added piano accompaniment by Schumann*)

6.17.3.3 Sketches

- 6.17.3.3.1 ➤ Construct the preferred access point representing a work or part(s) of a work consisting of a composer's sketches for a musical composition(s) by adding *Sketches* to the preferred access point representing the completed composition(s).

Beethoven, Ludwig van, 1770–1827. Quartets, strings, no. 1–6, op. 18 (Sketches)

6.17.3.4 Vocal and chorus scores

- 6.17.3.4.1 ➤ Construct the preferred access point representing a vocal score or a chorus score, by adding *Vocal score(s)* or *Chorus score(s)* to the preferred access point representing the work or part(s) of the work, as applicable.

Handel, George Frideric, 1685–1759. Messiah.
 Vocal score

Sullivan, Arthur, 1842–1900. Mikado. Chorus score

Wagner, Richard, 1813–1883. Operas. Vocal scores

6.17.3.5 Librettos and song texts

- 6.17.3.5.1 ➤ Construct the preferred access point representing a libretto or song text, by adding *Libretto* to the preferred access point representing the work or part(s) of the work if the work or part(s) contain only the text of an opera, operetta, oratorio, or the like, or *Text* to the preferred access point representing the text of a song. For compilations by a single composer, add *Librettos* if the compilation contains only texts of operas, operettas, oratorios, or the like; otherwise add *Texts*.

Verdi, Giuseppe, 1813-1901. Forza del destino.
Libretto

John, Elton. Crocodile rock. Text
(*Resource described*: The words of Elton's smash hit Crocodile rock / Bernie Taupin)

Mozart, Wolfgang Amadeus, 1756-1791. Operas.
Librettos

Debussy, Claude, 1862-1918. Songs. Texts

6.17.3.6 Translations

- 6.17.3.6.1 ➤ Construct the preferred access point representing a translation of the text of a vocal work or part(s) of a vocal work, or translations of the texts of all the works in a compilation, by adding the name of the language to the preferred access point representing the work, part or parts, or compilation, as applicable. Record the name of the language following the instructions given under [6.13](#).

Bizet, Georges, 1838-1875. Carmen. German
(*Resource described*: Carmen : Oper in 4 Akten)

Gounod, Charles, 1818-1893. Faust. Hungarian

- 6.17.3.6.2 ➤ If the resource described contains expressions of the work in two or more languages, create access points for each of the language expressions.

Handel, George Frideric, 1685-1759. Messiah.
Vocal score. Dutch

Handel, George Frideric, 1685-1759. Messiah.
Vocal score. English

Lennon, John, 1940-1980. Let it be. French

Lennon, John, 1940-1980. Let it be. English

Schubert, Franz, 1797-1828. Songs. English

Schubert, Franz, 1797-1828. Songs. German

Wagner, Richard, 1813-1883. Ring des Nibelungen.

Walküre. Libretto. English

Wagner, Richard, 1813-1883. Ring des Nibelungen.
Walküre. Libretto. German

6.17.4 VARIANT ACCESS POINT

Contents

- 6.17.4.1 General guidelines on constructing variant access points representing musical works
- 6.17.4.2 Variant access point representing a part of a musical work
- 6.17.4.3 Variant access point representing a compilation of musical works

6.17.4.1 General guidelines on constructing variant access points representing musical works

- 6.17.4.1.1 ➤ Use a variant title for the work (see [6.19](#)) as the basis for a variant access point.

Lom arme
(Preferred access point for the work: Homme armé)

Coming for to carry me home
(Preferred access point for the work: Swing low, sweet chariot)

- 6.17.4.1.2 ➤ If the variant access point represents a work for which the preferred access point has been constructed using the preferred access point for a person, family, or corporate body followed by the preferred title for the work (see [6.17.1.1-6.17.1.9](#)), construct the variant access point using the preferred access point for that person, family, or corporate body followed by the variant title of the work.

Grieg, Edvard, 1843-1907. Mountain maid
(Preferred access point for the work: Grieg, Edvard, 1843-1907. Haugtussa)

Rossini, Gioacchino, 1792-1868. Almaviva
(Preferred access point for the work: Rossini, Gioacchino, 1792-1868. Barbiere di Siviglia)

- 6.17.4.1.3 ➤ Make additions to the access point, if considered to be important for identification, following the instructions given under [6.17.1.10-6.17.1.12](#), as applicable.

Debussy, Claude, 1862-1918. Obrazy, orchestra
(Preferred access point for the work: Debussy, Claude, 1862-1918. Images, orchestra)

Gluck, Christoph Willibald, Ritter von, 1714-1787. Orpheus und Eurydike (1762)
(Preferred access point for the work: Gluck, Christoph Willibald, Ritter von, 1714-1787. Orfeo ed Euridice)

Gluck, Christoph Willibald, Ritter von, 1714-1787. Orpheus und Eurydike (1774)
(Preferred access point for the work: Gluck, Christoph Willibald, Ritter von, 1714-1787. Orphée et Eurydice)

6.17.4.2 Variant access point representing a part of a musical work

- 6.17.4.2.1 > If the preferred access point representing a part of a musical work has been constructed using the preferred access point for a person, family, or corporate body followed by the preferred title for the work as a whole, followed in turn by the preferred title for the part, construct a variant access point representing the part using the preferred access point for that person, family, or corporate body followed directly by the title of the part, provided the title of the part is distinctive.

Verdi, Giuseppe, 1813-1901. Celeste Aida
(Preferred access point: Verdi, Giuseppe, 1813-1901. Aida. Celeste Aida)

Larson, Jonathan. Seasons of love
(Preferred access point: Larson, Jonathan. Rent. Seasons of love)

Schumann, Robert, 1810-1856. Soldatenmarsch
(Preferred access point: Schumann, Robert, 1810-1856. Album für die Jugend. Nr. 2, Soldatenmarsch)

- 6.17.4.2.2 > If the preferred access point representing the part has been constructed using the preferred title for the work as a whole followed by the preferred title for the part, construct a variant access point using the title of the part on its own, provided the title of the part is distinctive.

Sanctus (Messe de Tournai)
(Preferred access point: Messe de Tournai. Sanctus)

6.17.4.3 Variant access point representing a compilation of musical works

- 6.17.4.3.1 > If the preferred access point representing a compilation of a person's musical works has been constructed using the preferred access point for that person followed by a collective title (see [6.18.5](#)), construct a variant access point representing the compilation using the preferred access point for the person followed by the title proper of the resource being described or the title found in a reference source, unless the title proper of the resource being described or the title found in a reference source is the same as, or very similar to, the collective title.

Mozart, Wolfgang Amadeus, 1756-1791. Masonic music
(Preferred access point for the compilation: Mozart, Wolfgang Amadeus, 1756-1791. Selected works)

Takemitsu, Tōru. Complete Takemitsu edition
 Takemitsu, Tōru. Takemitsu Tōru zenshū
(Preferred access point for the compilation: Takemitsu, Tōru. Works)

6.18 PREFERRED TITLE FOR A MUSICAL WORK

REQUIRED

Contents

6.18.0 Basic instructions on preferred titles for musical works

Recording the preferred title

6.18.1 Preferred title consisting solely of the name of one type of composition

6.18.2 Duets

6.18.3 Trio sonatas

6.18.4 Parts of a musical work

6.18.5 Compilations of musical works

6.18.0 BASIC INSTRUCTIONS ON PREFERRED TITLES FOR MUSICAL WORKS

Contents

6.18.0.1 Scope

6.18.0.2 Sources of information

6.18.0.3 Choosing the preferred title

6.18.0.4 Recording the preferred title

6.18.0.1 Scope

- 6.18.0.1.1 The **preferred title** is the title or form of title chosen as the basis for the preferred access point representing a work.

6.18.0.2 Sources of information

- 6.18.0.2.1 ➤ Determine the title to be used as the preferred title for a musical work created after 1500 from resources embodying the work or reference sources.
- 6.18.0.2.2 ➤ Determine the title to be used as the preferred title for a musical work created before 1501 from modern sources. If the evidence of modern reference sources is inconclusive, use (in this order of preference):
- a) modern editions
 - b) early editions
 - c) manuscript copies.

6.18.0.3 Choosing the preferred title

- 6.18.0.3.1 ➤ Choose as the preferred title for a musical work the composer's original title in the language in which it was presented.

Meistersinger von Nürnberg
(*Resource described*: The mastersingers of Nuremberg)

Damnation de Faust
(*Resource described*: Fausts Verdammung)

Tous les garçons et les filles
(*Resource described*: Todos los chicos y chicas)

Zolotoï petushok
(*Resource described*: The golden cockerel)

Präludium und Fuge
(*Resource described*: Präludium und Fuge, D-Dur für Orgel ...)

Rondo with fugato
(*Resource described*: Rondo with fugato ...)

Introduction et allegro
(*Resource described*: Introduction et allegro ...)

Exceptions:

6.18.0.3a

6.18.0.3a.1

a) Better known title in the same language

If another title in the same language has become better known, choose it as the preferred title (see also [6.2.1-6.2.2](#)).

Don Giovanni
(*Resource described*: Il dissoluto punito, ossia, Il don Giovanni)

Nabucco
(*Resource described*: Nabucodonosor)

6.18.0.3b

6.18.0.3b.1

b) Long titles

If the title is very long, choose (in this order of preference):

- a) a brief title by which the work is commonly identified in reference sources

Historia der Auferstehung Jesu Christi
(*Resource described*: Historia der frölichen und siegreichen Auferstehung unsers einigen Erlösers und Seligmachers Jesu Christi)

- b) a brief title formulated by the cataloguer.

St. John Passion
(*Resource described*: Historia des Leidens und Sterbens unsers Herrn und Heylandes Jesu Christi, nach dem Evangelisten St. Johannem)

6.18.0.4

6.18.0.4.1

Recording the preferred title

- Record the title chosen as the preferred title for a musical work following the general guidelines on recording titles for works given under [5.5](#).

- 6.18.0.4.2 ➤ Omit from the title chosen according to [6.18.0.3](#):
- a) a statement of medium of performance (even if such a statement is part of a compound word, provided that the resulting word(s) is the name of a type of composition)
 - b) key
 - c) serial, opus, and thematic index numbers
 - d) number(s) (unless they are an integral part of the title)
 - e) date of composition
 - f) adjectives and epithets not part of the original title of the work
 - g) an initial article.

- 6.18.0.4.3 ➤ In the following examples the preferred title as defined above is underlined.

String quartet
 Streichquartett
Symphonie no. 40
Clavierübung
Kammersymphonie
Symphonie fantastique
Carnaval op. 9
Concerto in A minor, op. 54
 12 sonatas
Nocturne in F sharp minor, op. 15, no. 2
 6 Stücke für Orchester
 Fünf Orchesterstücke
 Four orchestral pieces
 Five little pieces for piano
 Drei Gesänge
 Vier Orchesterlieder, op. 22
 Les deux journées
 The Ten commandments
 The seventh trumpet
 Troisième nocturne
 Mozart's favorite minuet
 The celebrated Sophie waltz
 Grandes etudes (*So named by the composer*)
 Die Zauberflöte
War requiem

Exception:

- 6.18.0.4.4 If all of a composer's works with titles (selected according to [6.18.0.3](#)) that include the name of a type of composition are also cited as a numbered sequence of compositions of that type, formulate a preferred title using the name of the type of composition following the instructions given under [6.18.1](#).

RECORDING THE PREFERRED TITLE

6.18.1 PREFERRED TITLE CONSISTING SOLELY OF THE NAME OF ONE TYPE OF COMPOSITION

- 6.18.1.1 ➤ If the preferred title resulting from the application of [6.18.0](#) consists

solely of the name of one type of composition, record the accepted form of name in the language preferred by the agency creating the data, if there is one. Record the name in the plural unless the composer wrote only one work of the type.

Quintets

(*Resource described*: Quintetto VI in sol maggiore)

Ballades

(*Resource described*: Vier Balladen)

Sonatas

(*Resource described*: Sonate a violino, violone, e cembalo)

Concerti grossi

(*Resource described*: Six concerti grossi for 2 violins, viola, and violoncello soli with strings and harpsichord)

Divertimenti

(*Resource described*: Divertimento Nr. 1)

- 6.18.1.2 ➤ Record the original language form of name for works intended for concert performance called *étude*, *fantasia*, or *sinfonia concertante* or their cognates.

Études

(*Resource described*: Studies)

6.18.2 DUETS

- 6.18.2.1 ➤ Record *Duets* for works variously titled duos, duets, etc.

Duets

(*Resource described*: Trois duos)

6.18.3 TRIO SONATAS

- 6.18.3.1 ➤ Record *Trio sonatas* for works of the seventeenth and eighteenth centuries variously titled *sonatas*, *trios*, *sonate a tre*, etc. These works are generally written for two treble instruments and continuo (usually violoncello and keyboard).

Trio sonatas

(*Resource described*: Twelve sonatas for two violins and a violoncello, with a thorough bass for harpsichord or organ)

Trio sonatas

(*Resource described*: Zwölf Triosonaten für zwei Violinen und Basso continuo)

6.18.4 PARTS OF A MUSICAL WORK

Contents

6.18.4.1 General guidelines

- 6.18.4.2 One part
6.18.4.3 Two or more parts

6.18.4.1 General guidelines

- 6.18.4.1.1 ➤ Record the preferred title for a part or parts of a musical work following the instructions given under [6.18.4.2–6.18.4.3](#), as applicable.
- 6.18.4.1.2 ➤ For instructions on constructing the preferred access point representing a part or parts of a musical work, see [6.17.2](#).

6.18.4.2 One part

- 6.18.4.2.1 ➤ Record the preferred title for a part of a musical work following the instructions given under [6.18.0–6.18.3](#), as applicable. Follow the additional instructions given under a)–e) below.

6.18.4.2a a) Part identified only by a number

- 6.18.4.2a.1 If each of the parts is identified only by a number, record the number of the part.

Nr. 5
(Part of Johannes Brahms' Ungarische Tänze)

6.18.4.2b b) Part identified only by a title or other verbal designation

- 6.18.4.2b.1 If each of the parts is identified only by a title or other verbal designation, record the title or other verbal designation of the part.

Celeste Aïda
(Part of Giuseppe Verdi's Aïda)

Seasons of love
(Part of Jonathan Larson's Rent)

Andante cantabile con moto
(Part of Ludwig van Beethoven's Symphony, no. 1, op. 21, in C major)

6.18.4.2c c) Part identified both by a number and by a title or other verbal designation

- 6.18.4.2c.1 If each of the parts is identified both by a number and by a title or other verbal designation, record the title or other verbal designation of the part.

Come scoglio
(Part of Wolfgang Amadeus Mozart's Così fan tutte. Each aria has a number (e.g., No. 14 for Come scoglio) as well as a title)

- 6.18.4.2c.2 If each of the parts is identified both by a number and by the same title or other verbal designation, record the number of the part.

N. 8
(Part of Antonio Vivaldi's Estro armonico. Each part has the title Concerto as well as a number)

6.18.4.2d**d) Each part identified by a number and some parts also identified by a title or other verbal designation**

6.18.4.2d.1

If each of the parts is identified by a number, and some of the parts are also identified by a title or other verbal designation, record the number of the part followed by a comma and the title or other designation if there is one.

Nr. 30

(Part of Robert Schumann's Album für die Jugend)

Nr. 2, Soldatenmarsch

(Part of Robert Schumann's Album für die Jugend)

6.18.4.2e**e) Part of a larger part**

6.18.4.2e.1

If the part is part of a larger part that has a distinctive title, record the title of the larger part preceding the title and/or designation of the smaller part. Omit the designation of the larger part if it is not distinctive. However, if an indistinctive designation of the larger part is required to identify the smaller part, record the designation of the larger part preceding the title or designation of the smaller part. Separate the title or designation of the larger part from the title or designation of the smaller part by a period.

Cantiones sacrae. O vos omnes

(Part of Hieronymus Praetorius's Opus musicum)

Pifa

not Part 1. Pifa

(Part of George Frideric Handel's Messiah)

Atto 3o. Preludio

(Part of Giuseppe Verdi's Traviata)

6.18.4.3**Two or more parts**

6.18.4.3.1

- When identifying two or more parts of a musical work, record the preferred titles of the parts following the instructions given under [6.2.6.3](#).

Nr. 5-6

(Consecutively numbered parts of Johannes Brahms's Ungarische Tänze)

Largo al factotum

(Part of Gioacchino Rossini's Barbiere di Siviglia)

Voce poco fa

(Part of Gioacchino Rossini's Barbiere di Siviglia)

No. 2

(Part of Franz Schubert's Impromptus, piano, D. 899)

No. 4

(Part of Franz Schubert's Impromptus, piano, D. 899)

- 6.18.4.3.2 ➤ If a composer assembles a group of excerpts from a larger work and calls the group *suite*, record that word as the designation for the part.

Suite, no. 2
(Part of Edvard Grieg's Peer Gynt)

6.18.5 COMPILATIONS OF MUSICAL WORKS

Contents

- 6.18.5.1 Complete works
- 6.18.5.2 Works of various types for one broad medium
- 6.18.5.3 Works of various types for one specific medium
- 6.18.5.4 Works of one type for one specific medium or various media
- 6.18.5.5 Other compilations

6.18.5.1 Complete works

- 6.18.5.1.1 ➤ For a compilation that consists of, or purports to be, the complete musical works of a composer, including those that are complete at the time of publication, record the collective title *Works*.

6.18.5.2 Works of various types for one broad medium

- 6.18.5.2.1 ➤ For a compilation containing musical works of various types for one broad medium, record the designation of that medium as the collective title.

Chamber music

Choral music¹⁸

Instrumental music

Keyboard music

Vocal music¹⁹

6.18.5.3 Works of various types for one specific medium

- 6.18.5.3.1 ➤ For a compilation containing musical works of various types for one specific medium by a single composer, record a collective title generally descriptive of that medium.

Brass music

¹⁸ Use *Choral music* also for compilations of various types of works originally for one choral medium, with or without accompaniment.

¹⁹ Use *Vocal music* also for compilations of various types of works originally for one solo voice or one combination of solo voices, with or without accompaniment.

Orchestra music

Piano music

Piano music, 4 hands

Piano music, pianos (2)

String quartet music

Violin, piano music

6.18.5.4 Works of one type for one specific medium or various media

- 6.18.5.4.1 ➤ For a compilation containing works of one type by a single composer, record the name of that type as the collective title.

Concertos

Operas

Polonaises

Quartets

Sonatas

Songs

- 6.18.5.4.2 ➤ If the compilation consists of a consecutively numbered group, record the inclusive numbering following the name of the type.

Sonatas, piano, no. 6-10
(*Resource described:* Sonates pour piano 6 à 10 / Alexandre Scriabine)

Symphonies, no. 1-3
(*Resource described:* First, Second, and Third symphonies / Ludwig van Beethoven)

6.18.5.5 Other compilations

- 6.18.5.5.1 ➤ For a compilation containing various types of composition for various instrumental and vocal media by a single composer, record the collective title *Selected works*.

Alternative:

- 6.18.5.5.2 Create separate access points for each of the works in the compilation following the instructions given under 6.17.1.

6.19 VARIANT TITLE FOR A MUSICAL WORK

OPTIONAL

Contents

- 6.19.0 Basic instructions on variant titles for musical works
- 6.19.1 Alternative linguistic form of title
- 6.19.2 Other variant title

6.19.0 BASIC INSTRUCTIONS ON VARIANT TITLES FOR MUSICAL WORKS

Contents

- 6.19.0.1 Scope
- 6.19.0.2 Sources of information
- 6.19.0.3 General guidelines

6.19.0.1 Scope

- 6.19.0.1.1 A **variant title** is a title or form of title by which a work is known that differs from the title or form of title chosen as the preferred title.

6.19.0.2 Sources of information

- 6.19.0.2.1 ➤ Take variant titles from resources embodying the work and/or from reference sources.

6.19.0.3 General guidelines

- 6.19.0.3.1 ➤ Record variant titles following the general guidelines on recording titles for works given under [5.5](#).
- 6.19.0.3.2 ➤ Record as a variant title a title under which the work has been issued or cited in reference sources²⁰, that is different from the title recorded as the preferred title for that work.
- 6.19.0.3.3 ➤ Record as a variant title a form of title under which the work has been issued or cited in reference sources, or resulting from a different transliteration of the title, if it differs from the form recorded as the preferred title for that work.
- 6.19.0.3.4 ➤ Follow the additional specific instructions given under [6.19.1–6.19.2](#) and those given in preceding sections of this chapter, as applicable.

6.19.1 ALTERNATIVE LINGUISTIC FORM OF TITLE

Contents

- 6.19.1.1 Scope
- 6.19.1.2 Sources of information

²⁰ However, create an additional access point under the title proper of the resource being catalogued (see [2.3.1](#)).

6.19.1.3 Recording alternative linguistic forms as variant titles

6.19.1.1 Scope

- 6.19.1.1.1 An **alternative linguistic form of title** is a form of title in a different language, script, spelling, or transliterated form than the form recorded as the preferred title.

6.19.1.2 Sources of information

- 6.19.1.2.1 Take alternative linguistic forms of titles from resources embodying the work and/or from reference sources.

6.19.1.3 Recording alternative linguistic forms as variant titles

- 6.19.1.3.1 If the title recorded as the preferred title for a work has an alternative linguistic form(s), record the alternative linguistic form(s) as a variant title(s).

Different language form

Mountain maid
(Norwegian language form recorded as preferred title: Haugtussa)

O Christmas tree
O dannenbom
Oh Christmas tree
Oh tree of fir
(German language form recorded as preferred title: O Tannenbaum)

Different script

Золушка
(Russian transliterated form recorded as preferred title: Zolushka)

フロム・ミー・フローズ・ホワット・ユー・コール・タイム
(English language form recorded as preferred title: From me flows what you call time)

Different spelling

Amphitrion
(Spelling recorded as preferred title: Amphitryon)

Different transliteration

Khovanchtchina
(Transliteration recorded as preferred title: Khovanshchina)

6.19.2 OTHER VARIANT TITLE

Contents

- 6.19.2.1 Scope
- 6.19.2.2 Sources of information
- 6.19.2.3 Recording other variant titles

6.19.2.1 Scope

- 6.19.2.1.1 **Other variant titles** are titles or forms of title other than alternative linguistic forms of title that differ from the title or form of title recorded as the preferred title.

6.19.2.2 Sources of information

- 6.19.2.2.1 ➤ Take other variant titles from resources embodying the work and/or from reference sources.

6.19.2.3 Recording other variant titles

- 6.19.2.3.1 ➤ Record other variants and variant forms of the title recorded as the preferred title not covered under [6.19.1](#), as required.

Six nouveaux quintetti pour flûte ou oboe, deux violins, alto et violoncello, op. 45
(Preferred title recorded as: Quintets, oboe, violins, viola, violoncello, G. 431-436)

The songs, airs, duets, and choruses in the masque of King Arthur
(Preferred titled recorded as: King Arthur)

Music of Arnold Bax
 First recordings 1925-1949
(Preferred title recorded as: Selected works)

6.20 MEDIUM OF PERFORMANCE

REQUIRED²¹

Contents

- 6.20.0 Basic instructions on recording medium of performance

²¹ Medium of performance is required when needed to distinguish an access point representing the work from another access point (see [6.17.1.10-6.17.1.12](#)).

6.20.0 BASIC INSTRUCTIONS ON RECORDING MEDIUM OF PERFORMANCE

Contents

- 6.20.0.1 Scope
- 6.20.0.2 Sources of information
- 6.20.0.3 Recording medium of performance
- 6.20.0.4 Instrumental music intended for one performer to a part
- 6.20.0.5 Standard combinations of instruments
- 6.20.0.6 Individual instruments
- 6.20.0.7 Groups of instruments
- 6.20.0.8 Instrumental music for orchestra, string orchestra, or band
- 6.20.0.9 Solo instrument(s) and accompanying ensemble
- 6.20.0.10 Solo voices
- 6.20.0.11 Choruses
- 6.20.0.12 Accompaniment for songs, Lieder, etc.
- 6.20.0.13 Indeterminate medium of performance

6.20.0.1 Scope

- 6.20.0.1.1 **Medium of performance** is the instrumental, vocal, and/or other medium of performance for which a musical work was originally conceived.

6.20.0.2 Sources of information

- 6.20.0.2.1 ➤ Take information on medium of performance from any source.

6.20.0.3 Recording medium of performance

- 6.20.0.3.1 ➤ Record the medium of performance specifically, following the instructions given under [6.20.0.4–6.20.0.13](#), but do not use more than three elements except as instructed under b) below. Record the elements in the following order:
 - voices
 - keyboard instrument if there is more than one non-keyboard instrument
 - the other instruments in score order
 - continuo

 - voices
 - piano

 - piano
 - clarinet
 - violoncello

 - violin
 - piano

flute
bassoon
continuo

- 6.20.0.3.2 ➤ If there is more than one part for a particular instrument or voice, add the appropriate numeral in parentheses after the name of that instrument or voice unless the number is otherwise implicit.

flutes (2)
clarinets (2)

viols (5)

6.20.0.4 Instrumental music intended for one performer to a part

- 6.20.0.4.1 ➤ For instrumental music intended for one performer to a part, record the medium of performance in one of, or a combination of, the following ways (in this order of preference):
- a) by certain standard chamber music combinations (see [6.20.0.5](#))
 - b) by individual instruments (see [6.20.0.6](#))
 - c) by groups of instruments (see [6.20.0.7](#)).

6.20.0.5 Standard combinations of instruments

- 6.20.0.5.1 ➤ For the following standard chamber music combinations, use the terms given in the column on the right:

INSTRUMENT COMBINATION	TERM(S) RECORDED
string trio (violin, viola, violoncello)	strings
string quartet (2 violins, viola, violoncello)	strings
woodwind quartet (flute, oboe, clarinet, bassoon)	woodwinds
wind quintet (flute, oboe, clarinet, horn, bassoon)	winds
piano trio (piano, violin, violoncello)	piano strings
piano quartet (piano, violin, viola, violoncello)	piano strings
piano quintet (piano, 2 violins, viola, violoncello)	piano strings

- 6.20.0.5.2 ➤ If the preferred title does not include *trio(s)*, *quartet(s)*, or *quintet(s)*, record the name of the standard combination as given in the left column above.

- 6.20.0.5.3 ➤ If the preferred title is *Trio(s)*, *Quartet(s)*, or *Quintet(s)*, and the work is for a combination other than one listed above, record each medium even if more than three different instruments must be recorded.

violin
viola
violoncello
double bass
(Preferred title: Quartets)

flute
oboe
saxophone
bassoon
(Preferred title: Quartets)

piano
violin
viola
violoncello
double bass
(Preferred title: Quintets)

flute
clarinets
bassoon
horn
(Preferred title: Quintets)

6.20.0.6 Individual instruments

- 6.20.0.6.1 ➤ When recording an individual type of instrument, use a term in the language preferred by the agency creating the data whenever possible. Use the following list of terms as a guide. When alternatives are given, choose a term and use it consistently.

cello *or* violoncello
cor anglais *or* English horn
double bass (*not* bass viol *or* contrabass)
double bassoon *or* contrabassoon
harpsichord (*not* cembalo *or* virginal)
horn (*not* French horn)
kettle drums *or* timpani
viol (*for sizes of viola da gamba other than bass*)
viola da gamba (*not* bass viol *or* gamba)
viols (*for viols of different sizes*)

- 6.20.0.6.2 ➤ For keyboard instruments use:

piano (*for one instrument, 2 hands*)
piano, 4 hands
pianos (2) (*for two instruments, 4 hands*)
pianos (2), 8 hands
organs (2)

- 6.20.0.6.3 ➤ Omit the following elements:
- a) the designation of the key in which an instrument is pitched
clarinet (*not* clarinet in A)
 - b) the terms *alto*, *tenor*, *bass*, etc.

recorder (*not* alto recorder)
saxophone (*not* alto saxophone)

c) the names of alternative instruments.

6.20.0.6.4 ➤ Use *continuo* for a thorough bass part, with or without figures, realized or unrealized, whether it is named as *basso continuo*, *figured bass*, *thorough bass*, or *continuo*.

6.20.0.6.5 ➤ If the composition is intended for a keyboard instrument, but no particular instrument is named and the work can be played on any keyboard instrument, use *keyboard instrument*.

6.20.0.7 Groups of instruments

6.20.0.7.1 ➤ Record one of the following terms for a group of instruments:

woodwinds
brasses
winds (*for woodwinds and brasses*)
percussion
plucked instruments
keyboard instruments
strings
instrumental [string, wind, etc.] ensemble (*for four or more diverse instruments*)

6.20.0.7.2 ➤ For standard chamber music combinations, see the instructions given under [6.20.0.5](#).

6.20.0.8 Instrumental music for orchestra, string orchestra, or band

6.20.0.8.1 ➤ For instrumental music intended for orchestra, string orchestra, or band, record one of the following terms:

orchestra (*for full or reduced orchestra*)
string orchestra
band

6.20.0.8.2 ➤ Disregard *continuo* when it is part of an orchestra or string orchestra.

6.20.0.9 Solo instrument(s) and accompanying ensemble

6.20.0.9.1 ➤ For a work for one solo instrument and accompanying ensemble, record the name of the solo instrument and the name of the accompanying ensemble, in that order.

violin
orchestra
(*Preferred title: Rhapsodies*)

piano
orchestra
(*Preferred title: Concertos*)

harpsichord
instrumental ensemble

(Preferred title: Concertos)

- 6.20.0.9.2 ➤ For a work for two or more solo instruments and accompanying ensemble, record the medium for the solo instruments following the instructions given under [6.20.0.4-6.20.0.8](#) above, and the term for the accompanying ensemble, in that order.

piano trio
orchestra
(Preferred title: Concertos)

woodwind quartet
string orchestra
(Preferred title: Concertos)

clarinets (2)
string orchestra
(Preferred title: Divertimenti)

violin
viola
orchestra
(Preferred title: Sinfonie concertanti)

6.20.0.10 Solo voices

- 6.20.0.10.1 ➤ Record one of the following terms as appropriate to name a type of solo voice:

soprano
mezzo-soprano
alto
tenor
baritone
bass

sopranos (2)
alto
orchestra
(Preferred title: Cantatas)

soprano
piano
(Preferred title: Romances)

- 6.20.0.10.2 ➤ Use other terms (e.g., *high voice*, *countertenor*) as appropriate.

- 6.20.0.10.3 ➤ Use one of the following terms for two or more solo voices of different ranges whenever it is necessary to reduce the number of elements in the medium statement to three or fewer:

mixed solo voices
men's solo voices
women's solo voices

- 6.20.0.10.4 ➤ Use other terms (e.g., *children's solo voices*) as appropriate.

- 6.20.0.10.5 ➤ For compositions that include solo voices with chorus, record only the appropriate terms for the chorus (see [6.20.0.11](#)) and the accompaniment, if any.

6.20.0.11 Choruses

- 6.20.0.11.1 ➤ Use one of the following terms as appropriate to name a choral ensemble:

mixed voices
men's voices
women's voices
unison voices

- 6.20.0.11.2 ➤ Use other terms (e.g., *children's voices*) as appropriate.

6.20.0.12 Accompaniment for songs, Lieder, etc.

- 6.20.0.12.1 ➤ If a work (other than one in a "popular" idiom) requires an initial title element such as *Songs*, *Lieder*, etc., and is to be accompanied by anything other than a keyboard stringed instrument alone, record the name(s) of the accompanying instrument(s) and *accompaniment*. If such a work is not accompanied record *unaccompanied*.

guitar accompaniment
(Preferred title: Chansons)

unaccompanied
(Preferred title: Lieder)

percussion accompaniment
(Preferred title: Songs)

clarinet, viola accompaniment
(Preferred title: Songs)

6.20.0.13 Indeterminate medium of performance

- 6.20.0.13.1 ➤ Do record a statement of medium of performance in the case of:
- a) a work (especially one of the Renaissance period) intended for performance by voices and/or instruments
 - b) an instrumental chamber work for which the precise medium is not clearly defined.

- 6.20.0.13.2 ➤ If, however, two or more such works by the same composer have the same title, record the number of parts or voices. Use voices to designate both vocal and instrumental parts.

voices (3)
(Resource described: Canzonets, or, Little short songs to three voices / published by Thomas Morley)

voices (5-6)
(Resource described: Canzonets, or, Little short aers to five and six voices / by Thomas Morley)

voices (4)
(Resource described: Fourteen canzonas for four instruments / Claudio Merulo)

voices (5-6)
(Resource described: Madrigals of 5 and 6 parts, apt for the viols and voices / made & published by Thomas Weelkes)

6.21 NUMERIC DESIGNATION

REQUIRED²²

Contents

6.21.0 Basic instructions on recording numeric designations

6.21.0 BASIC INSTRUCTIONS ON RECORDING NUMERIC DESIGNATIONS

Contents

6.21.0.1 Scope
 6.21.0.2 Sources of information
 6.21.0.3 Recording numeric designations

6.21.0.1 Scope

6.21.0.1.1 A **numeric designation** is a serial number, opus number, or thematic index number assigned to a musical work by the composer, publisher, or a musicologist.

6.21.0.2 Sources of information

6.21.0.2.1 ➤ Take information on numeric designations from any source.

6.21.0.3 Recording numeric designations

6.21.0.3.1 ➤ Record as many of the following numeric designations as can readily be ascertained.

6.21.0.3a a) Serial number

6.21.0.3a.1 If works with the same title and the same medium of performance are consecutively numbered in music reference sources, record the number.

no. 2
(Preferred title: Quartets; medium of performance: strings)

²² Numeric designation is required when needed to distinguish an access point representing the work from another access point (see [6.17.1.10-6.17.1.12](#)).

no. 5
(Preferred title: Symphonies)

6.21.0.3b

b) Opus number

6.21.0.3b.1

Record the opus number, if any, and the number within the opus, if any.

op. 2, no. 1
(Preferred title: Sonatas; medium of performance: piano; serial number: no. 1)

op. 2, no. 2
(Preferred title: Sonatas; medium of performance: piano; serial number: no. 2)

6.21.0.3b.2

If there is a conflict in opus numbering among works of the same title and medium, or if the overall opus numbering of a composer's works is confused and conflicting, add to the opus number the name of the publisher originally using the number chosen. Add the publisher's name in parentheses.

op. 20 (Bland)
(Preferred title for the work by Cambini: Duets; medium of performance: flute, violin)

op. 20 (LeDuc)
(Preferred title for the work by Cambini: Duets; medium of performance: flute, violin)

6.21.0.3c

c) Thematic index number

6.21.0.3c.1

In the case of certain composers, record the number assigned to a work in a recognized thematic index. Record the number in the absence of, or in preference to, a serial number and/or opus number. Precede the number by the initial letter(s) of the bibliographer's name (e.g., K. 453²³) or a generally accepted abbreviation (e.g., BWV 232²⁴).

6.22 KEY

REQUIRED²⁵

Contents

6.22.0 Basic instructions on recording key

²³ Köchel, Ludwig. *Chronologisch-thematisches Verzeichnis sämtlicher Tonwerke Wolfgang Amadé Mozart*

²⁴ Schmieder, Wolfgang. *Thematisch-systematisches Verzeichnis der musikalischen Werke von Johann Sebastian Bach*

²⁵ Key is required when needed to distinguish an access point representing the work from another access point (see [6.17.1.10-6.17.1.12](#)).

6.22.0 BASIC INSTRUCTIONS ON RECORDING KEY

Contents

- 6.22.0.1 Scope
- 6.22.0.2 Sources of information
- 6.22.0.3 Recording key

6.22.0.1 Scope

- 6.22.0.1.1 **Key** is the set of pitch relationships that establishes a single pitch class as a tonal centre for a musical work.

6.22.0.2 Sources of information

- 6.22.0.2.1 ➤ Take information on key from any source.

6.22.0.3 Recording key

- 6.22.0.3.1 ➤ Record the key as follows.

6.22.0.3a a) Pre-twentieth-century works

- 6.22.0.3a.1 For pre-twentieth-century works, record the key. If the mode is major or minor, add the appropriate word.

C minor

(Resource described: Trio c-Moll Opus 66 für Violine, Violoncello und Klavier / Felix Mendelssohn Bartholdy)

D major

(Resource described: Symphony no. 93, in D major / Haydn)

6.22.0.3b b) Post-nineteenth-century works

- 6.22.0.3b.1 For post-nineteenth-century works, record the key if it is stated prominently in the resource being catalogued. If the mode is clearly major or minor, add the appropriate word.

A major

(Resource described: Scherzo in A for pianoforte / Franz Reizenstein)

Bb

(Resource described: Symphony in B flat for concert band / Paul Hindemith)

Additional instructions for legal works

6.23 CONSTRUCTING ACCESS POINTS TO REPRESENT LEGAL WORKS

Contents

- 6.23.1 Preferred access point representing a legal work
- 6.23.2 Variant access point

6.23.1 PREFERRED ACCESS POINT REPRESENTING A LEGAL WORK

Contents

- 6.23.1.0 General guidelines on constructing preferred access points representing legal works

Laws, etc.

- 6.23.1.1 Laws governing one jurisdiction
- 6.23.1.2 Laws governing more than one jurisdiction
- 6.23.1.3 Administrative regulations, etc., that are laws
- 6.23.1.4 Bills and drafts of legislation
- 6.23.1.5 Ancient laws, certain medieval laws, customary laws, etc.

Administrative regulations, etc., that are not laws

- 6.23.1.6 Administrative regulations, etc., promulgated by government agencies, etc., that are not laws
- 6.23.1.7 Laws and derived regulations, etc., issued together
- 6.23.1.8 Compilations of administrative regulations, etc.

Court rules

- 6.23.1.9 Rules governing a single court
- 6.23.1.10 Compilations of rules governing more than one court of a single jurisdiction
- 6.23.1.11 Other compilations of court rules

Constitutions, charters, etc., of international intergovernmental and non-jurisdictional bodies

- 6.23.1.12 Constitutions, charters, etc., of international intergovernmental bodies
- 6.23.1.13 Constitutions, charters, etc., of non-jurisdictional bodies

Treaties, international agreements, etc.

- 6.23.1.14 Treaties, etc., between national governments
- 6.23.1.15 Agreements contracted by international intergovernmental bodies
- 6.23.1.16 Agreements contracted by the Holy See
- 6.23.1.17 Other agreements involving jurisdictions
- 6.23.1.18 Protocols, amendments, etc.
- 6.23.1.19 Compilations of treaties, international agreements, etc.

Law reports, citations, digests, etc.

- 6.23.1.20 Reports of one court
- 6.23.1.21 Reports of more than one court

6.23.1.22 Citations, digests, etc.

Court proceedings, etc.

6.23.1.23 Criminal proceedings and appeals

6.23.1.24 Civil and other non-criminal proceedings and appeals

6.23.1.25 Indictments

6.23.1.26 Charges to juries

6.23.1.27 Judicial decisions

6.23.1.28 Judicial opinions

6.23.1.29 Records of one party

6.23.1.30 Compilations of proceedings, etc.

Additions to access points representing legal works

6.23.1.31 Additions to access points representing laws, etc.

6.23.1.32 Additions to access points representing treaties, etc.

6.23.1.33 Additions to access points representing other legal works

6.23.1.0 **General guidelines on constructing preferred access points representing legal works**

- 6.23.1.0.1 ➤ Follow the instructions given under [6.23.1.1–6.23.1.30](#) when constructing the preferred access point representing one of the following types of legal works:
- a) laws, etc. (see [6.23.1.1–6.23.1.5](#))
 - b) administrative regulations, etc., that are not laws (see [6.23.1.6–6.23.1.8](#))
 - c) court rules (see [6.23.1.9–6.23.1.11](#))
 - d) constitutions, charters, etc., of intergovernmental and non-jurisdictional bodies (see [6.23.1.12–6.23.1.13](#))
 - e) treaties, international agreements, etc. (see [6.23.1.14–6.23.1.19](#))
 - f) law reports, citations, digests, etc. (see [6.23.1.20–6.23.1.22](#))
 - g) court proceedings, etc. (see [6.23.1.23–6.23.1.30](#)).
- 6.23.1.0.2 ➤ Apply the instructions given under [6.23.1.1–6.23.1.5](#) to legislative enactments and decrees of political jurisdictions (including fundamental laws such as constitutions, charters, etc.) and to decrees of a chief executive having the force of law (all hereinafter referred to as laws) other than:
- a) administrative regulations that are not laws (see [6.23.1.6–6.23.1.8](#))
 - b) court rules (see [6.23.1.9–6.23.1.11](#))
 - c) treaties and similar formal agreements (see [6.23.1.14–6.23.1.19](#)).
- 6.23.1.0.3 ➤ For annotated editions of laws and commentaries, see [6.1.1.5](#).
- 6.23.1.0.4 ➤ For other types of legal works, choose construct the preferred access point following the general guidelines and instructions given under [6.1.1](#).
- 6.23.1.0.5 ➤ Make additions to the preferred access point following the instructions

given under [6.23.1.31–6.23.1.33](#), as applicable.

LAWS, ETC.

6.23.1.1 Laws governing one jurisdiction

- 6.23.1.1.1 ➤ For laws governing one jurisdiction, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the jurisdiction governed by the laws, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the law(s), formulated according to the instructions given under [6.24](#).

Canada. Canada Corporations Act
(Preferred access point for: Canada Corporations Act : chap. 53, R.S.C. 1952, as amended. – 2nd ed. – Don Mills, Ont. : CCH Canadian)

Catawba Indian Nation. Constitution and By-laws
(Preferred access point for: Constitution and By-laws of the Catawba Indian Tribe of South Carolina)

Austria. Arbeitszeitgesetz
(Preferred access point for: Das Arbeitszeitgesetz (AZG) Bundesgesetz vom 11.12.1969, BGBl 461/1969)

Richmond (Va.). Building code of the city of Richmond, Virginia
(Preferred access point for: Building code of the city of Richmond, Virginia)

United States. Constitution
(Preferred access point for: The Constitution of the United States)

Norway. Grunnloven
(Preferred access point for: Grunnloven vår : 1814 til 1993)

Colima (Mexico : State). Constitución política
(Preferred access point for: Constitución política del estado libre y soberano de Colima)

Alaska. Constitution
(Preferred access point for: The Constitution of the state of Alaska)

Canada. Constitution Act, 1982
(Preferred access point for: The Constitution Act, 1982)

Los Angeles County (Calif.). Charter
(Preferred access point for: Charter of the county of Los Angeles)

6.23.1.2 Laws governing more than one jurisdiction

- 6.23.1.2.1 ➤ For a compilation of laws governing more than one jurisdiction, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.3](#).

Narcotic laws of Mexico and the United States of America

(Preferred access point for: The narcotic laws of Mexico and the United States of America. Cover title: Drugs and the law : compilation of laws on narcotics and dangerous drugs from the United States of America, the United States of Mexico, the state of California, and the state of Baja California)

6.23.1.3 Administrative regulations, etc., that are laws

- 6.23.1.3.1 > For administrative regulations, rules, etc., from jurisdictions in which such regulations, etc., are laws (as is the case in the United Kingdom and Canada), use the access point appropriate to the regulations as laws as the preferred access point (see [6.23.1.1](#) and [6.23.1.2](#)).

Canada. Queen's regulations and orders for the Canadian forces (1994 revision)

(Preferred access point for: The Queen's regulations and orders for the Canadian forces (1994 revision) : issued under the authority of the National Defence Act = Ordonnances et règlements royaux applicables aux forces canadiennes (révision de 1994) : publiés en vertu de l'autorité conférée par la Loi sur la défense nationale)

New Brunswick. Laws, etc.

(Preferred access point for: Regulations of New Brunswick)

- 6.23.1.3.2 > If a law or laws and the regulations, etc., made pursuant to the law(s) are published together, construct the preferred access point representing the work following the instructions given under [6.23.1.1](#) or [6.23.1.2](#), as applicable.

6.23.1.4 Bills and drafts of legislation

- 6.23.1.4.1 > For legislative bills, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the appropriate legislative body, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the legislative bill, formulated according to the instructions given under [6.24](#).

Australia. Parliament. House of Representatives. Second Corporate Law Simplification Bill

(Preferred access point for: Second Corporate Law Simplification Bill : second draft)

United States. Congress (70th, 1st Session : 1927-1928). Senate. Bill to designate a building site for the National Conservatory of Music of America, and for other purposes

(Preferred access point for: A bill to designate a building site for the National Conservatory of Music of America, and for other purposes : 70th Congress, 1st session, S.2170)

South Africa. Parliament (1994-). National Assembly. Electronic Communications and Transactions

Bill

(Preferred access point for: Electronic Communications and Transactions Bill / Republic of South Africa. -- "As introduced in the National Assembly as a section 75 Bill.")

- 6.23.1.4.2 ➤ For other drafts of legislation, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1](#).

Williston, Samuel, 1861-1963. Draft of an act relating to the sale of goods

(Preferred access point for: Draft of an act relating to the sale of goods / by Samuel Williston)

Ontario. Ministry of Housing. Local Planning Policy Branch. Planning act

(Preferred access point for: The planning act : a draft for public comment. Issued by the Ontario Ministry of Housing, Local Planning Policy Branch)

6.23.1.5 **Ancient laws, certain medieval laws, customary laws, etc.**

- 6.23.1.5.1 ➤ For the laws of ancient jurisdictions; laws of non-western jurisdictions before the adoption of legislative institutions based on western models; and customary laws, tribal laws, etc., use as the preferred access point (in this order of preference):

- a) the title by which the law or early compilation of laws is known (see [6.24.1.2](#))
- b) the title proper of the resource containing the laws, etc.

Lex Salica

(Preferred access point for: Lex Salica : the ten texts with the glosses and the Lex Emendata)

Edictum Diocletiani de pretiis rerum venalium

(Preferred access point for: Edictum Diocletiani de pretiis rerum venalium)

Code of Hammurabi

(Preferred access point for: The oldest code of laws in the world : the code of laws promulgated by Hammurabi, King of Babylon)

Gesetze des Merowingerreiches, 481-714

(Preferred access point for: Die Gesetze des Merowingerreiches, 481-714 / herausgegeben von Karl August Eckhardt)

Fontes iuris romani antejustiniani

(Preferred access point for: Fontes iuris romani antejustiniani / in usum scholarum ediderunt S. Riccobono, J. Baviera, C. Ferrini, J. Furlani et V. Arangio-Ruiz)

ADMINISTRATIVE REGULATIONS, ETC., THAT ARE NOT LAWS

6.23.1.6 Administrative regulations, etc., promulgated by government agencies, etc., that are not laws

- 6.23.1.6.1 > For administrative regulations, rules, etc., from jurisdictions in which such regulations, etc., are promulgated by government agencies or agents under authority granted by one or more laws (as is the case in the United States), construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the agency or agent, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the regulations, etc., formulated according to the instructions given under [6.24](#).

Illinois. Department of Public Health. Rules and regulations for recreational areas
(Preferred access point for: Rules and regulations for recreational areas : [Recreational Area Licensing Act rules and regulations] / Department of Public Health, Bureau of Environmental Health, Division of Swimming Pools and Recreation. Promulgated by the Department of Public Health, State of Illinois)

6.23.1.7 Laws and derived regulations, etc., issued together

- 6.23.1.7.1 > If a law or laws and regulations, etc., derived from the law(s) are issued together, use the preferred access point appropriate to whichever is mentioned first in the preferred source of information of the resource being described. However, if only the law(s) or only the regulations, etc., are named in the title proper, use the preferred access point appropriate to the one mentioned. If the evidence of the preferred source of information is ambiguous or insufficient, use the preferred access point appropriate to the law(s).

United States. Department of Labor. Regulations and principal statutes applicable to contractors and subcontractors on public building and public work and on building and work financed in whole or in part by loans or grants from the United States
(Preferred access point for: Regulations and principal statutes applicable to contractors and subcontractors on public building and public work and on building and work financed in whole or in part by loans or grants from the United States / United States Department of Labor. Includes several statutes, in whole and in part)

Germany (West). Gewerbesteuer-gesetz
(Preferred access point for: Gewerbesteuer-Veranlagung 1966 : Gewerbesteuer-gesetz und Gewerbesteuer-Durchführungsverordnung mit Gewerbesteuer-Richtlinien Regulations and guidelines included were promulgated by the Bundesministerium der Finanzen of West Germany)

New Brunswick. Laws, etc.
(Preferred access point for: N.B. acts and regulations)

6.23.1.8 Compilations of administrative regulations, etc.

- 6.23.1.8.1 > For compilations of regulations, etc., promulgated by government

agencies, etc., construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.3](#).

COURT RULES

6.23.1.9 Rules governing a single court

- 6.23.1.9.1 ➤ For court rules governing a single court (regardless of their official nature, e.g., laws, administrative regulations), construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the court, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the rules formulated according to the instructions given under [6.24](#).

United States. Tax Court. Rules of practice and procedure of the United States Tax Court
(Preferred access point for: Rules of practice and procedure of United States Tax Court)

Zimbabwe. Supreme Court. Rules of the Supreme Court of Zimbabwe
(Preferred access point for: Rules of the Supreme Court of Zimbabwe)

Ontario. Superior Court of Justice. Ontario Superior Court practice
(Preferred access point for: Ontario Superior Court practice)

6.23.1.10 Compilations of rules governing more than one court of a single jurisdiction

- 6.23.1.10.1 ➤ For a compilation of rules governing more than one court of a single jurisdiction but enacted as laws of that jurisdiction, follow the instructions given under [6.23.1.1](#). For all other such compilations of court rules, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the agency or agent promulgating them, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the rules formulated according to the instructions given under [6.24](#).

Peru. Reglamentos de tribunales, de jueces de paz y comercio
(Preferred access point for: Reglamentos de tribunales, de jueces de paz y comercio)

6.23.1.11 Other compilations of court rules

- 6.23.1.11.1 ➤ For a compilation of court rules that are the laws of more than one jurisdiction, or that are promulgated by more than one agency or agent, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.3](#).

West's California rules of court, 1975, state and federal

(Preferred access point for: West's California rules of court, 1975, state and federal : with amendments received for January 1, 1975. -- St. Paul, Minn. : West Publishing Co. The rules apply to numerous state and federal courts in California; the state rules are promulgated by the California Judicial Council)

CONSTITUTIONS, CHARTERS, ETC., OF INTERNATIONAL INTERGOVERNMENTAL AND NON-JURISDICTIONAL BODIES

6.23.1.12 Constitutions, charters, etc., of international intergovernmental bodies

- 6.23.1.12.1 > For the constitution, charter, etc., of an international intergovernmental body, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for that body, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the constitution, etc., formulated according to the instructions given under [6.24](#).

United Nations. Charter
(Preferred access point for: Charter of the United Nations)

- 6.23.1.12.2 > Use the same preferred access point as the preferred access point for any amendments to such a document.

6.23.1.13 Constitutions, charters, etc., of non-jurisdictional bodies

- 6.23.1.13.1 > For constitutions, charters, etc., applying to bodies that are not jurisdictions, construct the preferred access point representing the work following the instructions that apply to the type of document (e.g., if the document is a law, apply the instructions given under [6.23.1.1](#)).

Maryland. Charter of the Franklin Bank of Baltimore
(Preferred access point for: Charter of the Franklin Bank of Baltimore. An act of the Maryland legislature)

African Malaria Network Trust. Constitution of the African Malaria Network Trust
(Preferred access point for: The constitution of the African Malaria Network Trust)

- 6.23.1.13.2 > Use the same preferred access point as the preferred access point for any amendments to such a document.

TREATIES, INTERNATIONAL AGREEMENTS, ETC.

6.23.1.14 **Treaties, etc., between national governments**

- 6.23.1.14.1 ➤ For a treaty, or any other formal agreement, between two or more national governments,²⁶ construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the government named first in resources embodying the work or in reference sources, formulated according to the guidelines and instructions given under [11.1.1](#)
 - b) the preferred title for the work, formulated according to the instructions given under [6.24.2](#).

United States. *Treaties, etc.*

(Preferred access point for: Special Economic Assistance : agreement between the United States of America and Burma, effected by exchange of notes)

Japan. *Treaties, etc.*

(Preferred access point for: Traité de paix entre le Japon et la Russie)

Australia. *Treaties, etc.*

(Preferred access point for: Security Treaty between Australia, New Zealand, and the United States of America (ANZUS))

Argentina. *Treaties, etc.*

(Preferred access point for: The Antarctic Treaty (1959). Signatories listed in the preamble, beginning with Argentina)

Bolivia. *Treaties, etc.*

(Preferred access point for: Treaty for the Prohibition of Nuclear Weapons in Latin America (The Treaty of Tlatelolco). Signatories listed in reference source by date of signature)

Belgium. *Treaties, etc.*

(Preferred access point for: Schengen Agreement. Signatories listed in the resource)

Exception:

- 6.23.1.14.2 If there is only one government on one side of the treaty, etc., and two or more governments on the other side, construct the preferred access point representing the work by combining (in this order):

- a) the preferred access point for the single government on one side, formulated according to the instructions given under [11.1.1](#)
- b) the preferred title for the treaty, etc., formulated according to the instructions given under [6.24](#).

Netherlands. *Treaties, etc.*

(Preferred access point for: Convention monétaire belgo-luxembourgeoise-néerlandaise. A convention between the government of the Netherlands, on the one side, and the governments of Belgium and Luxembourg on the other side)

²⁶ *National governments* includes bodies exercising treaty powers such as Native American nations and African tribal governments.

- 6.23.1.14.3 ➤ If there is no consistency in the order in which the governments are named in resources embodying the work or in reference sources, construct the preferred access point representing the work using the preferred access point for the government named first in the first resource received, followed by the preferred title for the treaty, etc.

- 6.23.1.14.4 ➤ If neither the resource nor reference sources provide information that can be used to determine the first signatory, construct the preferred access point representing the work using the preferred title.

Agreement Establishing the World Trade Organization

(Preferred access point for: Agreement Establishing the World Trade Organization. Agreement signed on April 15, 1994. Signatories not listed in text nor found in reference sources consulted)

6.23.1.15 **Agreements contracted by international intergovernmental bodies**

- 6.23.1.15.1 ➤ For agreements between an international intergovernmental body and a body or bodies falling into one or more of the following categories, construct the preferred access point representing the work following the instructions given under [6.23.1.14](#):

- a) other international intergovernmental bodies
- b) national governments
- c) jurisdictions other than national governments
- d) other corporate bodies.

United Nations. Treaties, etc.

(Preferred access point for: Agreement between the United Nations and the Food and Agriculture Organisation of the United Nations and the United Kingdom as administering power of the territories of Cyrenaica and Tripolitania regarding technical assistance for Cyrenaica and Tripolitania)

Bolivia. Treaties, etc.

(Preferred access point for: Development credit agreement (Santa Cruz water supply and sewerage project) between Republic of Bolivia and International Development Association)

Corporación de Fomento de la Producción (Chile).
Treaties, etc.

(Preferred access point for: Loan agreement (agricultural machinery project) between Corporación de Fomento de la Producción and International Bank for Reconstruction and Development)

Asian Development Bank. Treaties, etc.

(Preferred access point for: Project agreement (Anhui Hefei Urban Environment Improvement Project) between Asian Development Bank and Anhui Provincial Government, Hefei Municipal Government)

United Nations. Treaties, etc.

(Preferred access point for: Agreement between the United Nations and the World Intellectual Property Organization)

6.23.1.16 Agreements contracted by the Holy See

- 6.23.1.16.1 ➤ For a concordat, *modus vivendi*, convention, or other formal agreement between the Holy See and a national government or other political jurisdiction, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the party named first in resources embodying the work or in reference sources, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the agreement formulated according to the instructions given under [6.24](#).

Catholic Church. Treaties, etc.
(Preferred access point for: Das Konkordat zwischen dem Heiligen Stuhle und dem Freistaate Baden)

Catholic Church. Treaties, etc.
(Preferred access point for: Základná zmluva medzi Svätou stolicou a Slovenskou republikou)

- 6.23.1.16.2 ➤ If there is no consistency in the order in which the parties are named in resources embodying the work or in reference sources, construct the preferred access point representing the work using the preferred access point for the party named first in the first resource received, followed by the preferred title for the agreement.

6.23.1.17 Other agreements involving jurisdictions

- 6.23.1.17.1 ➤ For an agreement between two or more jurisdictions below the national level, or between a national government and one or more jurisdictions within its country, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.2](#).

Ontario. Memorandum of agreement between the government of the province of Ontario and the government of Canada pursuant to section 4(3) of the Anti-Inflation Act

(Preferred access point for: Memorandum of agreement between the government of the province of Ontario and the government of Canada pursuant to section 4(3) of the Anti-Inflation Act)

Maine. Joint agreement between the state of Maine and the province of New Brunswick

(Preferred access point for: Joint agreement between the state of Maine and the province of New Brunswick)

- 6.23.1.17.2 ➤ For an agreement involving jurisdictions below the national level and international intergovernmental bodies, construct the preferred access point representing the work following the instructions given under [6.23.1.15](#).

- 6.23.1.17.3 ➤ For an agreement between a national government and one or more jurisdictions below the national level outside its country, construct the preferred access point representing the work following the instructions given under [6.23.1.14](#).

United States. Treaties, etc.

(Preferred access point for: Tax convention with the British Virgin Islands : message from the president of the United States transmitting the Convention between the Government of the United States of America and the Government of the British Virgin Islands for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Income, together with a related note from the government of the British Virgin Islands, signed at Washington on February 18, 1981)

- 6.23.1.17.4 ➤ For an agreement between a government at any level and a non-governmental corporate body, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.2](#). For agreements involving international intergovernmental bodies, see [6.23.1.15](#).

Canada. Treasury Board. Master agreement (PIPSC)
(Preferred access point for: Master agreement (PIPSC) : agreement between the Treasury Board and the Professional Institute of the Public Service of Canada)

Liberia. Concession agreement between the government of the Republic of Liberia and Liberia Iron and Steel Corporation
(Preferred access point for: Concession agreement between the Government of the Republic of Liberia and Liberia Iron and Steel Corporation)

6.23.1.18 Protocols, amendments, etc.

- 6.23.1.18.1 ➤ For a separately issued protocol, amendment, extension, or other agreement ancillary to a treaty, international agreement, etc., use the preferred access point for the basic agreement (see [6.23.1.14–6.23.1.17](#)) as the preferred access point representing the work.
- 6.23.1.18.2 ➤ Treat a general revision of a treaty, international agreement, etc., as a new work.

6.23.1.19 Compilations of treaties, international agreements, etc.

- 6.23.1.19.1 ➤ For compilations of treaties, international agreements, etc., construct the preferred access point representing the work as instructed below.

6.23.1.19a a) Treaties, etc., contracted between two parties

- 6.23.1.19a.1 For a compilation of treaties, international agreements, etc., consisting of those contracted between two parties, use the preferred access point prescribed for a single agreement between those parties (see [6.23.1.14–6.23.1.17](#)).

Exception:

- 6.23.1.19a.2 If such a compilation has become known by a collective title, use that title as the preferred access point.

6.23.1.19b**b) Treaties, etc., contracted between one party and two or more other parties**

6.23.1.19b.1

For a compilation of treaties, international agreements, etc., consisting of those contracted between one party and two or more other parties, construct the preferred access point by combining (in this order):

- a) the preferred access point for the one party, formulated according to the instructions given under [11.1.1](#)
- b) the preferred title for the treaty, etc., formulated according to the instructions given under [6.24](#).

United States. *Treaties, etc.*

(*Preferred access point for:* Treaties and other international agreements of the United States of America, 1776-1949 / compiled under the direction of Charles I. Bevans)

Brazil. *Treaties, etc.*

(*Preferred access point for:* Tratados ratificados pelo Brasil / Arnaldo Süssekind. A compilation of Brazil's treaties)

Brazil. *Treaties, etc.*

(*Preferred access point for:* Acordos e convenções internacionais em matéria de imposto de renda : coletânea de edições da Resenha tributária, seções 1.1 e 1.4 : acompanham sumário e índice alfabético-remissivo)

Exception:

6.23.1.19b.2

If such a compilation has become known by a collective title, use that title as the preferred access point.

6.23.1.19c**c) Other compilations of treaties, etc.**

6.23.1.19c.1

For any other compilation of treaties, etc., construct the preferred access point following the general guidelines and instructions given under [6.1.1.3](#).

LAW REPORTS, CITATIONS, DIGESTS, ETC.**6.23.1.20****Reports of one court**

6.23.1.20.1

- For law reports of one court, construct the preferred access point representing the work as instructed below.

6.23.1.20a**a) Reports not ascribed to a reporter(s) by name**

6.23.1.20a.1

If the reports are issued by or under the authority of the court, and are not ascribed to a reporter or reporters by name, construct the preferred access point by combining (in this order):

- a) the preferred access point for the court, formulated according to the instructions given under [11.1.1](#)
- b) the preferred title for the reports, formulated according to the instructions given under [6.24](#).

Canada. Federal Court. Canada Federal Court

6.23.1.20a.2	<p>reports (Preferred access point for: Canada Federal Court reports / editor, Florence Rosenfeld. <i>Issued by the court</i>)</p> <p>If the reports are not issued by or under the authority of the court, use the title as the preferred access point.</p> <p style="text-align: center;">Reports of cases argued and determined in the Court of Appeals of Arizona (Preferred access point for: Report of cases argued and determined in the Court of Appeals of Arizona ... -- St. Paul : West Publishing Company. <i>Publisher acts in an editorial capacity</i>)</p>
6.23.1.20b	b) Reports ascribed to a reporter(s) by name
6.23.1.20b.1	If the reports are ascribed to a reporter or reporters by name, follow the accepted legal citation practice in the country where the court is located.
6.23.1.20b.2	<p>If the accepted legal citation practice in that country is to cite the reports using the name of the court, construct the preferred access point by combining (in this order):</p> <ol style="list-style-type: none"> a) the preferred access point for the court, formulated according to the instructions given under 11.1.1 b) the preferred title for the reports, formulated according to the instructions given under 6.24.
6.23.1.20b.3	<p>If the accepted legal citation practice in that country is to cite the reports using the name of the reporter, construct the preferred access point by combining (in this order):</p> <ol style="list-style-type: none"> a) the preferred access point for the reporter (or first named reporter), formulated according to the instructions given under 9.1.1 b) the preferred title for the reports, formulated according to the instructions given under 6.24.
6.23.1.20b.4	<p>If that practice cannot be determined readily, and if the reports are issued by or under the authority of the court, construct the preferred access point by combining (in this order):</p> <ol style="list-style-type: none"> a) the preferred access point for the court, formulated according to the instructions given under 11.1.1 b) the preferred title for the reports, formulated according to the instructions given under 6.24. <p style="text-align: center;">California. Supreme Court. Reports of cases determined in the Supreme Court of the state of California, October 23, 1969, to January 30, 1970 (Preferred access point for: Reports of cases determined in the Supreme Court of the state of California, October 23, 1969, to January 30, 1970 / Robert E. Formichi, reporter of decisions. – San Francisco : Bancroft-Whitney. <i>Cited as California reports</i>)</p>
6.23.1.20b.5	<p>If the reports are not issued by or under the authority of the court, construct the preferred access point by combining (in this order):</p> <ol style="list-style-type: none"> a) the preferred access point for the reporter (or first

- named reporter), formulated according to the instructions given under [9.1.1](#)
- b) the preferred title for the reports, formulated according to the instructions given under [6.24](#).

Manning, James, 1781-1866. Common bench reports
(Preferred access point for: Common bench reports : cases argued and determined in the Court of Common Pleas / [reported] by James Manning, T.C. Granger, and John Scott. -- London : Benning. Cited as Manning, Granger & Scott)

6.23.1.21 Reports of more than one court

- 6.23.1.21.1 ➤ For law reports of more than one court, construct the preferred access point representing the work as instructed below.

6.23.1.21a a) One reporter or collaborating reporters responsible for the reports

6.23.1.21a.1 If one reporter is responsible for the reports of all the cases reported, construct the preferred access point by combining (in this order):

- a) the preferred access point for the reporter, formulated according to the instructions given under [9.1.1](#)
- b) the preferred title for the reports, formulated according to the instructions given under [6.24](#).

Bosanquet, John Bernard, 1773-1847. Reports of cases argued and determined in the Courts of Common Pleas, and Exchequer Chamber, and in the House of Lords
(Preferred access point for: Reports of cases argued and determined in the Courts of Common Pleas, and Exchequer Chamber, and in the House of Lords ... / by John Bernard Bosanquet and Christopher Puller)

6.23.1.21a.2 If there are two or more collaborating reporters responsible for the reports of all the cases reported, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.2](#).

6.23.1.21b b) One reporter or collaborating reporters not responsible for all the reports

6.23.1.21b.1 If the reporter or collaborating reporters are not responsible for all the reports, or if no reporter is named in the preferred source of information of the resource being described, use the preferred title as the preferred access point.

Australian law reports
(Preferred access point for: Australian law reports : being reports of judgments of the High Court of Australia and the Judicial Committee of the Privy Council and of state supreme courts exercising federal jurisdiction, other federal courts and tribunals, together with selected cases from the Supreme Court of the Northern Territory and reports of the Supreme Court of the Australian Capital Territory (authorized by the judges) / editor, Robert Hayes. The report for each case signed by its

reporter)

6.23.1.22 Citations, digests, etc.

- 6.23.1.22.1 ➤ If the person responsible for citations to, or digests or indexes of, court reports is prominently named in the resource being described, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for that person, formulated according to the instructions given under [9.1.1](#)
 - b) the preferred title for the citations, etc., formulated according to the instructions given under [6.24](#).

Phillips, Richard Henry, 1890- . Connecticut digest, 1785 to date
(Preferred access point for: Connecticut digest, 1785 to date ... / by Richard H. Phillips)

Michie, A. Hewson (Addinell Hewson), born 1897. Michie's digest of Virginia and West Virginia reports
(Preferred access point for: Michie's digest of Virginia and West Virginia reports ... / under the editorial supervision of A. Hewson Michie)

- 6.23.1.22.2 ➤ Otherwise, use the preferred title as the preferred access point representing the work.

Commonwealth digest
(Preferred access point for: Commonwealth digest : digest of cases argued and determined in the Commonwealth Trial Court, Commonwealth Superior Court (after May 1989), District Court of the Northern Mariana Islands, Trial and Appellate Divisions. -- Saipan, Northern Mariana Islands : Law Revision Commission, 1989. *Publisher acts in an editorial capacity*)

COURT PROCEEDINGS, ETC.

6.23.1.23 Criminal proceedings and appeals

- 6.23.1.23.1 ➤ For the official proceedings and records of criminal trials, impeachments, courts-martial, etc., and the proceedings of appeals in such cases, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the person or body prosecuted, formulated according to the instructions given under [9.1.1](#) or [11.1.1](#), as applicable
 - b) the preferred title for the proceedings, etc., formulated according to the instructions given under [6.24](#).

Riel, Louis, 1844-1885. Queen vs. Louis Riel
(Preferred access point for: The Queen vs. Louis Riel, accused and convicted of the crime of high treason : report of trial at Regina)

Alley, Leavitt. Report of the trial of Leavitt Alley, indicted for the murder of Abijah Ellis, in

the Supreme Judicial Court of Massachusetts
(Preferred access point for: Report of the trial of Leavitt Alley, indicted for the murder of Abijah Ellis, in the Supreme Judicial Court of Massachusetts / reported by Franklin Fiske Heard)

Hull, William, 1753-1825. Report of the trial of Brig. General William Hull, commanding the North-western Army of the United States, by a court martial held at Albany on Monday, 3rd January, 1814, and succeeding days
(Preferred access point for: Report of the trial of Brig. General William Hull, commanding the North-western Army of the United States, by a court martial held at Albany on Monday, 3rd January, 1814, and succeeding days / taken by Lieut. Col. Forbes)

Meteor (Ship). Report of the case of the steamship Meteor, libelled for alleged violation of the Neutrality Act
(Preferred access point for: Report of the case of the steamship Meteor, libelled for alleged violation of the Neutrality Act ... / edited by F.V. Balch)

- 6.23.1.23.2 ➤ If more than one person or body is prosecuted, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the first defendant, etc., named in the preferred source of information, formulated according to the instructions given under [9.1.1](#) or 11.1.1, as applicable
 - b) the preferred title for the proceedings, etc., formulated according to the instructions given under [6.24](#).

6.23.1.24 **Civil and other non-criminal proceedings and appeals**

- 6.23.1.24.1 ➤ For the official proceedings and records of civil and other noncriminal proceedings (including election cases), and the proceedings of appeals in such cases, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the person or body bringing the action, formulated according to the instructions given under [9.1.1](#) or [11.1.1](#), as applicable
 - b) the preferred title for the proceedings, etc., formulated according to the instructions given under [6.24](#).

Brooks, William, 1803-1863. Case of William Brooks versus Ezekiel Byam and others, in equity, in the Circuit Court of the United States, for the First Circuit-District of Massachusetts
(Preferred access point for: The case of William Brooks versus Ezekiel Byam and others, in equity, in the Circuit Court of the United States, for the First Circuit-District of Massachusetts)

Smith, John A. Contested election case of John A. Smith, contestant, v. Edwin Y. Webb, contestee, from the Ninth Congressional District of North Carolina, before Committee on Elections No. 2
(Preferred access point for: Contested election case of John A. Smith, contestant, v. Edwin Y. Webb, contestee, from the Ninth Congressional District of North Carolina, before Committee on Elections No. 2)

Goodwin Film and Camera Company. Goodwin Film and Camera Company, complainant, vs. Eastman Kodak Company, defendant

(Preferred access point for: The Goodwin Film and Camera Company, complainant, vs. Eastman Kodak Company, defendant. Case heard before the United States Circuit Court, Western District of New York)

Goodwin Film and Camera Company. Goodwin Film and Camera Company, complainant-appellee, vs. Eastman Kodak Company, defendant-appellant

(Preferred access point for: The Goodwin Film and Camera Company, complainant-appellee, vs. Eastman Kodak Company, defendant-appellant : transcript of record. Appeal heard before the United States Circuit Court of Appeals for the Second Circuit)

- 6.23.1.24.2 ➤ If more than one person or body brings the action, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the first plaintiff, etc., named in the preferred source of information, formulated according to the instructions given under [9.1.1](#) or [11.1.1](#), as applicable
 - b) the preferred title for the proceedings, etc., formulated according to the instructions given under [6.24](#).

6.23.1.25 Indictments

- 6.23.1.25.1 ➤ For an indictment, construct the preferred access point representing the work following the instructions given under [6.23.1.23](#).

Duane, William, 1760-1835. Copy of an indictment (No. 1) in the Circuit Court of the United States in and for the Pennsylvania District of the Middle Circuit

(Preferred access point for: Copy of an indictment (No. 1) in the Circuit Court of the United States in and for the Pennsylvania District of the Middle Circuit. Indictment of William Duane)

6.23.1.26 Charges to juries

- 6.23.1.26.1 ➤ For a charge to a jury, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the court, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the rules formulated according to the instructions given under [6.24](#).

United States. Circuit Court (Pennsylvania). Charge of Judge Patterson to the jury in the case of Vanhorne's lessee against Dorrance

(Preferred access point for: The charge of Judge Patterson to the jury in the case of Vanhorne's lessee against Dorrance : tried at a Circuit Court for the United States, held at Philadelphia, April term, 1795. The lessee is not named)

6.23.1.27 Judicial decisions

- 6.23.1.27.1 ➤ For a judgement or other decision of a court in a case, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the court, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the rules formulated according to the instructions given under [6.24](#).

United States. Supreme Court. Freedom of the press

(Preferred access point for: Freedom of the press : opinion of the Supreme Court of the United States in the case of Alice Lee Grosjean, supervisor of public accounts for the state of Louisiana, appellant, v. American Press Company, Inc., et al.)

6.23.1.28 Judicial opinions

- 6.23.1.28.1 ➤ For an opinion of a judge, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the judge, formulated according to the instructions given under [9.1.1](#)
 - b) the preferred title for the rules formulated according to the instructions given under [6.24](#).

Sutliff, Milton. Dissenting opinion of Hon. Milton Sutliff, one of the judges

(Preferred access point for: Dissenting opinion of Hon. Milton Sutliff, one of the judges : ex parte Simeon Bushnell : ex parte Charles Langston : on habeas corpus. At head of title: Supreme Court of Ohio)

6.23.1.29 Records of one party

- 6.23.1.29.1 ➤ For court records of one party, construct the preferred access point representing the work as instructed below.

6.23.1.29a a) Brief, plea, etc.

- 6.23.1.29a.1 For a brief, plea, or other formal record of one party to a case, construct the preferred access point by combining (in this order):

- a) the preferred access point for that party, formulated according to the instructions given under [9.1.1](#)
- b) the preferred title for the brief, etc., formulated according to the instructions given under [6.24](#).

Morewood, George B. George B. Morewood, John R. Morewood, Frederic R. Routh, respondents, appellants versus Lorenzo N. Enequist, libellant, appellee

(Preferred access point for: George B. Morewood, John R. Morewood, Frederic R. Routh, respondents, appellants versus Lorenzo N. Enequist, libellant, appellee : brief for appellants on admiralty jurisdiction / Robert Dodge, attorney for appellants. At head of title: Supreme Court of the United States, no. 132)

6.23.1.29b

6.23.1.29b.1

b) Courtroom argument

For a courtroom argument presented by a lawyer, construct the preferred access point by combining (in this order):

- a) the preferred access point for the lawyer, formulated according to the instructions given under [9.1.1](#)
- b) the preferred title for the brief, etc., formulated according to the instructions given under [6.24](#).

Gowen, Franklin B. (Franklin Benjamin), 1836-1889. Argument of Franklin B. Gowen, Esq., of counsel for the commonwealth, in the case of the Commonwealth vs. Thomas Munley
(Preferred access point for: Argument of Franklin B. Gowen, Esq., of counsel for the Commonwealth in the case of the Commonwealth vs. Thomas Munley : indicted in the Court of Oyer and Terminer of Schuylkill County, Pa., for the murder of Thomas Sanger, a mining boss, at Raven Run, on September 1st, 1875 / stenographically reported by R.A. West)

6.23.1.30**Compilations of proceedings, etc.**

6.23.1.30.1

- For a compilation of the official proceedings or records of trials, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1.3](#).

ADDITIONS TO ACCESS POINTS REPRESENTING LEGAL WORKS**6.23.1.31****Additions to access points representing laws, etc.**

6.23.1.31.1

- If the access point constructed according to the instructions given under [6.23.1.1-6.23.1.5](#) is identical or similar to an access point representing a different law, etc., add the year of promulgation (see [6.26.1](#)).

France. Code pénal (1992)

6.23.1.32**Additions to access points representing treaties, etc.**

6.23.1.32.1

- If the access point for a compilation of treaties and/or other agreements between two parties is constructed using the preferred access point for one of the parties, add the name of the other party to the treaties (see [6.27](#)).

France. Treaties, etc. Algeria
(Resource described: Accords passés entre la France et l'Algérie de juillet 1962 au 31 décembre 1963)

6.23.1.32.2

- For a compilation of treaties between one party and two or more other parties do not add the names of the other parties.

United States. Treaties, etc.

6.23.1.32.3

- If the access point for a compilation of treaties, etc., is constructed

using the collective name for the treaties, etc., (see [6.24.2.2](#)), and the compilation contains all the treaties, etc., add the year, earlier year, or earliest year of signing (see [6.26.2](#)).

Treaty of Utrecht (1713)

- 6.23.1.32.4 ➤ If the access point for a single treaty is constructed using the preferred access point for one of the parties, and if there is only one party on the other side, add (in this order):
- a) the name of the other party (see [6.27](#))
 - b) the date, earlier date, or earliest date of signing (see [6.26.2](#)).

United States. Treaties, etc. Kyrgyzstan, 1993
January 19

(Resource described: Investment treaty with the Republic of Kyrgyzstan : message from the president of the United States transmitting the Treaty between the United States of America and the Republic of Kyrgyzstan concerning the Encouragement and Reciprocal Protection of Investment, signed at Washington on January 19, 1993)

Australia. Treaties, etc. Papua New Guinea, 1978
December 18

(Resource described: Treaty between Australia and the Independent State of Papua New Guinea concerning Sovereignty and Maritime Boundaries in the Area between the Two Countries, Including the Area Known as Torres Strait, and Related Matters : Sydney, 18 December 1978, entry into force, 15 February 1985)

North Atlantic Treaty Organization. Treaties,
etc. Russia (Federation), 1997 May 27

(Resource described: Osnovopolagajushchii akt o vzaimnykh otnoshenijakh, sotrudnichestve i bezopasnosti mezhdru Organizatsiei Severoatlanticheskogo Dogovora i Rossijskoj Federatsiei. Signed in Paris on 27 May 1997)

Catholic Church. Treaties, etc. Slovakia, 2000
November 24

(Resource described: Základná zmluva medzi Svätou stolicou a Slovenskou republikou. Signed by the Catholic Church and the Slovak Republic November 24, 2000)

- 6.23.1.32.5 ➤ If there is more than one party on the other side, add only the date, earlier date, or earliest date of signing.

United States. Treaties, etc. 1952 May 9

(Resource described: International Convention for the High Seas Fisheries of the North Pacific Ocean with a protocol relating thereto : message from the president of the United States transmitting an International Convention for the High Seas Fisheries of the North Pacific Ocean, together with a protocol relating thereto, signed at Tokyo, May 9, 1952, on behalf of the United States, Canada, and Japan)

- 6.23.1.32.6 ➤ If the access point for a single treaty is constructed using the name by which the treaty is known, add the year, earlier year, or earliest year of signing (see [6.26.2](#)).

Agreement Establishing the World Trade
Organization (1994)

(Resource described: Uruguay Round of Multilateral Trade Negotiations / General Agreement on Tariffs and Trade. -- Spine title: Final texts of the GATT Uruguay Round agreements including the Agreement Establishing the World Trade Organization as signed on April 15, 1994, Marrakesh, Morocco. Signatories not listed in text nor found in reference sources consulted)

- 6.23.1.32.7 ➤ For a separately catalogued protocol, amendment, extension, or other agreement ancillary to a treaty, etc., add *Protocols, etc.* to the preferred access point for the original agreement, followed by the date of signing or, if more than one protocol, etc., is involved, the inclusive dates.

Ireland. Treaties, etc. Portugal, 1993 June 1.
Protocols, etc., 2005 November 11

(Resource described: Protocol between Ireland and the Portuguese Republic amending the Convention for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on Income and its Protocol, signed at Dublin on 1st June, 1993 : done at Lisbon on 11th November, 2005)

United States. Treaties, etc., 1952 May 9.
Protocols, etc., 1978 April 25

(Resource described: Protocol amending the International Convention for the High Seas Fisheries of the North Pacific Ocean. Signed by the governments of the United States of America, Canada, and Japan)

European Economic Community. Treaties, etc.
Morocco, 1976 April 27. Protocols, etc., 1982 March 11-1991 June 26

(Resource described: Protocols to the EEC-Morocco Cooperation Agreement and other basic texts)

6.23.1.33 Additions to preferred access points representing other legal works

- 6.23.1.33.1 ➤ If the access point for a type of legal work not covered by [6.23.1.31](#) or [6.23.1.32](#) is identical or similar to an access point representing a different work, make additions to the access point following the instructions given under [6.1.1.7](#).

Judicial Council of California criminal jury instructions (Matthew Bender (Firm))

Judicial Council of California criminal jury instructions (West (Firm))

6.23.2 VARIANT ACCESS POINT

Contents

- 6.23.2.0 General guidelines on constructing variant access points representing legal works
- 6.23.2.1 Variant access points representing treaties, etc.

6.23.2.0 General guidelines on constructing variant access points representing legal works

- 6.23.2.0.1 ➤ Use a variant title for the work (see [6.25](#)) as the basis for a variant access point.

Recueil des arrêts de la Cour fédérale du Canada
(*Resource described*: Canada Federal Court reports)

- 6.23.2.0.2 ➤ If the variant access point represents a work for which the preferred access point has been constructed using the preferred access point for a person or corporate body preceding the preferred title of the work (see [6.23.1.1–6.23.1.30](#)), construct a variant access point using the preferred access point for that person or corporate body preceding the variant title of the work.

Australia. Commonwealth of Australia Constitution Act
(*Preferred access point for the work*: Australia. Constitution)

- 6.23.2.0.3 ➤ Add to the variant access point representing a law, etc., the year of promulgation of a law, etc. (see [6.26.1](#)), if considered to be important for identification.

Madagascar. Fehezandalana famaizana (1998)
(*Preferred access point for the work*: Madagascar. Code pénal (1998))

Madagascar. Fehezandalana famaizana (2005)
(*Preferred access point for the work*: Madagascar. Code pénal (2005))

6.23.2.1 Variant access points representing treaties, etc.

- 6.23.2.1.1 ➤ Use the title for the treaty, etc., as the basis for a variant access point. Add to the title the year of signing of the treaty, etc.

Protocol Amending the International Convention
for the High Seas Fisheries of the North Pacific
Ocean (1978)

(*Resource described*: Protocol Amending the International Convention for the High Seas Fisheries of the North Pacific Ocean : message from the president of the United States transmitting the Protocol Amending the International Convention for the High Seas Fisheries of the North Pacific Ocean, together with related agreed minutes and two memoranda of understanding, signed at Tokyo, April 25, 1978. Signatories are the United States, Canada, and Japan. *Preferred access point for the work*: United States. Treaties, etc., 1952 May 9. Protocols, etc., 1978 April 25)

- 6.23.2.1.2 ➤ For a treaty or other agreement between two or more of the following:

- a) national governments
- b) international intergovernmental bodies
- c) the Holy See
- d) jurisdictions now below the national level but retaining treaty-making powers

construct additional variant access points using the preferred access

points representing each of the signatories to the treaty, etc. (other than the one used to construct the preferred access point). Make additions to the variant access points, if considered to be important for identification, following the instructions given under [6.23.1.32](#).

World Intellectual Property Organization.
Treaties, etc. United Nations, 1975 January 21
(*Preferred access point for the work*: United Nations. Treaties, etc.
World Intellectual Property Organization, 1975 January 21)

Portugal. Treaties, etc. Ireland, 1993 June 1.
Protocols, etc., 2005 November 11
(*Preferred access point for the work*: Ireland. Treaties, etc. Portugal,
1993 June 1. Protocols, etc., 2005 November 11)

6.24 PREFERRED TITLE FOR A LEGAL WORK

REQUIRED

Contents

6.24.0 Basic instructions on preferred titles for legal works

Recording the preferred title

6.24.1 Laws, etc.

6.24.2 Treaties, etc.

6.24.0 BASIC INSTRUCTIONS ON PREFERRED TITLES FOR LEGAL WORKS

Contents

6.24.0.1 Scope

6.24.0.2 Sources of information

6.24.0.3 Choosing the preferred title

6.24.0.4 Recording the preferred title

6.24.0.1 Scope

- 6.24.0.1.1 The **preferred title** is the title or form of title chosen as the basis for the preferred access point representing a work.

6.24.0.2 Sources of information

- 6.24.0.2.1 ➤ Determine the title to be used as the preferred title of a legal work created after 1500 from resources embodying the work or reference sources.
- 6.24.0.2.2 ➤ Determine the title to be used as the preferred title of a legal work created before 1501 from modern sources. If the evidence of modern reference sources is inconclusive, use (in this order of preference):
- a) modern editions
 - b) early editions

c) manuscript copies.

6.24.0.3 Choosing the preferred title

- 6.24.0.3.1 > Choose the preferred title for a legal work following the instructions given under [6.2.1–6.2.5](#).

Exceptions:

- 6.24.0.3.2 For laws, etc., follow the instructions given under [6.24.1](#).

- 6.24.0.3.3 For treaties, etc., follow the instructions given under [6.24.2](#).

6.24.0.4 Recording the preferred title

- 6.24.0.4.1 > Record the title chosen as the preferred title for a legal work following the general guidelines on recording titles for works given under [5.5](#).

Exceptions:

- 6.24.0.4.2 For laws, etc., follow the instructions given under [6.24.1](#).

- 6.24.0.4.3 For treaties, etc., follow the instructions given under [6.24.2](#).

RECORDING THE PREFERRED TITLE

6.24.1 LAWS, ETC.

Contents

- 6.24.1.1 Modern laws, etc.
6.24.1.2 Ancient laws, certain medieval laws, customary laws, etc.

6.24.1.1 Modern laws, etc.

- 6.24.1.1.1 > Formulate the preferred title for a law or laws as instructed below.

6.24.1.1a a) Compilations

- 6.24.1.1a.1 Record *Laws, etc.* as the collective title for a complete or partial compilation of legislative enactments of a jurisdiction other than a compilation on a particular subject.

- 6.24.1.1a.2 If a compilation of laws on a particular subject has a citation title, record that as the preferred title. Otherwise, follow the instructions given under [6.2.1](#).

Labor Code

(*Resource described:* California Labor Code. *Citation title:* Labor Code)

Licensing acts

(*Resource described:* Paterson's licensing acts)

6.24.1.1b

6.24.1.1b.1

b) Single laws, etc.

For a single legislative enactment, record (in this order of preference):

- a) the official short title or citation title
- b) an unofficial short title or citation title used in legal literature
- c) the official title of the enactment
- d) any other official designation (e.g., the number or date).

Football (Disorder) Act 2000
(*Citation title includes date of enactment*)

Copyright Act 1994
(*Citation title includes date of enactment*)

Canada Corporations Act

Code de justice administrative

Ley no. 20.744

6.24.1.2**Ancient laws, certain medieval laws, customary laws, etc.**

6.24.1.2.1

- Record the preferred title for a compilation of ancient, medieval, or customary laws identified by a name or for a single ancient, medieval, or customary law following the instructions given under [6.2.1-6.2.2](#), as applicable.

Lex Salica
(*Resource described: Lex Salica : the ten texts*)

6.24.2**TREATIES, ETC.**

Contents

- 6.24.2.1 One treaty, etc.
- 6.24.2.2 Compilations of treaties, etc.

6.24.2.1**One treaty, etc.**

6.24.2.1.1

- Record *Treaties, etc.* as the preferred title for a treaty or other agreement between two or more of the following:
- a) national governments
 - b) international intergovernmental bodies
 - c) the Holy See
 - d) jurisdictions now below the national level but retaining treaty-making powers.

6.24.2.2**Compilations of treaties, etc.**

6.24.2.2.1

- For a compilation of treaties and/or other agreements between one

party on one side and one or more other parties on the other side, record *Treaties, etc.*, as the preferred title.

- 6.24.2.2.2 > If a compilation of treaties, etc., is identified by a collective name, record that name as the preferred title. For a single treaty, etc., in the compilation, see [6.24.2.1](#).

Treaty of Utrecht

6.25 VARIANT TITLE FOR A LEGAL WORK

OPTIONAL

Contents

- 6.25.0 Basic instructions on variant titles for legal works
- 6.25.1 Alternative linguistic form of title
- 6.25.2 Other variant title

6.25.0 BASIC INSTRUCTIONS ON VARIANT TITLES FOR LEGAL WORKS

Contents

- 6.25.0.1 Scope
- 6.25.0.2 Sources of information
- 6.25.0.3 General guidelines

6.25.0.1 Scope

- 6.25.0.1.1 A **variant title** is a title or form of title by which a work is known that differs from the title or form of title chosen as the preferred title.

6.25.0.2 Sources of information

- 6.25.0.2.1 > Take variant titles from resources embodying the work and/or from reference sources.

6.25.0.3 General guidelines

- 6.25.0.3.1 > Record variant titles following the general guidelines on recording titles for works given under [5.5](#).
- 6.25.0.3.2 > Record as a variant title a title under which the work has been issued or cited in reference sources²⁷, that is different from the title recorded as the preferred title for that work.
- 6.25.0.3.3 > Record as a variant title a form of title under which the work has been issued or cited in reference sources, or resulting from a different transliteration of the title, if it differs from the form recorded as the

²⁷ However, create an additional access point under the title proper of the resource being catalogued (see [2.3.1](#)).

preferred title for that work.

- 6.25.0.3.4 ➤ Follow the additional specific instructions given under [6.25.1–6.25.2](#) and those given in preceding sections of this chapter, as applicable.

6.25.1 ALTERNATIVE LINGUISTIC FORM OF TITLE

Contents

- 6.25.1.1 Scope
- 6.25.1.2 Sources of information
- 6.25.1.3 Recording alternative linguistic forms as variant titles

6.25.1.1 Scope

- 6.25.1.1.1 ☐ An **alternative linguistic form of title** is a form of title in a different language, script, spelling, or transliterated form than the form recorded as the preferred title.

6.25.1.2 Sources of information

- 6.25.1.2.1 ➤ Take alternative linguistic forms of titles from resources embodying the work and/or from reference sources.

6.25.1.3 Recording alternative linguistic forms as variant titles

- 6.25.1.3.1 ➤ If the title recorded as the preferred title for a work has an alternative linguistic form(s), record the alternative linguistic form(s) as a variant title(s).

Different language form

Loi sur les espèces en péril
(Preferred title recorded as: Species at Risk Act)

Constitution (1946)
(Preferred title recorded as: Kenpō (1946))

Freden i Utrecht (1713)
Friede von Utrecht (1713)
Perjanjian Utrecht (1713)
Sporazum u Utrehtu (1713)
Tractat d'Utrecht (1713)
Traités d'Utrecht (1713)
Tratado de Utrecht (1713)
Trattato di Utrecht (1713)
Utrechto sutartis (1713)
Vrede van Utrecht (1713)
Yutorehito jōyaku (1713)
(Preferred title recorded as: Treaty of Utrecht (1713))

Different script

ΑΣΤΙΚΟΣ ΚΩΔΙΞ
(Greek transliterated form recorded as preferred title: Astikos kōdix)

公司法
(Chinese transliterated form recorded as preferred title: Gong si fa)

قانون بیمه
(Persian transliterated form recorded as preferred title: Qānūn-i bīmah)

憲法 (1946)
(Japanese transliterated form recorded as preferred title: Kenpō (1946))

Different spelling

Successful judgement collections in Oklahoma
(Preferred title recorded as: Successful judgment collections in Oklahoma)

Canada Labor Code
(Preferred title recorded as: Canada Labour Code)

Trademarks Ordinance
(Preferred title recorded as: Trade Marks Ordinance)

Different transliteration

Kung ssu fa
(Preferred title recorded as: Gong si fa)

Kempō (1946)
(Preferred title recorded as: Kenpō (1946))

6.25.2 OTHER VARIANT TITLE

Contents

- 6.25.2.1 Scope
- 6.25.2.2 Sources of information
- 6.25.2.3 Recording other variant titles
- 6.25.2.4 Collective titles

6.25.2.1 Scope

- 6.25.2.1.1 **Other variant titles** are titles or forms of title other than alternative linguistic forms of title that differ from the title or form of title recorded as the preferred title.

6.25.2.2 Sources of information

- 6.25.2.2.1 ➤ Take other variant titles from resources embodying the work and/or from reference sources.

6.25.2.3 Recording other variant titles

- 6.25.2.3.1 ➤ Record other variants and variant forms of the title recorded as the preferred title not covered under [6.25.1](#), as required.

West's Alaska civil procedure
Code of civil procedure
(Preferred title recorded as: Alaska civil procedure law)

Law no. 92-007 of 14 August 1992
Loi no 92/007 du 14 août 1992
(Preferred title recorded as: Labour code (1992))

Philippine Anti-Terrorism Law
Anti-Terrorism Law
(Preferred title recorded as: Human Security Act of 2007)

StPO
(Preferred title recorded as: Strafprozessordnung)

North American Free Trade Agreement (1992)
NAFTA (1992)
(Preferred title recorded as: Treaties, etc. 1992 October 7)

6.25.2.4 Collective titles

- 6.25.2.4.1 ➤ When a collective title is used as the preferred title for a compilation of legal works (see [6.24.1.1](#) and [6.24.2.2](#)), record the title proper of the resource being described or the title found in a reference source as a variant title, unless the title proper of the resource being described or the title found in a reference source is the same as, or very similar to, the collective title.

Revised ordinances of Newton, Massachusetts, 2001
(Preferred title recorded as: Laws, etc.)

Bermuda laws online
(Preferred title recorded as: Laws, etc.)

Acordos e convenções internacionais em matéria de imposto de renda
Acordos internacionais de previdência social
Tratados ratificados pelo Brasil
(Preferred title recorded as: Treaties, etc.)

Australian treaty series
(Preferred title recorded as: Treaties, etc.)

6.26 DATE OF WORK

REQUIRED²⁸

Contents

- 6.26.0 Basic instructions on recording date of work
- 6.26.1 Date of promulgation of a law, etc.
- 6.26.2 Date of signing of a treaty, etc.

6.26.0 BASIC INSTRUCTIONS ON RECORDING DATE OF WORK

Contents

- 6.26.0.1 Scope
- 6.26.0.2 Sources of information
- 6.26.0.3 General guidelines

6.26.0.1 Scope

- 6.26.0.1.1 **Date of work** is the first date (normally the year) associated with a work.

6.26.0.2 Sources of information

- 6.26.0.2.1 ➤ Take information on date of work from any source.

6.26.0.3 General guidelines

- 6.26.0.3.1 ➤ Record dates in terms of the calendar preferred by the agency creating the data.²⁹

6.26.1 DATE OF PROMULGATION OF A LAW, ETC.

REQUIRED³⁰

Contents

- 6.26.1.1 Scope
- 6.26.1.2 Sources of information
- 6.26.1.3 Recording date of promulgation of a law, etc.

²⁸ Date of work is required when specified as an addition to an access point representing the work (see [6.23.1.31–6.23.1.33](#)).

²⁹ For details on the Gregorian calendar, see [appendix K](#).

³⁰ Date of promulgation of a law, etc., is required when specified as an addition to an access point representing the work (see [6.23.1.31](#)).

6.26.1.1 Scope

- 6.26.1.1.1 **Date of promulgation** is the year a law, etc., was promulgated.

6.26.1.2 Sources of information

- 6.26.1.2.1 ➤ Take information on date of promulgation of a law, etc., from any source.

6.26.1.3 Recording date of promulgation of a law, etc.

- 6.26.1.3.1 ➤ Record the year in which a law, etc., was promulgated following the basic instructions given under [6.26.0](#).

1999

(Date of promulgation of Federal Constitution of the Swiss Confederation of April 18, 1999 (as amended until October 15, 2002))

2007

(Date of promulgation of Act to Amend Title 18, United States Code, to Strengthen Prohibitions Against Animal Fighting, and for Other Purposes. Citation title: Animal Fighting Prohibition Enforcement Act of 2007)

- 6.26.1.3.2 ➤ Indicate the source from which the date was derived following the instructions given under [5.9](#).

6.26.2 DATE OF SIGNING OF A TREATY, ETC.

REQUIRED³¹

Contents

6.26.2.1 Scope

6.26.2.2 Sources of information

6.26.2.3 Recording date of signing of a treaty, etc.

6.26.2.1 Scope

- 6.26.2.1.1 **Date of signing** is the date a treaty, etc., or a protocol to a treaty, etc., was formally signed.

6.26.2.2 Sources of information

- 6.26.2.2.1 ➤ Take information on date of signing of a treaty, etc., from any source.

6.26.2.3 Recording date of signing of a treaty, etc.

- 6.26.2.3.1 ➤ Record the date a treaty, etc., or a protocol to a treaty, etc., was signed

³¹ Date of signing of a treaty, etc., is required when specified as an addition to an access point representing the work (see [6.23.1.32](#)).

following the basic instructions given under [6.26.0](#). Record the date in the form: year, name of the month, number of the day.

1948 March 2

1783 September 3

- 6.26.2.3.2 ➤ Indicate the source from which the date was derived following the instructions given under [5.9](#).

6.27 SIGNATORY TO A TREATY, ETC.

REQUIRED³²

Contents

- 6.27.0 Basic instructions on recording signatories to a treaty, etc.

6.27.0 BASIC INSTRUCTIONS ON RECORDING SIGNATORIES TO A TREATY, ETC.

Contents

- 6.27.0.1 Scope
6.27.0.2 Sources of information
6.27.0.3 Recording signatories to a treaty, etc.

6.27.0.1 Scope

- 6.27.0.1.1 A **signatory to a treaty, etc.**, is a government or other party that has formally signed a treaty, etc., as an adherent to its terms and conditions.

6.27.0.2 Sources of information

- 6.27.0.2.1 ➤ Take information on signatories to a treaty, etc., from any source.

6.27.0.3 Recording signatories to a treaty, etc.

- 6.27.0.3.1 ➤ Record the name of a signatory to a treaty, etc., in the form prescribed in chapter 11.

Australia

United States

³² Signatory to a treaty, etc., is required when specified as an addition to an access point representing the work (see [6.23.1.32](#)).

Corporación Financiera de Desarrollo (Peru)

World Intellectual Property Organization

Additional instructions for religious works

6.28 CONSTRUCTING ACCESS POINTS TO REPRESENT RELIGIOUS WORKS AND EXPRESSIONS

Contents

- 6.28.1 Preferred access point representing a religious work
- 6.28.2 Preferred access point representing a part or parts of a religious work
- 6.28.3 Preferred access point representing an expression of a religious work
- 6.28.4 Preferred access point representing a manuscript or manuscript reproduction of a religious work
- 6.28.5 Variant access point

6.28.1 PREFERRED ACCESS POINT REPRESENTING A RELIGIOUS WORK

Contents

- 6.28.1.0 General guidelines on constructing preferred access points representing religious works

Sacred scriptures

- 6.28.1.1 Works accepted as sacred scripture
- 6.28.1.2 Harmonies of scriptural passages

Theological creeds, confessions of faith, etc.

- 6.28.1.3 General instructions on theological creeds, confessions of faith, etc.

Liturgical works

- 6.28.1.4 General instructions on liturgical works
- 6.28.1.5 Liturgical works of the Orthodox Eastern Church
- 6.28.1.6 Jewish liturgical works

6.28.1.0 General guidelines on constructing preferred access points representing religious works

- 6.28.1.0.1 ➤ Follow the instructions given under [6.28.1.1–6.28.1.6](#) when constructing the preferred access point representing one of the following types of religious works:
 - a) sacred scriptures (see [6.28.1.1–6.28.1.2](#))
 - b) theological creeds, confessions of faith, etc. (see [6.28.1.3](#))
 - c) liturgical works (see [6.28.1.4–6.28.1.6](#)).

- 6.28.1.0.2 ➤ For other types of religious works, construct the preferred access point following the general guidelines and instructions given under [6.1.1](#).

SACRED SCRIPTURES

6.28.1.1 Works accepted as sacred scripture

- 6.28.1.1.1 ➤ For a work that is accepted as sacred scripture by a religious group, construct the preferred access point representing the work using the preferred title for the work, formulated according to the instructions given under [6.29](#).

Book of Mormon

(Preferred access point representing the work for: The Book of Mormon : an account written by the hand of Mormon upon plates taken from the plates of Nephi / translated by Joseph Smith, Jun.)

Koran

(Preferred access point representing the work for: The Koran / translated from the Arabic by J.M. Rodwell)

Ādi-Granth

(Preferred access point representing the work for: Śrī Guru Granth Sāhib : with complete index / prepared by Winand M. Callewaert)

Exception:

- 6.28.1.1.2 If reference sources dealing with the religious group to which the sacred work belongs (e.g., works of the Baha'ī Faith) attribute a work accepted as sacred scripture to a single person, construct the preferred access point representing the work by combining (in this order):

- a) the preferred access point for the person responsible for creating the work, formulated according to the instructions given under [11.1.1](#)
- b) the preferred title for the work, formulated according to the instructions given under [6.29](#).

Bahá'u'lláh, 1817-1892. Kitáb al-aqdas

(Preferred access point representing the work for: The Kitáb-i-aqdas : the Most Holy Book / Bahá'u'lláh)

Hubbard, L. Ron (La Fayette Ron), 1911-1986.

Introduction to Scientology ethics

(Preferred access point representing the work for: Introduction to Scientology ethics / L. Ron Hubbard)

Rogers, Robert Athlyi. Holy Piby

(Preferred access point representing the work for: The Holy Piby / Robert Athlyi Rogers)

Moon, Sun Myung. Wöllli haesöl

(Preferred access point representing the work for: Wolli haesol. Written by Sun Myung Moon)

6.28.1.2 Harmonies of scriptural passages

- 6.28.1.2.1 ➤ For a harmony of different scriptural passages, use the preferred access point for the passages harmonized (see [6.28.1.1](#)) as the preferred access point representing the work.

Bible. Gospels

(Preferred access point representing the work for: The life of Our Lord / compiled from the Gospels of the four Evangelists and presented in the very words of the Scriptures as one continuous narrative by Reginald G. Ponsoy ; with a preface by Sir Wilfred Grenfell)

- 6.28.1.2.2 ➤ For harmonies accompanied by commentary, follow the instructions given under [6.1.1.5](#).

THEOLOGICAL CREEDS, CONFESSIONS OF FAITH, ETC.

6.28.1.3 General instructions on theological creeds, confessions of faith, etc.

- 6.28.1.3.1 ➤ For a theological creed, confession of faith, etc., accepted by more than one church or denominational body, construct the preferred access point representing the work using the preferred title for the work, formulated according to the instructions given under [6.29](#).

Nicene Creed

(Preferred access point representing the work for: I believe : the Nicene Creed / illustrated by Pauline Baynes)

- 6.28.1.3.2 ➤ If a theological creed, confession of faith, etc., is accepted by only one church or denominational body, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for that body, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the creed, etc., formulated according to the instructions given under [6.29](#).

Augsburg Confession

(Preferred access point representing the work for: The Augsburg Confession / translated by Richard Taverner ; edited for the use of the Joint Committee of the General Council, the General Synod, and the United Synod of the South by Henry E. Jacobs)

LITURGICAL WORKS

6.28.1.4 General instructions on liturgical works

- 6.28.1.4.1 ➤ Apply the instruction given below to the following types of works:
- a) officially sanctioned or traditionally accepted texts of religious observance
 - b) books of obligatory prayers to be offered at stated times (including the Liturgy of the hours, Divine office, etc.)

- 6.28.1.4.2 ➤ For a liturgical work falling into one or more of the categories listed above, construct the preferred access point representing the work by combining (in this order):
- c) calendars and manuals of performance of religious observances
 - d) readings from sacred scripture intended for use in a religious service
 - e) prayer books known as "books of hours".
- a) the preferred access point for the church or denominational body to which it pertains, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the liturgical work, formulated according to the instructions given under [6.29](#).

United Methodist Church (U.S.). Book of discipline

(Preferred access point representing the work for: The Book of discipline of the United Methodist Church)

Episcopal Church. Book of common prayer

(Preferred access point representing the work for: The book of common prayer, and administration of the sacraments and other rites and ceremonies of the church, according to the use of the Protestant Episcopal Church in the United States of America ; together with the Psalter or Psalms of David)

Church of England. Book of common prayer

(Preferred access point representing the work for: The book of common prayer, and administration of the sacraments and other rites and ceremonies of the church, according to the use of the Church of England)

United Lutheran Church in America. Common service book of the Lutheran Church

(Preferred access point representing the work for: Common service book of the Lutheran Church / authorized by the United Lutheran Church in America)

Catholic Church. Missal

(Preferred access point representing the work for: Missale romanum ex decreto sacrosancti Concilii tridentini restitutum, s. Pii v, pontificis maximi, jussu editum, aliorum pontificum cura recognitum, a Pio x reformatum et Benedicti XV auctoritate vulgatum)

Catholic Church. Missale Romanum

(Preferred access point representing the work for: Daily Roman missal : Sunday and weekday masses for proper of seasons, proper of saints common masses, ritual masses, masses for various needs and occasions, votive masses, masses for the dead : complete with readings in one volume including devotions and prayers / edited by James Socias)

Church of England. Calendar, lectionary, and collects

(Preferred access point representing the work for: Calendar, lectionary, and collects : Sundays, principal feasts, and other principal holy days. - - London : Church House Publishing, 2001. -- Common worship : services and prayers for the Church of England)

Episcopal Church. Burial of the dead
(Preferred access point representing the work for: Burial rites : according to the use of the Episcopal Church)

Catholic Church. Liber usualis
(Preferred access point representing the work for: The liber usualis : with introduction and rubrics in English / edited by the Benedictines of Solesmes)

Catholic Church. Restored Holy Week liturgy
(Preferred access point representing the work for: The restored Holy Week liturgy : practical arrangement of the prescribed music for the average church choir / by Carlo Rossini)

Catholic Church. Diurnal
(Preferred access point representing the work for: Horae diurnae Breviarii Romani ex decreto sacrosancti Concilii Tridentini restituti)

- 6.28.1.4.3 ➤ For a single passage from a sacred scripture used in religious services, construct the preferred access point representing the work following the instructions given under [6.28.1.1](#).

- 6.28.1.4.4 ➤ For works in the following categories, construct the preferred access point representing the work following the general guidelines and instructions given under [6.1.1](#), as applicable:
- a) works intended for private devotions (other than "books of hours")
 - b) compilations of hymns for congregations and choirs
 - c) proposals for orders of worship not officially approved
 - d) unofficial manuals
 - e) programmes of religious services
 - f) lectionaries without scriptural texts.

6.28.1.5 Liturgical works of the Orthodox Eastern Church

- 6.28.1.5.1 ➤ For a liturgical work in the original language of the liturgy published for the use of a national Orthodox Church or another autocephalous body within the Orthodox Eastern Church, follow the general instructions given under [6.28.1.4](#).

Srpska pravoslavna crkva. Srbljak
(Preferred access point representing the work for: Srbljak : sluzbe, kanoni, akatisti / [priredio Đorđe Trifunović ; preveo Dimitrije Bogdanović])

- 6.28.1.5.2 ➤ For any other Orthodox liturgical work, construct the preferred access point representing the work by combining (in this order):
- a) the preferred access point for the church as a whole, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the liturgical work, formulated according to the instructions given under [6.29](#).

Orthodox Eastern Church. Octoechos
(Preferred access point representing the work for: The Great Octoechos)

Orthodox Eastern Church. Menaion
(Preferred access point representing the work for: The Menaion of the Orthodox Church : collected services, together with selected Akathist hymns / translated by Isaac E. Lambertsen)

Orthodox Eastern Church. Horologion
(Preferred access point representing the work for: The great Horologion, or, Book of hours / translated from the Greek by the Holy Transfiguration Monastery)

6.28.1.6 Jewish liturgical works

- 6.28.1.6.1 ➤ For a Jewish liturgical work, construct the preferred access point representing the work using the preferred title for the work, formulated according to the instructions given under [6.29](#).

Amidah (Jewish prayer)
(Preferred access point representing the work included in: Pathway to prayer : a translation and explanation of the Shemoneh esray = קונטרס עבודת התפלה / Mayer Birnbaum)

Hallel
(Preferred access point representing the work included in: Hallel = הלל : song of praise and thanksgiving : halachah, history, hashkafah, and commentary / by Moshe Bamberger)

6.28.2 PREFERRED ACCESS POINT REPRESENTING A PART OR PARTS OF A RELIGIOUS WORK

Contents

- 6.28.2.1 General guidelines
- 6.28.2.2 Part or parts of a sacred scripture
- 6.28.2.3 Part or parts of a liturgical work

6.28.2.1 General guidelines

- 6.28.2.0.1 ➤ Follow the instructions given under [6.28.2.2–6.28.2.4](#) when constructing the preferred access point representing a part or parts of one of the following types of religious works:
- a) sacred scriptures (see [6.28.2.2](#))
 - b) liturgical works (see [6.28.2.3](#)).
- 6.28.2.0.2 ➤ For a part or parts of other types of religious works, construct the preferred access point following the general guidelines and instructions given under [6.1.2](#).

6.28.2.2 Part or parts of a sacred scripture

- 6.28.2.2.1 ➤ Construct the preferred access point representing a part or parts of a sacred scripture using the preferred title for the part or parts, formulated according to the instructions given under [6.29.7–6.29.17](#).

Bible. Ezra

Bible. Pentateuch

Bible. Psalms XXIII

Bible. Psalms CXX–CXXXIV

Ten commandments

Talmud. Minor tractates

Mishnah. Avot

Vedas. Atharvaveda

Koran. Sūrat al-Baqarah

Tipiṭaka. Suttapiṭaka. Dīghanikāya.
Mahāsudassanasutta

Exception:

6.28.2.2.2

If the preferred access point representing the scripture as a whole has been constructed using the preferred access point for the person responsible for creating the work followed by the preferred title for the work (see the exception under [6.28.1.1](#)), construct the preferred access point representing a part or parts of the work by adding to the preferred access point representing the work as a whole the preferred title for the part or parts.

Rogers, Robert Athlyi. Holy Piby. Second book of Athlyi called Aggregation
(Preferred access point for: The Holy Piby. The second book of Athlyi called Aggregation. Written by Robert Athlyi Rogers)

6.28.2.3 Part or parts of a liturgical work

6.28.2.3.1

- For a part or parts of a liturgical work falling into one or more of the categories listed under [6.28.1.4](#), construct the preferred access point by combining (in this order):
 - a) the preferred access point for the church or denominational body to which it pertains, formulated according to the instructions given under [11.1.1](#)
 - b) the preferred title for the part, formulated according to the instructions given under [6.29.18](#).

Catholic Church. Rite of election

6.28.3 PREFERRED ACCESS POINT REPRESENTING AN EXPRESSION OF A RELIGIOUS WORK

Contents

- 6.28.3.0 General guidelines on constructing preferred access points representing expressions of religious works
- 6.28.3.1 Preferred access point representing an expression of the Bible
- 6.28.3.2 Preferred access point representing an expression of the Talmud, Mishnah and Tosefta, or midrashim
- 6.28.3.3 Preferred access point representing an expression of the Vedas
- 6.28.3.4 Preferred access point representing a variant or special text of a liturgical work

6.28.3.0 General guidelines on constructing preferred access points representing expressions of religious works

- 6.28.3.0.1 ➤ Construct an access point representing a particular expression of a religious work or of part of a religious work by adding to the preferred access point for the work (see [6.28.1](#)) or part of the work (see [6.28.2](#)), the element(s) specified under [6.28.3.1–6.28.3.4](#), as applicable.
- 6.28.3.0.2 ➤ For expressions of religious works not covered by the instructions under [6.28.3.1–6.28.3.4](#), follow the general instructions given under [6.1.3](#), as applicable.

6.28.3.1 Preferred access point representing an expression of the Bible

- 6.28.3.1.1 ➤ Construct an access point representing a particular expression of the Bible or of part of the Bible by adding to the preferred access point for the work (see [6.28.1](#)) or part (see [6.28.2](#)), the following elements, as applicable (in this order):
 - a) a term indicating the language of the expression (see [6.13](#))
 - b) the name of the version³³ (see [6.31](#))
 - c) the date of the expression (see [6.32](#)).

Bible. English

Bible. New Testament. English

Bible. Revelation. English

Bible. Latin. Vulgate

Bible. Corinthians. English. Authorized

Bible. English. Smith-Goodspeed

Bible. English. Douai

(Resource described: The Holy Bible / translated from the Latin Vulgate being the edition published at Rheims, A.D. 1582 and at Douay, 1609 ;

³³ Here, *version* is used in its narrow sense of a translation. The version from which another version is made is ignored so far as access points are concerned.

as revised and corrected in 1750, according to the Clementine edition of the Scriptures, by Richard Challoner)

Bible. Greek. Codex Sinaiticus
(*Resource described*: Bibliorum Codex Sinaiticus Petropolitanus)

Bible. French. Le Maistre. 1848

- 6.28.3.1.2 ➤ If the resource described contains two or more language expressions of the work, create access points for each of the expressions.

Bible. Latin
Bible. French
(*Resource described*: La sainte Bible : texte latin et traduction française)

Bible. Kikuyu
Bible. English
(*Resource described*: The Bible in English and Kikuyu)

- 6.28.3.1.3 ➤ If the resource described contains two or more versions of the work, create access points for each of the versions.

Bible. English. Authorized
Bible. English. Revised
(*Resource described*: Johnson's worker's Bible : self-pronouncing edition of the Holy Scriptures arranged especially for workers, ministers, students showing a new and simple combination of the Authorized and Revised versions of the Old and New Testaments)

- 6.28.3.1.4 ➤ If the resource is a facsimile reproduction, create one access point using the year of publication of the original, and a second access point using the date of the facsimile.

Bible. German. Luther. 1534
Bible. German. Luther. 1934
(*Resource described*: Biblia : das ist die gantze Heilige Schrifft / deutsch. Mart. Luth. – Leipzig : A. Foerster, 1934-1935. *Facsimile of a 1534 edition*)

6.28.3.2 Preferred access point representing an expression of the Talmud, Mishnah and Tosefta, or midrashim

- 6.28.3.2.1 ➤ Construct an access point representing a translation of the Talmud, Mishnah and Tosefta, or midrashim by adding the name(s) of the language(s) (see [6.13](#)) to the preferred access point for the work (see [6.28.1](#)) or part of the work (see 6.28.2), as applicable.

Talmud Yerushalmi. French
(*Resource described*: Le Talmud de Jérusalem / traduit pour la première fois en français par Moïse Schwab)

Exception:

- 6.28.3.2.2 If the resource consists of the original text and a translation, do not add the name of the language. Create a second access point using the name of the language of the translation as an addition.

Talmud
 Talmud. English
(Resource described: New edition of the Babylonian Talmud, English translation / original text edited, formulated, and punctuated by Michael L. Rodkinson)

Tosefta. Bezaḥ
 Tosefta. Bezaḥ. German
(Resource described: Der Tosefta-Traktat Jom Tob / Einleitung, Text, Übersetzung, und Erklärung von Michael Kern)

6.28.3.3 Preferred access point representing an expression of the Vedas

- 6.28.3.3.1 > If the resource being described is a particular version of one of the four standard compilations of Vedas, add the name of the version in parentheses.

Vedas. Sāmaveda (Kauthumasaṃhitā)

6.28.3.4 Preferred access point representing a variant or special text of a liturgical work

- 6.28.3.4.1 > If the resource being catalogued contains an authorized or traditional variant or special text of a liturgical work, add to the preferred access point representing the work (in this order of preference):

- a) the name of a special rite (e.g., a Latin rite other than the Roman rite for Catholic works; a rite other than the unmodified Ashkenazic rite for Jewish works)

Catholic Church. Vesperal (Ambrosian)
(Resource described: Liber vesperalis juxta ritum sanctae Ecclesiae Mediolanensis)

Haggadah (Sephardic)
(Resource described: Hagadah shel Pesah : nusah Sefaradi)

- b) the name of the place (e.g., country, diocese) or institution (e.g., monastery) in which the variant is authorized or traditional; if necessary, add both elements, with the institution preceding the place

Catholic Church. Ordo divini officii (Diocese of Trier)
(Resource described: Directorium Diocesis Treverensis, seu, Ordo divini officii recitandi missaeque celebrandae)

Catholic Church. Officia propria (Ireland)
(Resource described: Officia propria sanctorum insulae Hiberniae)

Catholic Church. Missal (St. Augustine's Abbey, Canterbury, England)
(Resource described: The missal of St. Augustine's Abbey, Canterbury)

Seder Hakafot (Spinka)
 (*Resource described*: Seder Hakafot li-Shemini 'Atseret ye-
 Simhat Torah / asher nahag Maran Ba'al Imre Yosef mi-Spinka)

- c) the name of the religious order for which the variant is authorized or traditional.

Catholic Church. Breviary (Benedictine)
 (*Resource described*: Brevarium monasticum)

Catholic Church. Missal (Dominican)
 (*Resource described*: Missale Dominicanum)

- 6.28.3.4.2 ➤ If a single term is insufficient to identify the variant text, add a second term (e.g., the name of the editor).

Haggadah (Reform, Cantor)
 (*Resource described*: The egalitarian Hagada / by Aviva Cantor)

Haggadah (Reform, Seligmann)
 (*Resource described*: Hagada : Liturgie für die häusliche Feier der Sederabende / in deutscher Sprache neu bearbeitet von C. Seligmann)

- 6.28.3.4.3 ➤ For post-Vatican II liturgical texts that vary in language and content, use the individual title of the resource being described as the preferred title, and add a term to distinguish between different texts that have the same title.

Catholic Church. Liturgy of the hours
 (Philippines)
 (*Resource described*: The liturgy of the hours. -- Manila, Philippines : Missionary Benedictine Sisters, St. Scholastica's Priory, [1979?]. -- "The text of the Liturgy of the Hours has been approved for use in the Philippines by the Catholic Bishops' Conference in January 1975")

Catholic Church. Liturgy of the hours (Servite)
 (*Resource described*: The liturgy of the hours : proper of the Order of Servants of the Blessed Virgin Mary)

Liturgy of the hours for the Order of the Holy Cross
 (*Resource described*: The liturgy of the hours for the Order of the Holy Cross)

Proper of The liturgy of the hours of the Order of the Brothers of the Blessed Virgin Mary of Mount Carmel
 (*Resource described*: Proper of The liturgy of the hours of the Order of the Brothers of the Blessed Virgin Mary of Mount Carmel)

6.28.4 PREFERRED ACCESS POINT REPRESENTING A MANUSCRIPT OR MANUSCRIPT REPRODUCTION OF A RELIGIOUS WORK

- 6.28.4.1 ➤ If the access point represents a particular manuscript, or a reproduction of a particular manuscript, add to the preferred access point representing the work *Manuscript* followed by (in this order of preference):

- a) a brief form of the name of a particular owner if that is how the manuscript is identified

Catholic Church. Psalter (Manuscript. Queen Mary)

- b) any other name by which the manuscript is identified

Catholic Church. Book of hours (Manuscript. Rohan)

- c) a brief form of the name of the repository followed by the repository's designation.

Catholic Church. Sacramentary (Manuscript. Biblioteca Vaticana. Ottoboni 356)

6.28.5 VARIANT ACCESS POINT

Contents

- 6.28.5.1 General guidelines on constructing variant access points representing religious works
- 6.28.5.2 Variant access point representing a part of a religious work
- 6.28.5.3 Variant access point representing an expression of a religious work

6.28.5.1 General guidelines on constructing variant access points representing religious works

- 6.28.5.1.1 ➤ Use a variant title for the work (see [6.30](#)) as the basis for a variant access point.

Avesto
(Preferred access point for the work: Avesta)

- 6.28.5.1.2 ➤ If the variant access point represents a work for which the preferred access point has been constructed using the preferred access point for a person or corporate body followed by the preferred title for the work (see [6.28.1.1–6.28.1.6](#)), construct the variant access point using the preferred access point for that person or corporate body followed by the variant title for the work.

Catholic Church. Missale Romanum
(Preferred access point for the work: Catholic Church. Missal)

6.28.5.2 Variant access point representing a part of a religious work

- 6.28.5.2.1 ➤ If the preferred access point representing a part of a religious work has been constructed using the preferred access point for a person or corporate body followed by the preferred title for the work as a whole, followed in turn by the preferred title for the part, construct a variant access point representing the part using the preferred access point for

that person or corporate body followed directly by the title of the part, provided the title of the part is distinctive.

Hubbard, L. Ron (La Fayette Ron), 1911-1986.
Ethics codes
(*Preferred access point recorded as:* Hubbard, L. Ron (La Fayette Ron), 1911-1986. Introduction to Scientology ethics. Ethics codes)

Rogers, Robert Athlyi. Second book of Athlyi called Aggregation
Rogers, Robert Athlyi. Aggregation
(*Preferred access point recorded as:* Rogers, Robert Athlyi. Holy Piby. Second book of Athlyi called Aggregation)

- 6.28.5.2.2 ➤ If the preferred access point representing the part has been constructed using the preferred title for the work as a whole with a subdivision for title for the part (see [6.29.7-6.29.16](#)), construct a variant access point using the title of the part on its own, provided the title of the part is distinctive.

Old Testament
(*Preferred access point recorded as:* Bible. Old Testament)

Rgveda
(*Preferred access point recorded as:* Vedas. Rgveda)

Brahmajālasutta
(*Preferred access point recorded as:* Tipiṭaka. Suttapiṭaka. Dighanikāya. Brahmajālasutta)

John (Book of the New Testament)
(*Preferred access point recorded as:* Bible. John)

- 6.28.5.2.3 ➤ If the preferred access point representing the part has been constructed using the preferred title for the part on its own, construct a variant access point using the preferred title for the work as a whole followed by the title of the part.

Siddur. Shema
(*Preferred access point recorded as:* Shema)

Bible. Exodus XX, 2-17
Bible. Deuteronomy V, 6-21
Bible. Ten commandments
Bible. Decalogue
(*Preferred access point recorded as:* Ten commandments)

6.28.5.3 Variant access point representing an expression of a religious work

- 6.28.5.3.1 ➤ Construct a variant access point representing an expression of a religious work, or an expression of part of such a work, by adding to the variant access point representing the work (see [6.28.5.1](#)) or part of the work (see [6.28.5.2](#)), as applicable:
- a) a term indicating the language of the expression (see [6.28.3.1-6.28.3.2](#))
 - b) the name of the version (see [6.28.3.1](#) and [6.28.3.3](#))

- c) the date of the expression (see [6.28.3.1](#))
- d) a term designating a variant or special text (see [6.28.3.4](#))
- e) a term designating a manuscript (see [6.28.4](#)).

Bible. English. King James Version
(*Preferred access point for the expression:* Bible. English. Authorized)

Bible. Esdras, 3rd (Vulgate)
(*Preferred access point for the expression:* Bible. Apocrypha. Esdras, 1st)

Hagadah (Sephardic)
Hagadah shel Pesah (Sephardic)
(*Preferred access point for the expression:* Haggadah (Sephardic))

Sukhāvativyūha (Smaller)
(*Preferred access point for the expression:* Tripiṭaka. Sūtrapiṭaka. Sukhāvativyūha (Smaller))

Ta tsang ching (Koryō version)
(*Preferred access point for the expression:* Da zang jing (Koryō version))

Sidur (Sephardic, Shapira)
(*Preferred access point for the expression:* Siddur (Sephardic, Shapira))

6.29 PREFERRED TITLE FOR A RELIGIOUS WORK

REQUIRED

Contents

- 6.29.0 Basic instructions on preferred titles for religious works

Choosing the preferred title

- 6.29.1 Sacred scriptures
- 6.29.2 Apocryphal books
- 6.29.3 Theological creeds, confessions of faith, etc.
- 6.29.4 Liturgical works
- 6.29.5 Catholic liturgical works
- 6.29.6 Jewish liturgical works

Recording preferred titles for parts of sacred scriptures

- 6.29.7 Parts of the Bible
- 6.29.8 Parts of the Talmud
- 6.29.9 Parts of the Mishnah and Tosefta
- 6.29.10 Midrashim
- 6.29.11 Parts of Buddhist scriptures
- 6.29.12 Parts of the Vedas
- 6.29.13 Parts of the Aranyakas, Brahmanas, and Upanishads
- 6.29.14 Parts of the Jaina Agama
- 6.29.15 Parts of the Avesta
- 6.29.16 Parts of the Koran
- 6.29.17 Parts of other sacred scriptures

Recording preferred titles for parts of liturgical works

6.29.18 Parts of liturgical works

6.29.0 BASIC INSTRUCTIONS ON PREFERRED TITLES FOR RELIGIOUS WORKS

Contents

- 6.29.0.1 Scope
- 6.29.0.2 Sources of information
- 6.29.0.3 Choosing the preferred title
- 6.29.0.4 Recording the preferred title

6.29.0.1 Scope

- 6.29.0.1.1 The **preferred title** is the title or form of title chosen as the basis for the preferred access point representing a work.

6.29.0.2 Sources of information

- 6.29.0.2.1 ➤ Determine the title to be used as the preferred title in an access point representing a religious work following the instructions applicable to the type of work given under [6.29.1-6.29.6](#).
- 6.29.0.2.2 ➤ For other types of religious works, follow the general guidelines given under [6.2.0.2](#).

6.29.0.3 Choosing the preferred title

- 6.29.0.3.1 ➤ Choose the preferred title for a religious work following the instructions given under [6.29.1](#) (for sacred scriptures), [6.29.2](#) (for apocryphal books), [6.29.3](#) (for theological creeds, confessions of faith, etc.), [6.29.4](#) (for liturgical works), [6.29.5](#) (for Catholic liturgical works), and [6.29.6](#) (for Jewish liturgical works).
- 6.29.0.3.2 ➤ For other types of religious works, follow the general guidelines given under [6.2.0.3](#).

6.29.0.4 Recording the preferred title

- 6.29.0.4.1 ➤ For parts of individual sacred scriptures, record the preferred title following the instructions given under [6.29.7](#) (for parts of the Bible), [6.29.8](#) (for parts of the Talmud), [6.29.9](#) (for parts of the Mishnah and Tosefta), [6.29.10](#) (for parts of compilations of midrashim), [6.29.11](#) (for parts of Buddhist scriptures), [6.29.12](#) (for the Vedas), [6.29.13](#) (for parts of the Aranyakas, Brahmanas, and Upanishads), [6.29.14](#) (for parts of the Jaina Agama), [6.29.15](#) (for parts of the Avesta), and [6.29.16](#) (for parts of the Koran).
- 6.29.0.4.2 ➤ For parts of liturgical works, record the preferred title following the instructions given under [6.29.18](#).

CHOOSING THE PREFERRED TITLE

6.29.1 SACRED SCRIPTURES

- 6.29.1.1 > Choose as the preferred title for a sacred scripture the title by which it is most commonly identified in reference sources in the language preferred by the agency creating the data that deal with the religious group(s) to which the scripture belongs. If no such source is available, use general reference sources.

Avesta

Bible

Koran

Talmud

Tripituka

6.29.2 APOCRYPHAL BOOKS

- 6.29.2.1 > Choose the title commonly found in sources in the language preferred by the agency creating the data as the preferred title for an apocryphal book (i.e., one included neither in the Catholic canon nor in the Protestant Apocrypha).

Book of Jubilees

Epistola Apostolorum

Gospel According to the Hebrews

- 6.29.2.2 > For compilations of apocryphal books, follow the instructions given under [6.1.1.3](#).

6.29.3 THEOLOGICAL CREEDS, CONFESSIONS OF FAITH, ETC.

- 6.29.3.1 > For a theological creed, confession of faith, etc., accepted by one or more denominational bodies, choose a well-established title in the language preferred by the agency creating the data if there is one. Otherwise, use a title in the original language.

Augsburg Confession

Westminster Confession of Faith

Apostles' Creed

Nicene Creed

6.29.4 LITURGICAL WORKS

- 6.29.4.1 ➤ If the name of a corporate body used in constructing the preferred access point for a liturgical work is given in the language preferred by the agency creating the data, choose as the preferred title for the work a well-established title in that language if there is one.

Book of common prayer

(Resource described: The book of common prayer, and administration of the sacraments and other rites and ceremonies of the church, according to the use of the Church of England)

Exceptions:

- 6.29.4.2 For Catholic liturgical works, follow the instructions given under [6.29.5](#).

- 6.29.4.3 For Jewish liturgical works, follow the instructions given under [6.29.6](#).

- 6.29.4.4 ➤ If there is no such title, or if the name of the body is given in a language other than the one preferred by the agency, choose a brief title in the language of the liturgy.³⁴

Euchologion

(Resource described: Euchologion to mega periechon tas tōn epta mystēriōn akolouthias)

Handbok

(Resource described: Den svenska kyrkohandboken)

Slūzhēbnik

(Resource described: Služebnik. Text in Church Slavic)

6.29.5 CATHOLIC LITURGICAL WORKS

Contents

- 6.29.5.1 Early works
- 6.29.5.2 Recent works

6.29.5.1 Early works

- 6.29.5.1.1 ➤ If a Catholic liturgical work compiled before the Council of Trent (1545–1563) has a close counterpart in a Tridentine work, use the Tridentine title.

Missal

(Resource described: Missale ad vsum insignis Ecclesie Sarum 1527)

- 6.29.5.1.2 ➤ If such a work has no close counterpart among Tridentine liturgical works, or in case of doubt, use the title by which the work is identified

³⁴ For further guidance on cataloguing liturgical works of the Latin and Eastern rites of the Christian church, consult the sources listed in [hyperlinked listing of cataloguing resources].

in reference sources.

Ordo Romanus primus

(*Resource described: Ordo Romanus primus. An early work. Not the same as the later Ordo divini officii*)

6.29.5.2 Recent works

- 6.29.5.2.1 ➤ Titles of Tridentine texts are not applicable to those post-Vatican II texts that vary in language and content. Where such variations exist, use the individual title of the resource being described as the preferred title.

Liturgy of the hours for the Order of the Holy Cross

(*Resource described: The liturgy of the hours for the Order of the Holy Cross. -- Onamia, Minn. : Crosier Monastery, 1982*)

Proper of The liturgy of the hours of the Order of the Brothers of the Blessed Virgin Mary of Mount Carmel

(*Resource described: Proper of The liturgy of the hours of the Order of the Brothers of the Blessed Virgin Mary of Mount Carmel. -- Rome : Institutum Carmelitanum, 1987*)

6.29.6 JEWISH LITURGICAL WORKS

- 6.29.6.1 ➤ Choose as the preferred title for a Jewish liturgical work its name as found in the *Encyclopaedia Judaica*.

Haggadah

Maḥzor

RECORDING PREFERRED TITLES FOR PARTS OF SACRED SCRIPTURES

6.29.7 PARTS OF THE BIBLE

Contents

- 6.29.7.1 Testaments
- 6.29.7.2 Books
- 6.29.7.3 Groups of books
- 6.29.7.4 Apocrypha
- 6.29.7.5 Single selections
- 6.29.7.6 Two selections
- 6.29.7.7 Other selections

6.29.7.1 Testaments

- 6.29.7.1.1 ➤ For the Old Testament, record *Old Testament* as a subdivision of the

preferred title for the Bible.

- 6.29.7.1.2 ➤ For the New Testament, record *New Testament* as a subdivision of the preferred title for the Bible.

6.29.7.2 Books

- 6.29.7.2.1 ➤ For books of the Catholic or Protestant canon, record the brief citation form of the Authorized Version as a subdivision of the preferred title for the Bible.

Bible. Ezra

Bible. Revelation

- 6.29.7.2.2 ➤ If the book is one of a numbered sequence of the same name, record its number after the name as an ordinal numeral. Use a comma to separate the name and the number.

Bible. Corinthians, 1st

- 6.29.7.2.3 ➤ If the resource being described is part of a book (other than a single selection known by its title, see [6.29.7.5](#)), add the chapter (in roman numerals) and verse (in arabic numerals). Use inclusive numbering if appropriate. Use commas to separate the name of the book, the number of the chapter and the number of the verse(s).

Bible. Ecclesiastes III, 1-8

Bible. Genesis XII, 1-XXV, 11

6.29.7.3 Groups of books

- 6.29.7.3.1 ➤ For the following groups of books, record the name given below as a subdivision of the preferred title for the Bible. For other groups of books, follow the instructions given under [6.29.7.6-6.29.7.7](#).

Old Testament

Chronicles

(1-2 Chronicles)

Five Scrolls

(Song of Solomon, Ruth, Lamentations, Ecclesiastes, Esther)

Former Prophets

(Joshua, Judges, 1-2 Samuel, 1-2 Kings)

Hagiographa

(Ruth, Chronicles, Ezra, Nehemiah, Esther, Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, Lamentations, Daniel)

Heptateuch

(Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua, Judges)

Hexateuch

(Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua)

Historical Books

(Joshua, Judges, Ruth, 1-2 Samuel, 1-2 Kings, Chronicles, Ezra, Nehemiah, Esther)

Kings
 (1–2 Kings)
 Minor Prophets
 (Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk,
 Zephaniah, Haggai, Zechariah, Malachi)
 Pentateuch
 (Genesis, Exodus, Leviticus, Numbers, Deuteronomy)
 Prophets
 (Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel, Hosea, Joel,
 Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk,
 Zephaniah, Haggai, Zechariah, Malachi)
 Prophets (Nevi'im)
 (Joshua, Judges, 1–2 Samuel, 1–2 Kings, Isaiah, Jeremiah,
 Ezekiel, Minor Prophets)
 Samuel
 (1–2 Samuel)

New Testament

Catholic Epistles
 (General Epistles of James, Peter, John, Jude)
 Corinthians
 (1–2 Corinthians)
 Epistles
 (All or miscellaneous Epistles)
 Epistles of John
 (1–3 John)
 Epistles of Paul
 Gospels
 (Matthew, Mark, Luke, John)
 Pastoral Epistles
 (1–2 Timothy, Titus)
 Peter
 (1–2 Peter)
 Thessalonians
 (1–2 Thessalonians)
 Timothy
 (1–2 Timothy)

6.29.7.4 Apocrypha

- 6.29.7.4.1 > For the compilation known as the Apocrypha (1-2 Esdras, Tobit, Judith, Rest of Esther, Wisdom of Solomon, Ecclesiasticus, Baruch, History of Susanna, Song of the Three Children, Bel and the Dragon, Prayer of Manasses, 1-2 Maccabees), record *Apocrypha* as a subdivision of the preferred title for the Bible.³⁵

Bible. Apocrypha

- 6.29.7.4.2 > For an individual book use the name of the book as a further subdivision.

Bible. Apocrypha. Song of the Three Children

Bible. Apocrypha. Esdras, 1st

³⁵ Do not treat an edition of the Bible lacking these books as being incomplete.

- 6.29.7.4.3 ➤ For apocryphal books, see [6.29.2](#).

6.29.7.5 Single selections

- 6.29.7.5.1 ➤ If a single selection is commonly identified by its own title (rather than its designation as part of the Bible), record that directly as the preferred title.

Lord's prayer

Ten commandments

Miserere

- 6.29.7.5.2 ➤ Record the form of the title resulting from the application of [6.29.7.2](#) as a variant title (see [6.30.2](#)).

- 6.29.7.5.3 ➤ Record the title of any other single selection following the instructions given under [6.29.7.2](#).

Bible. Psalms XXIII

6.29.7.6 Two selections

- 6.29.7.6.1 ➤ If the resource being described consists of two or more selections (including whole books) that are encompassed precisely by two access points, create access points for each of the selections.

Bible. Gospels

Bible. Acts

(Resource described: Il Vangelo e gli Atti degli apostolic)

6.29.7.7 Other selections

- 6.29.7.7.1 ➤ For other selections (including miscellaneous extracts) use the most specific access point formulated according the instructions given under [6.29.7.1-6.29.7.4](#) that is appropriate to the selections.

Bible

(Resource described: Memorable passages from the Bible (Authorized Version))

Bible. New Testament

(Resource described: The records and letters of the apostolic age : the New Testament Acts, Epistles, and Revelation in the version of 1881 / arranged for historical study by Ernest De Witt Burton)

Bible. Gospels

(Resource described: The message of Jesus Christ : the tradition of the early Christian communities / restored and translated into German by Martin Dibelius ; translated into English by Frederick C. Grant)

6.29.8 PARTS OF THE TALMUD

Contents

- 6.29.8.1 Orders, tractates, and treatises
- 6.29.8.2 Minor tractates
- 6.29.8.3 Selections

6.29.8.1 Orders, tractates, and treatises

- 6.29.8.1.1 > Record the form of name found in the *Encyclopaedia Judaica* for a particular order (*sefer*) or a tractate or treatise (*masekhet*) of the Talmud as a subdivision of the preferred title for the Talmud or Talmud Yerushalmi, as appropriate.

Talmud. Hagigah

(*Resource described*: A translation of the treatise Chagigah from the Babylonian Talmud / with introduction, notes, glossary, and indices by A.W. Streane)

6.29.8.2 Minor tractates

- 6.29.8.2.1 > Record *Minor tractates* as a subdivision of the preferred title for the Talmud for separately published editions of those tractates.

Talmud. Minor tractates

(*Resource described*: Sheva' masekhtot ketanot / huts'u 'a. y. Mikha'el Higer) [ALERT: ayn at end of Sheva; alif in hutsu; ayn in hutsu and Mikhael]

- 6.29.8.2.2 > If the resource consists of a single tractate, record the title of the tractate as a further subdivision.

Talmud. Minor tractates. Semahot

(*Resource described*: Der talmudische Tractat Ebel rabbathi, oder, S'machoth)

6.29.8.3 Selections

- 6.29.8.3.1 > If the resource being described consists of selections, use the preferred access point for the Talmud.

Talmud. English

(*Resource described*: The Babylonian Talmud in selection / edited and translated from the original Hebrew and Aramaic by Leo Auerbach)

6.29.9 PARTS OF THE MISHNAH AND TOSEFTA

- 6.29.9.1 > Record the form of name found in the *Encyclopaedia Judaica* for a particular order or tractate of the Mishnah or Tosefta as a subdivision of the preferred title for the Mishnah or Tosefta, as appropriate.

Mishnah. Avot

(Resource described: Pirke Aboth = Sayings of the Fathers / edited, with translations and commentaries, by Isaac Unterman)

6.29.10 MIDRASHIM

Contents

- 6.29.10.1 Anonymous midrashim
- 6.29.10.2 Compilations of midrashim
- 6.29.10.3 Separately published components

6.29.10.1 Anonymous midrashim

- 6.29.10.1.1 > Record the form found in the *Encyclopaedia Judaica* as the preferred title for an anonymous midrash.

Mekhilta of Rabbi Ishmael

Tanna de-vei Eliyahu

6.29.10.2 Compilations of midrashim

- 6.29.10.2.1 > Record *Midrash ha-gadol*, *Midrash rabbah*, or *Sifrei* as the preferred titles for those midrashim. For other compilations of midrashim, follow the instructions given under [6.1.1.3](#).

6.29.10.3 Separately published components

- 6.29.10.3.1 > For a separately published component of the *Midrash ha-gadol*, *Midrash rabbah*, or *Sifrei*, record the name of the book of the Bible with which it deals as a subdivision of the preferred title for the midrashim. Record the name of the book of the Bible in the language preferred by the agency creating the data.

Midrash ha-gadol. Numbers

Midrash rabbah. Ruth

Sifrei. Deuteronomy

6.29.11 PARTS OF BUDDHIST SCRIPTURES

Contents

- 6.29.11.1 Parts of the Pali canon
- 6.29.11.2 Parts of the Sanskrit canon

6.29.11.1 Parts of the Pali canon

- 6.29.11.1.1 > Record the name of a component division of the Pali canon (*Abhidhammapitāka*, *Suttapitāka*, *Vinayapitāka*) as a subdivision of the

preferred title for the Tipiṭaka.

Tipiṭaka. Abhidhammapiṭaka

- 6.29.11.1.2 ➤ For a separately published part of one of these component divisions, record the name of the part as a subdivision of the preferred title for the appropriate Piṭaka or the appropriate division.

Tipiṭaka. Abhidhammapiṭaka. Dhātukathā

Tipiṭaka. Suttapiṭaka. Khuddakanikāya. Jātaka

Tipiṭaka. Vinayapiṭaka. Khandhaka. Cullavagga

6.29.11.2 Parts of the Sanskrit canon

- 6.29.11.2.1 ➤ Record the name of a component division of the Sanskrit canon (*Abhidharmapiṭaka*, *Sūtrapiṭaka*, *Vinayapiṭaka*) as a subdivision of the preferred title for the Tripiṭaka.

Tripiṭaka. Abhidharmapiṭaka

- 6.29.11.2.2 ➤ For a separately published part of one of these component divisions, record the name of the part as a subdivision of the preferred title for the appropriate Piṭaka or the appropriate division.

Tripiṭaka. Sūtrapiṭaka. Tantra

Tripiṭaka. Vinayapiṭaka. Pratimokṣasūtra

6.29.12 PARTS OF THE VEDAS

- 6.29.12.1 ➤ For one of the four standard compilations of Vedas (*Atharvaveda*, *R̥gveda*, *Sāmaveda*, *Yajurveda*), record the name of the compilation as a subdivision of the preferred title for the Vedas.

Vedas. Atharvaveda

Vedas. Sāmaveda

6.29.13 PARTS OF THE ARANYAKAS, BRAHMANAS, AND UPANISHADS

- 6.29.13.1 ➤ For a part of the Aranyakas, Brahmanas, or Upanishads, record the name of the part as a subdivision of the preferred title for the appropriate larger compilation.

Aranyakas. Aitareyāranya

Brahmanas. Gopathabrāhmaṇa

Upanishads. Chāndogyopaniṣad

6.29.14 PARTS OF THE JAINA ĀGAMA

- 6.29.14.1 ➤ For one of the six component compilations of the Jain canon (*Āṅga*, *Upaṅga*, *Prakīrṇaka*, *Cheda*, *Mūla*, and *Cūlikā*), record the name of the component as a subdivision of the preferred title for the Jaina Āgama.

Jaina Āgama. Āṅga

- 6.29.14.2 ➤ For a separately titled part of a component compilation, record the title of the part as a subdivision of the preferred access point for the component compilation.

Jaina Āgama. Āṅga. Ācārāṅga

6.29.15 PARTS OF THE AVESTA

- 6.29.15.1 ➤ For a main component part or a group of parts of the Avesta, record the title by which it is identified as a subdivision of the preferred title for the *Avesta*. Record the title in the language preferred by the agency creating the data.

Avesta. Yasna

Avesta. Khordah Avesta

- 6.29.15.2 ➤ For an individually titled part of one of the main components, record the title of the part as a subdivision of the preferred title for the main component.

Avesta. Yasna. Gathas

6.29.16 PARTS OF THE KORAN

Contents

- 6.29.16.1 Chapters, parts, etc.
6.29.16.2 Verses

6.29.16.1 Chapters, parts, etc.

- 6.29.16.1.1 ➤ For a chapter (*sūrah*), one of the thirty parts (*juz'*), or a named grouping of selections of the Koran, record the name of the chapter, etc., as a subdivision of the preferred title for the Koran. Precede the title of a chapter by *Sūrat*. Precede the title of a part by *Juz'*.

Koran. Sūrat al-Baqarah

Koran. Juz' 'Amma

Koran. Mu'awwidhatān

- 6.29.16.1.2 ➤ Record a form using *Sūrah* or *Juz'* followed by the appropriate roman numeral(s) as a variant title (see [6.30.2](#)).
- 6.29.16.1.3 ➤ Record the title of an established grouping of selections as a variant title (see [6.30.2](#)).

6.29.16.2 Verses

- 6.29.16.2.1 ➤ For a verse of a chapter, add the numeral of the verse following the title of the *sūrah*. Use a comma to separate the title and the number.

Koran. Sūrat al-Baqarah, 177

- 6.29.16.2.2 ➤ Record the title of the verse and the title of the verse as a subdivision of the preferred access point for the Koran as variant titles (see [6.30.2](#)).

6.29.17 PARTS OF OTHER SACRED SCRIPTURES

- 6.29.17.1 ➤ For a part of a sacred scripture other than one covered under 6.29.7–6.29.16, record the title of the part as a subdivision of the preferred title for the scripture as a whole.

Book of Mormon. Jacob

Dasweṅ Pādshāh kā Granth. Caubīsa avatāra

Course in miracles. Workbook for students

Pearl of Great Price. Book of Abraham

Urantia book. Central and superuniverses

- 6.29.17.2 ➤ For an individually titled part of one of the main components, record the title of the part as a subdivision of the preferred title for the main component.

Book of Mormon. Ether. Sealed portion of the Brother of Jared

Dasweṅ Pādshāh kā Granth. Caubīsa avatāra. Kṛshṇāvatāra

RECORDING PREFERRED TITLES FOR PARTS OF LITURGICAL WORKS

6.29.18 PARTS OF LITURGICAL WORKS

Contents

- 6.29.18.1 General guidelines
6.29.18.2 Offices and masses

6.29.18.3 Numbered plainsong settings

6.29.18.1 General guidelines

- 6.29.18.1.1 > If the resource being described contains a specific liturgical observance, group of observances, or group of other texts extracted from a larger liturgical work, record as the preferred title a well-established title for the observance, etc., in the language preferred by the agency creating the data if there is one. Otherwise, record a brief title in the language of the liturgy.

Liturgy of St. John Chrysostom

Rite of election

Ordo paenitentiae

- 6.29.18.1.2 > Record the title as a subdivision of the preferred title for the larger work as a variant title (see [6.30.2](#)).

6.29.18.2 Offices and masses

- 6.29.18.2.1 > Record *Office* or *Mass*, respectively, followed by a brief identification of the day or occasion, as the preferred title for an Office or for a proper of the Mass for a particular day. If the day is a saint's day, add only the saint's name in direct order and in the language of the access point for the saint. Use a comma to separate the title and the saint's name.

Office, Assumption of the Blessed Virgin Mary

Mass, Sainte Thérèse

6.29.18.3 Numbered plainsong settings

- 6.29.18.3.1 > Record *Mass*, followed by its number in the *Gradual*, as the preferred title for a numbered plainsong setting of the Ordinary of the Mass.

Mass XVI

6.30 VARIANT TITLE FOR A RELIGIOUS WORK

OPTIONAL*Contents*

- 6.30.0 Basic instructions on variant titles for religious works
 6.30.1 Alternative linguistic form of title
 6.30.2 Other variant title

6.30.0 BASIC INSTRUCTIONS ON VARIANT TITLES FOR RELIGIOUS WORKS

Contents

- 6.30.0.1 Scope
- 6.30.0.2 Sources of information
- 6.30.0.3 General guidelines

6.30.0.1 Scope

- 6.30.0.1.1 A **variant title** is a title or form of title by which a work is known that differs from the title or form of title chosen as the preferred title.

6.30.0.2 Sources of information

- 6.30.0.2.1 ➤ Take variant titles from resources embodying the work and/or from reference sources.

6.30.0.3 General guidelines

- 6.30.0.3.1 ➤ Record variant titles following the general guidelines on recording titles for works given under [5.5](#).
- 6.30.0.3.2 ➤ Record as a variant title a title under which the work has been issued or cited in reference sources³⁶, that is different from the title recorded as the preferred title for that work.
- 6.30.0.3.3 ➤ Record as a variant title a form of title under which the work has been issued or cited in reference sources, or resulting from a different transliteration of the title, if it differs from the form recorded as the preferred title for that work.
- 6.30.0.3.4 ➤ Follow the additional specific instructions given under [6.30.1–6.30.2](#) and those given in preceding sections of this chapter, as applicable.

6.30.1 ALTERNATIVE LINGUISTIC FORM OF TITLE

OPTIONAL

Contents

- 6.30.1.1 Scope
- 6.30.1.2 Sources of information
- 6.30.1.3 Recording alternative linguistic forms as variant titles

³⁶ However, create an additional access point under the title proper of the resource being catalogued (see [2.3.1](#)).

6.30.1.1 Scope

- 6.30.1.1.1 An **alternative linguistic form of title** is a form of title in a different language, script, spelling, or transliterated form than the form recorded as the preferred title.

6.30.1.2 Sources of information

- 6.30.1.2.1 Take alternative linguistic forms of titles from resources embodying the work and/or from reference sources.

6.30.1.3 Recording alternative linguistic forms as variant titles

- 6.30.1.3.1 If the title recorded as the preferred title for a work has an alternative linguistic form(s), record the alternative linguistic form(s) as a variant title(s).

Different language form

Kitáb-i-aqdas
(Preferred title recorded as: Kitáb al-aqdas)

Phrawēt
Khamphī Phrawēt
(Preferred title recorded as: Vedas)

Aposteldekret
Apostolisches Glaubensbekenntnis
Symbole des apôtres
Symbolum Apostolicum
(Preferred title recorded as: Apostles' Creed)

Bible. Deuteronomium
Bible. Devarim
(Preferred title recorded as: Bible. Deuteronomy)

Different script

كتاب الأقدس
كتاب اقدس
כתאב אל־אקדס
Китаб-и-Агдас
(Arabic transliterated form recorded as preferred title: Kitáb al-aqdas)

قرآن
(English language form recorded as preferred title: Koran)

Библия
Біблія
Αγία Γραφή
Βίβλος
ბიბლია
성서

聖書

बाइबिल

ਬਾਈਬਲ

بائبل

နိမ္မိတ် ဝါးပိတ်

(English language form recorded as preferred title: Bible)

Different spelling

Bible. Ezechiel

(Preferred title recorded as: Bible. Ezekiel)

Bible. 5 Scrolls

(Preferred title recorded as: Bible. Five Scrolls)

Hagadah

(Preferred title recorded as: Haggadah)

Different transliteration

Coran

Kur'ān

Qorān

Qurāan

Qur'ān

Qur'on

Xuraan

(Preferred title recorded as: Koran)

Bible. Chamesh megilloth

(Preferred title recorded as: Bible. Five scrolls. Preferred transliteration recorded as variant access point: Bible. Hamesh megilot)

6.30.2 OTHER VARIANT TITLE

OPTIONAL

Contents

6.30.2.1 Scope

6.30.2.2 Sources of information

6.30.2.3 Recording other variant titles

6.30.2.1 Scope

- 6.30.2.1.1 **Other variant titles** are titles or forms of title other than alternative linguistic forms of title that differ from the title or form of title recorded as the preferred title.

6.30.2.2 Sources of information

- 6.30.2.2.1 ➤ Take other variant titles from resources embodying the work and/or

from reference sources.

6.30.2.3 Recording other variant titles

- 6.30.2.3.1 > Record other variants and variant forms of the title recorded as the preferred title not covered under [6.30.1–6.30.2](#), as required.

Shema' Yiśra'el
(Preferred title recorded as: Shema)

Christian Creed
(Preferred title recorded as: Apostles' Creed)

Lord is my shepherd (Biblical Psalm)
Shepherd Psalm
(Preferred title recorded as: Bible. Psalms XXIII)

Bible. Torah
Bible. Five books of Moses
(Preferred title recorded as: Bible. Pentateuch)

Book of Mormon. Fourth Nephi
Book of Mormon. Fourth book of Nephi
Book of Mormon. Book of Nephi, 4th
(Preferred title recorded as: Book of Mormon. Nephi, 4th)

6.31 VERSION

REQUIRED³⁷

Contents

- 6.31.0 Basic instructions on recording version for religious works

6.31.0 BASIC INSTRUCTIONS ON RECORDING VERSION FOR RELIGIOUS WORKS

Contents

- 6.31.0.1 Scope
6.31.0.2 Sources of information
6.31.0.3 Recording version
6.31.0.4 The Bible and parts of the Bible

6.31.0.1 Scope

- 6.31.0.1.1 **Version** is a name or term used to designate a specific text of a work.

³⁷ Version is required when specified as an addition to an access point representing an expression of the Bible (see [6.28.3.1](#)), an expression of the Vedas (see [6.28.3.3](#)), or an expression of a liturgical work (see [6.28.3.4](#)).

6.31.0.2 Sources of information

- 6.31.0.2.1 ➤ Take information on version from any source.

6.31.0.3 Recording version

- 6.31.0.3.1 ➤ For the Bible and parts of the Bible, record the version following the instructions given under [6.31.0.4](#).
- 6.31.0.3.2 ➤ For other religious works and parts of those works, record the version following the general instructions given under [6.14](#).

6.31.0.4 The Bible and parts of the Bible

- 6.31.0.4.1 ➤ Record a brief form of the name of the version³⁸. If the resource is in three or more languages, do not record the version.

Vulgate

Authorized

- 6.31.0.4.2 ➤ If the version is identified by the name of the translator, use a short form of the translator's name. If there are two translators, hyphenate their names. If there are more than two, use the name of the first followed by *and others*.

Lamsa

Ælfric

Smith-Goodspeed

- 6.31.0.4.3 ➤ Record *Douai* for Rheims-Douai-Challoner versions of the whole Bible. Record *Confraternity* for Confraternity-Douai-Challoner versions of the whole Bible.

Douai

(Resource described: The Holy Bible / translated from the Latin Vulgate being the edition published at Rheims, A.D. 1582 and at Douay, 1609 ; as revised and corrected in 1750, according to the Clementine edition of the Scriptures, by Richard Challoner)

Confraternity

(Resource described: The Holy Bible. Confraternity text (Genesis to Ruth, Psalms, New Testament) Douay-Challoner text (remaining books of the Old Testament))

- 6.31.0.4.4 ➤ If the expression is in the original language, if the version is unknown, if the text has been altered, if the version cannot be identified by name or translator, or if more than two versions are involved, record (in this order of preference):

³⁸ Here, *version* is used in its narrow sense of a translation. The version from which another version is made is ignored so far as access points and references are concerned.

- a) the name of the manuscript or its repository designation (see [6.2.4](#)) if the resource is a manuscript, or a reproduction, transcription, edition, or translation of a manuscript

Codex Sinaiticus

(*Resource described:* Bibliorum Codex Sinaiticus Petropolitanus)

- b) the name of the person who has altered the text³⁹ if the altered text has no name of its own

Smith

(*Resource described:* The Holy Scriptures : containing the Old and New Testaments : an inspired version of the Authorized Version / by Joseph Smith, Junior)

- c) a special name or phrase used in the preferred source of information to identify the text.

Anchor Bible

(*Resource described:* The Anchor Bible)

Numerical Bible

(*Resource described:* The Numerical Bible : being a revised translation of the Holy Scriptures with expository notes)

- 6.31.0.4.5 > If none of the above applies, do not record this element.

6.32 DATE OF EXPRESSION

REQUIRED⁴⁰

Contents

- 6.32.0 Basic instructions on recording date of expression for religious works

6.32.0 BASIC INSTRUCTIONS ON RECORDING DATE OF EXPRESSION FOR RELIGIOUS WORKS

Contents

- 6.32.0.1 Scope
- 6.32.0.2 Sources of information
- 6.32.0.3 Recording date of expression
- 6.32.0.4 The Bible and parts of the Bible

³⁹ Do not treat a harmony of different passages of the Bible as an altered text.

⁴⁰ Date of expression is required when specified as an addition to an access point representing an expression of the Bible (see [6.28.3.1](#)).

6.32.0.1 Scope

- 6.32.0.1.1 **Date of expression** is the date the expression was created.

6.32.0.2 Sources of information

- 6.32.0.2.1 ➤ Take information on date of expression from any source.

6.32.0.3 Recording date of expression

- 6.32.0.3.1 ➤ For the Bible and parts of the Bible, record the date of expression following the instructions given under [6.32.0.4](#).
- 6.32.0.3.2 ➤ For other religious works and parts of those works, record the date of expression following the general instructions on date of expression given under [6.12](#).

6.32.0.4 The Bible and parts of the Bible

- 6.32.0.4.1 ➤ Record the year of publication of the resource.

1959

1848

1964?

(Resource described: The Old and New Testaments of the Holy Bible. -- Revised Standard Version. -- New York : Nelson, [1964?])

Alternative:

- 6.32.0.4.2 If the resource is a facsimile reproduction, create access points for both the original and the facsimile following the instructions given under [6.28.1.1](#). Add the appropriate year of publication to each.

1534

1934

(Resource described: Biblia : das ist die gantze Heilige Schrifft / deutsch. Mart. Luth. – Leipzig : A. Foerster, 1934-1935. Facsimile of a 1534 edition)

- 6.32.0.4.3 ➤ If the resource was published over more than one year, record the earlier or earliest year.

1883

(Resource described: La Sagrada Biblia / traducida de la Vulgata latina al español ... por d. Félix Torres Amat. 1883-1884)

Additional instructions for official communications

6.33 CONSTRUCTING ACCESS POINTS TO REPRESENT OFFICIAL COMMUNICATIONS

Contents

- 6.33.1 Preferred access point representing an official communication
- 6.33.2 Variant access point representing an official communication

6.33.1 PREFERRED ACCESS POINT REPRESENTING AN OFFICIAL COMMUNICATION

Contents

- 6.33.1.0 General guidelines on constructing preferred access points representing official communications
- 6.33.1.1 Communications of a single official
- 6.33.1.2 Letters of transmittal, etc.
- 6.33.1.3 Compilations of official communications of more than one holder of an office
- 6.33.1.4 Compilations of official communications and other works

6.33.1.0 General guidelines on constructing preferred access points representing official communications

- 6.33.1.0.1 ➤ Follow the instructions given under [6.33.1.1–6.33.1.4](#) when constructing the preferred access point representing one of the following types of official communications:
 - a) official communications by heads of state, heads of government, or heads of international bodies (e.g., a message to a legislature, a proclamation, an executive order other than one covered by [6.23.1.1–6.23.1.5](#))
 - b) official communications from a pope, patriarch, bishop, etc. (e.g., an order, decree, pastoral letter, bull, encyclical, constitution, or an official message to a council, synod, etc.).
- 6.33.1.0.2 ➤ Make additions to the preferred access point, as required, following the instructions given under [6.1.1.7](#), [6.1.2](#), and [6.1.3](#).
- 6.33.1.0.3 ➤ For other types of works by such persons, construct the preferred access point following the general guidelines and instructions given under [6.1.1](#).

6.33.1.1 Communications of a single official

- 6.33.1.1.1 ➤ For an official communication falling into one of the categories listed under [6.33.1.0](#), construct the preferred access point representing the

work by combining (in this order):

- a) the preferred access point for the official, formulated according to the instructions given under [11.2.7](#) or [11.2.15](#), as applicable
- b) the preferred title for the work, formulated according to the instructions given under [6.34](#).

Canada. Sovereign (1952- : Elizabeth II). Speech by Her Majesty the Queen in reply to the Prime Minister, Parliament Hill, Ottawa, Wednesday, September 26, 1984

(Preferred access point for: Speech by Her Majesty the Queen in reply to the Prime Minister, Parliament Hill, Ottawa, Wednesday, September 26, 1984)

Louisiana. Governor (1988-1992 : Roemer). Governor's action agenda for fighting crime in Orleans Parish

(Preferred access point for: Governor's action agenda for fighting crime in Orleans Parish : Governor Roemer's response to the New Orleans Crime Summit report)

Catholic Church. Pope (1978-2005 : John Paul II). Centesimus annus. English

(Preferred access point for: On the hundredth anniversary of Rerum novarum : encyclical letter Centesimus annus of the Supreme Pontiff / John Paul II)

Catholic Church. Diocese of Carlisle. Bishop (1353-1362 : Welton). Registrum. English

(Preferred access point for: The register of Gilbert Welton, Bishop of Carlisle 1353-1362 / edited by R.L. Storey)

Augustinians. Prior General (1357-1358 : Gregory, of Rimini). Registrum generalatus

(Preferred access point for: Gregorii de Arimino O.S.A. Registrum generalatus, 1357-1358 / quod edendum curavit Albericus De Meijer)

6.33.1.2 Letters of transmittal, etc.

- 6.33.1.2.1 ➤ For a communication that merely accompanies and transmits a document, construct the preferred access point representing the work by combining (in this order):

- a) the preferred access point for the corporate body responsible for the document that it accompanies, formulated according to the instructions given under [11.2.6-11.2.17](#), as applicable
- b) the preferred title for the letter of transmittal, etc., formulated according to the instructions given under [6.34](#).

United States. War Department. Message from the president of the United States, transmitting a report of the Secretary of War, relative to murders committed by the Indians in the state of Tennessee

(Preferred access point for: Message from the president of the United States, transmitting a report of the Secretary of War, relative to murders committed by the Indians in the state of Tennessee. Message of President Madison)

6.33.1.3 **Compilations of official communications of more than one holder of an office**

- 6.33.1.3.1 ➤ For a compilation consisting of official communications of more than one holder of one of the offices listed under [6.33.1.0](#), construct the preferred access point representing the work by combining (in this order):

- a) the preferred access point for the office, formulated according to the instructions given under [11.2.7](#) or [11.2.15](#), as applicable
- b) the preferred title for the work, formulated according to the instructions given under [6.2.7](#).

United States. President. Economic report of the president transmitted to the Congress
(Preferred access point for: Economic report of the president transmitted to the Congress. An annual)

Catholic Church. Pope. Encyclicals
(Preferred access point for: The papal encyclicals / [compiled by] Claudia Carlen. A five-volume set of papal encyclicals from 1740-1981)

Catholic Church. Pope. Gli anni santi attraverso le bolle
(Preferred access point for: Gli anni santi attraverso le bolle / a cura di Rino Fisichella. A compilation of all papal bulls proclaiming jubilee years, issued from February 22, 1300, to November 29, 1998)

6.33.1.4 **Compilations of official communications and other works**

- 6.33.1.4.1 ➤ For a compilation consisting of official communications and other works by more than one holder of an office, construct the preferred access point representing the work following the instructions given under [6.1.1.3](#).

Papal documents on figured music from the 14th to the 20th century and examples for demonstration
(Preferred access point for: Papal documents on figured music from the 14th to the 20th century and examples for demonstration / compiled by Paul M. Ferretti)

Presidential documents
(Preferred access point for: Presidential documents : the speeches, proclamations, and policies that have shaped the nation from Washington to Clinton / edited by J.F. Watts, Fred L. Israel)

6.33.2 **VARIANT ACCESS POINT REPRESENTING AN OFFICIAL COMMUNICATION**

Contents

- 6.33.2.0 General guidelines on constructing variant access points representing official communications

6.33.2.0 General guidelines on constructing variant access points representing official communications

- 6.33.2.0.1 ➤ Use a variant title for the work (see [6.35](#)) as the basis for a variant access point.

America's commitment to children and families
(Preferred title recorded as: Culture of caring)

- 6.33.2.0.2 ➤ If the variant access point represents a work for which the preferred access point has been constructed using the preferred access point for an official, an office, or a corporate body followed by the preferred title for the work (see [6.33.1.1-6.33.1.3](#)), construct the variant access point using the preferred access point for that official, an office, or a corporate body followed by the variant title for the work.

United States. President (1993-2001 : Clinton).
National drug control strategy
(Preferred access point recorded as: United States. President (1993-2001 : Clinton). Reclaiming our communities from drugs and violence)

6.34 PREFERRED TITLE FOR AN OFFICIAL COMMUNICATION

Contents

- 6.34.0 Basic instructions on preferred titles for official communications

Choosing the preferred title

- 6.34.1 Official communications of the pope
6.34.2 Official communications of the Roman Curia

6.34.0 BASIC INSTRUCTIONS ON PREFERRED TITLES FOR OFFICIAL COMMUNICATIONS

Contents

- 6.34.0.1 Scope
6.34.0.2 Sources of information
6.34.0.3 Choosing the preferred title
6.34.0.4 Recording the preferred title

6.34.0.1 Scope

- 6.34.0.1.1 The **preferred title** is the title or form of title chosen as the basis for the preferred access point representing a work.

6.34.0.2 Sources of information

- 6.34.0.2.1 > Determine the title to be used as the preferred title in an access point representing an official communication following the instructions applicable to the type of communication given under [6.34.1–6.34.2](#).
- 6.34.0.2.2 > For other types of official communications, follow the general guidelines given under [6.2.0.2](#).

6.34.0.3 Choosing the preferred title

- 6.34.0.3.1 > Choose the preferred title for an official communication following the instructions given under [6.34.1](#) (for official communications of the pope) and [6.34.2](#) (for official communications of the Roman Curia).
- 6.34.0.3.2 > For other types of official communications, follow the general guidelines given under [6.2.0.3](#).

6.34.0.4 Recording the preferred title

- 6.34.0.4.1 > Record the title chosen as the preferred title for a work following the general guidelines on recording titles for works given under [5.5](#).

6.34.1 OFFICIAL COMMUNICATIONS OF THE POPE

- 6.34.1.1 > If the preferred access point representing an individual work has been constructed using the official heading for a pope (see [6.33.1.1](#)), choose the short title (generally the first word or words of the text) by which the work is generally known and cited in the original language (usually Latin) as the preferred title for the work.

Populorum progressio

6.34.2 OFFICIAL COMMUNICATIONS OF THE ROMAN CURIA

- 6.34.2.1 > If a communication of one of the tribunals, congregations, or offices of the Roman Curia is known by a short title, choose it as the preferred title for the work.

Communio notio

6.35 VARIANT TITLE FOR AN OFFICIAL COMMUNICATION

Contents

- 6.35.0 Basic instructions on variant titles for official communications
- 6.35.1 Alternative linguistic form of title
- 6.35.2 Other variant title

6.35.0 BASIC INSTRUCTIONS ON VARIANT TITLES FOR OFFICIAL COMMUNICATIONS

Contents

- 6.35.0.1 Scope
- 6.35.0.2 Sources of information
- 6.35.0.3 General guidelines

6.35.0.1 Scope

- 6.35.0.1.1 A **variant title** is a title or form of title by which a work is known that differs from the title or form of title chosen as the preferred title.

6.35.0.2 Sources of information

- 6.35.0.2.1 ➤ Take variant titles from resources embodying the work and/or from reference sources.

6.35.0.3 General guidelines

- 6.35.0.3.1 ➤ Record variant titles following the general guidelines on recording titles for works given under [5.5](#).
- 6.35.0.3.2 ➤ Record as a variant title a title under which the work has been issued or cited in reference sources⁴¹, that is different from the title recorded as the preferred title for that work.
- 6.35.0.3.3 ➤ Record as a variant title a form of title under which the work has been issued or cited in reference sources, or resulting from a different transliteration of the title, if it differs from the form recorded as the preferred title for that work.
- 6.35.0.3.4 ➤ Follow the additional specific instructions given under [6.35.1–6.35.2](#), as applicable.

6.35.1 ALTERNATIVE LINGUISTIC FORM OF TITLE

Contents

- 6.35.1.1 Scope
- 6.35.1.2 Sources of information
- 6.35.1.3 Recording alternative linguistic forms as variant titles

⁴¹ However, create an additional access point under the title proper of the resource being catalogued (see [2.3.1](#)).

6.35.1.1 Scope

- 6.35.1.1.1 An **alternative linguistic form of title** is a form of title in a different language, script, spelling, or transliterated form than the form recorded as the preferred title.

6.35.1.2 Sources of information

- 6.35.1.2.1 **➤** Take alternative linguistic forms of titles from resources embodying the work and/or from reference sources.

6.35.1.3 Recording alternative linguistic forms as variant titles

- 6.35.1.3.1 **➤** If the title recorded as the preferred title for a work has an alternative linguistic form(s), record the alternative linguistic form(s) as a variant title(s).

Different language form

Coordination of foreign commercial loan
management

(Preferred title recorded as: Koordinasi pengelolaan pinjaman komersial
luar negeri)

Different script

פראקלאמאציע פון עמאנציפאציע

(English language form recorded as preferred title: Emancipation
Proclamation)

開港港則

(Japanese transliterated form recorded as preferred title: Kaikō
kōsoku)

Different spelling

Handfestning

(Preferred title recorded as: Håndfæstning)

Different transliteration

Chiang tsung t'ung Ching-kuo hsien sheng tui kuo
min ta hui chih tz'u hui chi

(Preferred title recorded as: Jiang zong tong Jingguo xian sheng dui
guo min da hui zhi ci hui ji)

6.35.2 OTHER VARIANT TITLE

Contents

- 6.35.2.1 Scope
- 6.35.2.2 Sources of information
- 6.35.2.3 Recording other variant titles

6.35.2.1 Scope

- 6.35.2.1.1 **Other variant titles** are titles or forms of title other than alternative linguistic forms of title that differ from the title or form of title recorded as the preferred title.

6.35.2.2 Sources of information

- 6.35.2.2.1 ➤ Take other variant titles from resources embodying the work and/or from reference sources.

6.35.2.3 Recording other variant titles

- 6.35.2.3.1 ➤ Record other variants and variant forms of the title recorded as the preferred title not covered under [6.35.1–6.35.2](#), as required.

Golden speech of Queen Elizabeth to her last
Parliament, November 30, anno Domini 1601

Her maiesties most princelie answere deliuered by
her selfe at White-hall on the last day of Nouember
1601

Queene Elizabeth's speech to her last Parliament
(*Preferred title recorded as: Golden speech*)

Kim Yǒng-sam Taet'ongnyǒng yǒnsǒl munjip
(*Collective title recorded as preferred title: Speeches*)

National drug control strategy
(*Preferred title recorded as: Reclaiming our communities from drugs
and violence*)

CHAPTER 8

GENERAL GUIDELINES ON RECORDING ATTRIBUTES OF PERSONS, FAMILIES, AND CORPORATE BODIES

Contents

8.0 Scope

8.1 Terminology

- 8.1.0 Explanation of key terms
- 8.1.1 Person, family, and corporate body
- 8.1.2 Name
- 8.1.3 Access point

8.2 Functional objectives and principles

8.3 Required elements

8.4 Language and script

8.5 General guidelines on recording names

- 8.5.0 General guidelines
- 8.5.1 Capitalization
- 8.5.2 Numbers expressed as numerals or as words
- 8.5.3 Accents and other diacritical marks
- 8.5.4 Hyphens
- 8.5.5 Spacing of initials and acronyms
- 8.5.6 Abbreviations

8.6 Preferred access points representing persons, families, and corporate bodies

8.7 Variant access points representing persons, families, and corporate bodies

8.8 Scope of usage

- 8.8.0 Basic instructions on recording scope of usage

8.9 Date of usage

8.9.0 Basic instructions on recording date of usage

8.10 Status of preferred access point

8.10.0 Basic instructions on recording the status of the preferred access point

8.11 Undifferentiated name indicator

8.11.0 Basic instructions on recording an undifferentiated name indicator

8.12 Source consulted

8.12.0 Basic instructions on recording sources consulted

8.13 Cataloguer's annotation

8.13.0 Basic instructions on making cataloguer's annotations

8.0 SCOPE

- 8.0.1 This chapter sets out the functional objectives and principles underlying the guidelines and instructions in chapters 9–11 on recording data identifying persons, families, and corporate bodies, and specifies required elements for the identification of those entities.
- 8.0.2 The chapter provides general guidelines and instructions on recording names, and on constructing preferred and variant access points representing persons, families, and corporate bodies.
- 8.0.3 The chapter also provides instructions on recording various elements relating to the use of a name (scope and dates of usage, status, etc.), on citing sources from which names and other information identifying a person, family, or corporate body was derived, and on making annotations to assist in the use or revision of the data.

8.1 TERMINOLOGY

Contents

- 8.1.0 Explanation of key terms
- 8.1.1 Person, family, and corporate body
- 8.1.2 Name
- 8.1.3 Access point

8.1.0 EXPLANATION OF KEY TERMS

- 8.1.0.1 There are a number of terms used in this chapter and in chapters 9–11 that carry meanings specific to their use in RDA. The meanings of a number of key terms are explained below under [8.1.1–8.1.3](#). Terms used as data

element names in chapters 9–11 are defined at the beginning of the instructions for the specific element. In addition, all terms used in those chapters with a specific technical meaning are defined in the glossary.

8.1.1 PERSON, FAMILY, AND CORPORATE BODY

- 8.1.1.1 The terms *person*, *family*, and *corporate body* are used as follows:
- 8.1.1.2 The term **person** refers to an individual or to an identity established by an individual (either alone or in collaboration with another individual).
- 8.1.1.3 The term **family** refers to two or more persons identified as a family unit.
- 8.1.1.4 The term **corporate body** refers to 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.

8.1.2 NAME

- 8.1.2.1 The terms *name*, *preferred name*, and *variant name* are used as follows:
- 8.1.2.2 The term **name** refers to a character or group of words and/or characters by which a person, family, or corporate body is known.
- 8.1.2.3 The term **preferred name** refers to the name or form of name chosen as the basis for the preferred access point representing a person, family, or corporate body.
- 8.1.2.4 The term **variant name** refers to a name or form of name by which a person, family, or corporate body is known that differs from the name or form of name chosen as the preferred name for that person, family, or corporate body.

8.1.3 ACCESS POINT

- 8.1.3.1 The terms *access point*, *preferred access point*, and *variant access point* are used as follows:
- 8.1.3.2 The term **access point** refers to a name, term, code, etc., under which information pertaining to a specific person, family, or corporate body will be found.
- 8.1.3.3 The term **preferred access point** refers to an access point representing a person, family, or corporate body that is constructed using the preferred name for that person, family, or corporate body.
- 8.1.3.4 The term **variant access point** refers to an access point representing a person, family, or corporate body that is constructed using a variant name for that person, family, or corporate body.

8.2 FUNCTIONAL OBJECTIVES AND PRINCIPLES

- 8.2.1 The data recorded to reflect the attributes of a person, family, or corporate body should enable the user to:

- a) *find* information on that person, family, or corporate body
- b) *identify* the person, family, or corporate body represented by the data (i.e., to confirm that the person, family, or corporate body represented is the one sought, or to distinguish between two or more persons, families, or corporate bodies with similar names)
- c) *clarify* the relationship between the name used to represent the person, family, or corporate body and another name by which that person, family, or corporate body is known (e.g., a different language form of the name)
- d) *understand* why a particular name, or form of name, has been recorded as a preferred or variant name.

8.2.2 To ensure that the data created using RDA meet those functional objectives, the following principles have been applied in formulating the guidelines and instructions in chapters 9–11:

8.2.3 **Differentiation.** The data should serve to differentiate the person, family, or corporate body represented from others.

8.2.4 **Representation.** The name or form of name designated as the preferred name for a person, family, or corporate body should be the name or form of name most commonly found in resources associated with that person, family, or corporate body, or a well-accepted name or form of name in the language and script preferred by the agency creating the data. Other names and other forms of the name that are found in resources associated with the person, family, or corporate body or in reference sources, or that the user might be expected to use when conducting a search, should be recorded as variant names.

8.2.5 **Language preference.** The name or form of name designated as the preferred name for a person, family, or corporate body should be the name or form of name found in resources associated with that person, family, or corporate body in the original language and script of the content. However, if the original language and script is not the preferred language and script preferred by the agency creating the data, the preferred name or form of name should be one found in resources associated with that person, family, or corporate body, or in reference sources, in the language and script preferred by the agency.

8.2.6 **Common usage.** The part of the name of a person or family used as the first element in the preferred name should reflect conventions used in the country and language most closely associated with that person or family.

8.3 REQUIRED ELEMENTS

8.3.1 ➤ When recording data identifying a person, family, or corporate body, include as a minimum the elements listed below that are applicable to that person, family, or corporate body.

Name

- Preferred name for the person
- Preferred name for the family
- Preferred name for the corporate body

Identifier

- Identifier for the person

Identifier for the family
Identifier for the corporate body

- 8.3.2 ➤ If the preferred name for the person, family, or corporate body is the same as or similar to a name by which another person, family, or corporate body is known, record as many of the additional identifying elements listed below as necessary to differentiate them.¹

Other identifying attributes of persons

Title of the person
Other designation associated with the person
Date associated with the person
Fuller form of name

Other identifying attributes of families

Type of family
Date associated with the family
Place associated with the family
Prominent member of the family

Other identifying attributes of corporate bodies

Place associated with the body
Associated institution
Date associated with the body
Type of jurisdiction
Other designation associated with the body
Number, date, and location of a conference, etc.

- 8.3.3 ➤ If none of the other identifying attributes listed above can be readily ascertained, designate the name as an undifferentiated name (see [8.11](#)).
- 8.3.4 ➤ Include additional elements designated in chapters 9–11 as *optional* in accordance with the policy of the agency creating the data, or as judged appropriate by the cataloguer.

8.4 LANGUAGE AND SCRIPT

- 8.4.1 ➤ Record names in the language and script in which they appear on the sources from which they are taken.

Alternative:

- 8.4.2 Record a transliterated form of the name either as a substitute for, or in addition to, the form that appears on the source.
- 8.4.3 ➤ Record other identifying attributes of a person, family, or corporate body in the language and script prescribed in the applicable instructions in chapters 9–11.

¹ The elements listed may be recorded as additions to the preferred access point representing the person, family, or corporate body, as separate elements, or as both.

8.5 GENERAL GUIDELINES ON RECORDING NAMES

Contents

- 8.5.0 General guidelines
- 8.5.1 Capitalization
- 8.5.2 Numbers expressed as numerals or as words
- 8.5.3 Accents and other diacritical marks
- 8.5.4 Hyphens
- 8.5.5 Spacing of initials and acronyms
- 8.5.6 Abbreviations

8.5.0 GENERAL GUIDELINES

- 8.5.0.1 ➤ When recording a name, follow the general guidelines on capitalization, numbers, accents, etc., given under [8.5.1–8.5.6](#) below. When those guidelines refer to an appendix, follow the additional instructions given in that appendix, as applicable.

8.5.1 CAPITALIZATION

- 8.5.1.1 ➤ Capitalize the first word in the first element and in each subdivision of the name.

Exceptions:

a) Arabic and Hebrew articles

- 8.5.1.1a.1 If a transliterated name begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize the article, whether written separately or hyphenated with the following word.

al-Jumhūriyah al-Islāmiyah al-Mūrītāniyah

b) Corporate names with unusual capitalization

- 8.5.1.1b.1 For corporate names with unusual capitalization, such as names spelled without an initial capital letter, or with a capital letter or letters following a lower case letter or letters, follow the capitalization practice of the body.

eBay (Firm)

netViz Corporation

hHead (Musical group)

hEARd (Organisation)

doctorjob.com

- 8.5.1.2 ➤ For the capitalization of other words within a name, follow the additional instructions given in [appendix A](#) as applicable to the language involved.

8.5.2 NUMBERS EXPRESSED AS NUMERALS OR AS WORDS

- 8.5.2.1 ➤ When recording a name, record numbers expressed as numerals or as words in the form in which they appear on the source of information.
- 8.5.2.2 ➤ For instructions on recording an ordinal numeral as a designation associated with the name of a conference, congress, meeting, etc., see [11.1.1.8](#).

8.5.3 ACCENTS AND OTHER DIACRITICAL MARKS

- 8.5.3.1 ➤ Record accents and other diacritical marks appearing in a name as they appear in the source of information. Supply them if it is certain that they are integral to a name but have been omitted in the source from which the name is taken.

Jacques Lefèvre d'Étapes

Éliphas Lévi
(Sometimes appears without diacritical marks)

- 8.5.3.2 ➤ If the application of the instructions on capitalization in [appendix A](#) requires the addition of accents and other diacritical marks to lower case letters in order to reflect standard usage for the language in which the data is recorded, add accents and other diacritical marks accordingly.

8.5.4 HYPHENS

- 8.5.4.1 ➤ Retain hyphens between given names if they are used by the bearer of the name.

Ann-Marie Ekengren

R.-J. Ahlers

- 8.5.4.2 ➤ Include hyphens in transliterated names if they are prescribed by the transliteration system.

Ch'oe Sin-dok

Abutsu-ni

Blo-bzan-rab-gsal

8.5.5 SPACING OF INITIALS AND ACRONYMS

- 8.5.5.1 > When recording the name of a person or family:
- a) leave a space between a full stop following an initial representing a forename or surname and the subsequent initial or name
 - b) if the name consists entirely or primarily of separate letters, leave a space between the letters (regardless of whether they are followed by full stops or not)
 - c) if the name includes initials or abbreviations forming part of a title or term of address, leave a space between the initial or abbreviation and a subsequent initial, abbreviation, number, or word.

- 8.5.5.2 > When recording the name of a corporate body:
- a) do not leave a space between a full stop, etc., and an initial following it
 - b) if separate letters or initials appear on the source of information without full stops between them, record the letters without spaces between them.

J.A. Folger and Company

Robert A.M. Stern Architects

B.B.C. Symphony Orchestra
(*Name appears as: B. B. C. Symphony Orchestra*)

IEEE
(*Initialism appears as: I E E E*)

8.5.6 ABBREVIATIONS

- 8.5.6.1 > When recording the name of a person, family, or corporate body, use abbreviations only as follows:
- a) record an abbreviation forming an integral part of the name (e.g., *St.* (Saint)) in an abbreviated form if the person, family, or corporate body uses the abbreviated form
 - b) record an abbreviation for a title or term of address treated as an integral part of the name of a person if the title or term of address is given in an abbreviated form in the source from which it is taken.

8.6 PREFERRED ACCESS POINTS REPRESENTING PERSONS, FAMILIES, AND CORPORATE BODIES

- 8.6.1 > When constructing a preferred access point to represent a person, family, or corporate body, use the preferred name for the person (see [9.2](#)), family (see [10.2](#)), or corporate body (see [11.2](#)) as the basis for the access point.

- 8.6.2 ➤ If two or more persons, families, or corporate bodies have the same or similar names, add to the preferred name an element or elements such as a date, a place name, or other distinguishing term, following the instructions on additions to names of persons (see [9.1.1.1](#)) additions to names of families (see [10.1.1](#)), and additions to names of corporate bodies (see [11.1.1.1](#)), as applicable.

- 8.6.3 ➤ If none of the specified additions can be readily ascertained, designate the name as an undifferentiated name (see [8.11](#)).

8.7 VARIANT ACCESS POINTS REPRESENTING PERSONS, FAMILIES, AND CORPORATE BODIES

- 8.7.1 ➤ When constructing a variant access point to represent a person, family, or corporate body, use a variant name for the person (see [9.3](#)), family (see [10.3](#)), or corporate body (see [11.3](#)) as the basis for the access point.

- 8.7.2 ➤ Make additions to the name, if considered important for identification, following the instructions on additions to names of persons (see [9.1.1.1](#)) additions to names of families (see [10.1.1](#)), and additions to names of corporate bodies (see [11.1.1.2–11.1.1.7](#)), as applicable.

8.8 SCOPE OF USAGE

Contents

- 8.8.0 Basic instructions on recording scope of usage

8.8.0 BASIC INSTRUCTIONS ON RECORDING SCOPE OF USAGE

Contents

- 8.8.0.1 Scope
8.8.0.2 Sources of information
8.8.0.3 Recording scope of usage

8.8.0.1 Scope

- 8.8.0.1.1 **Scope of usage** is the type or form of work associated with the name designated as the preferred name for a particular identity established by a person, family, or corporate body.

8.8.0.2 Sources of information

- 8.8.0.2.1 ➤ Take information on scope of usage from any source.

8.8.0.3 Recording scope of usage

- 8.8.0.3.1 ➤ Record information about the scope of usage of the name designated as the preferred name for the particular identity.

Name used in poetry and critical works
(*Scope of usage of the name C. Day Lewis*)

Name used in detective novels
(*Scope of usage of the name Nicholas Blake, pseudonym of C. Day Lewis*)

8.9 DATE OF USAGE

Contents

- 8.9.0 Basic instructions on recording date of usage

8.9.0 BASIC INSTRUCTIONS ON RECORDING DATE OF USAGE

Contents

- 8.9.0.1 Scope
8.9.0.2 Sources of information
8.9.0.3 Recording date of usage

8.9.0.1 Scope

- 8.9.0.1.1 **Date of usage** is a date or range of dates associated with the use of the name designated as the preferred name for a particular identity established by a person, family, or corporate body.

8.9.0.2 Sources of information

- 8.9.0.2.1 ➤ Take information on date of usage from any source.

8.9.0.3 Recording date of usage

- 8.9.0.3.1 ➤ Record information about the date of usage of the name designated as the preferred name for the particular identity.

1933–2000
(*Date of usage of the name Howard Fast*)

1960–1986
(*Date of usage of the name E.V. Cunningham, pseudonym of Howard Fast*)

8.10 STATUS OF PREFERRED ACCESS POINT

Contents

- 8.10.0 Basic instructions on recording the status of the preferred access point

8.10.0 BASIC INSTRUCTIONS ON RECORDING THE STATUS OF THE PREFERRED ACCESS POINT

Contents

- 8.10.0.1 Scope
- 8.10.0.2 Sources of information
- 8.10.0.3 Recording the status of the preferred access point

8.10.0.1 Scope

- 8.10.0.1.1 The **status of the preferred access point** is an indication of the level of establishment of the preferred access point for the preferred form of name or title for the entity (e.g., provisional).

8.10.0.2 Sources of information

- 8.10.0.2.1 ➤ Take information on the status of the preferred access point from any source.

8.10.0.3 Recording the status of the preferred access point

- 8.10.0.3.1 ➤ Record the status of the preferred access point using an appropriate term from the list below.
 - fully established memorandum
(*for a fully established access point that has not been used in a resource description*)
 - provisional
(*for an access point that cannot be formulated satisfactorily because of inadequate information*)
 - preliminary
(*for an access point taken from a bibliographic description without the resource described in hand*)

8.11 UNDIFFERENTIATED NAME INDICATOR

Contents

- 8.11.0 Basic instructions on recording an undifferentiated

name indicator

8.11.0 BASIC INSTRUCTIONS ON RECORDING AN UNDIFFERENTIATED NAME INDICATOR

Contents

- 8.11.0.1 Scope
- 8.11.0.2 Sources of information
- 8.11.0.3 Recording an undifferentiated name indicator

8.11.0.1 Scope

- 8.11.0.1.1 An **undifferentiated** name **indicator** is a term indicating that the preferred access point is insufficient to differentiate between two or more entities identified by the same name.

8.11.0.2 Sources of information

- 8.11.0.2.1 ➤ Take information on undifferentiated names from any source.

8.11.0.3 Recording an undifferentiated name indicator

- 8.11.0.3.1 ➤ If the preferred access point is insufficient to differentiate between two or more entities identified by the same name, record *undifferentiated*.

8.12 SOURCE CONSULTED

Contents

- 8.12.0 Basic instructions on recording sources consulted

8.12.0 BASIC INSTRUCTIONS ON RECORDING SOURCES CONSULTED

Contents

- 8.12.0.1 Scope
- 8.12.0.2 Sources of information
- 8.12.0.3 Recording sources consulted

8.12.0.1 Scope

- 8.12.0.1.1 **Sources consulted** are publications or reference sources used in establishing the form of name or title on which the preferred access point or a variant access point is based.

8.12.0.2 Sources of information

- 8.12.0.2.1 ➤ Take information on sources consulted from any source.

8.12.0.3 Recording sources consulted

- 8.12.0.3.1 ➤ Cite sources used to establish a preferred or variant name, followed by a brief statement of the information found.

Advances in cable-supported bridges, ©2006: back cover (papers presented at the 5th International Cable-Supported Bridge Operators' Conference, held in New York City on Aug. 28-29, 2006)

Rodgers, S. Opinions of military personnel on sexual minorities in the military, ©2006: PDF title page (Michael D. Palm Center)

- 8.12.0.3.2 ➤ When recording other identifying attributes of a person (see [9.4–9.19](#)), a family (see [10.4–10.10](#)), or a corporate body (see [11.4–11.12](#)), indicate, when appropriate, the source from which the information was derived.

Wallace, W.S. A dictionary of North American authors deceased before 1950, 1951 (Smith, Abner Comstock; lawyer; born Randolph, Vt., 1814; died Litchfield, Minn., Sept. 20, 1880)

Email from author, 10 July 2002 (Alison Charlotte Stewart, born 2 Apr. 1953)

Internet movie database, Oct. 16, 2007 (Toni Collette; birth name Antonia Collette; born 1 Nov. 1972, Sydney, N.S.W.; Australian actress; resides in Sydney, owns second home in Ireland)

Michael D. Palm Center home page, Mar. 2, 2007 (Michael D. Palm Center, a new research institute at the University of California, Santa Barbara) about us (Palm Center, formerly the Center for the Study of Sexual Minorities in the Military; official unit of the Institute for Social, Behavioral, and Economic Research)

- 8.12.0.3.3 ➤ Cite other sources consulted that provided no information of use in establishing the preferred name.

Who's who in France, 2006/07

AMICUS database, searched Dec. 5, 2006;
Geographical names of Canada website, Dec. 5, 2006;
GEOnet names server, searched Dec. 5, 2006

8.13 CATALOGUER'S ANNOTATION

Contents

- 8.13.0 Basic instructions on making cataloguer's annotations

8.13.0 BASIC INSTRUCTIONS ON MAKING CATALOGUER'S ANNOTATIONS

Contents

- 8.13.0.1 Scope
- 8.13.0.2 Sources of information
- 8.13.0.3 General guidelines

8.13.0.1 Scope

- 8.13.0.1.1 A **cataloguer's annotation** is an annotation that might be helpful to a cataloguer using or revising the preferred access point, or creating a preferred access point for a related person, family, or corporate body.

8.13.0.2 Sources of information

- 8.13.0.2.1 ➤ Take information for use in cataloguer's annotations from any source.

8.13.0.3 General guidelines

- 8.13.0.3.1 ➤ Make the following annotations, if they are considered to be important:
 - a) annotations on the specific instructions applied in creating the preferred access point
 - b) annotations justifying the choice of preferred name, the form of the access point, etc.
 - c) annotations limiting the use of the access point
 - d) annotations differentiating persons, families, or corporate bodies with similar names.

French form of forename chosen for preferred access point; works published in U.S. have English form, Isidor

Preferred title chosen per 14.2.0.3.1a.1, better known title in the same language

For works issued before the latter part of 1950 use Housing Authority of the City of Seattle; for works issued in late 1950 or after use Seattle Housing Authority

Access point represents the manuscript as a

physical entity, including its decoration. For textual contents of the manuscript use: Bible. Gospels. Church Slavic. Codex Assemanianus

This access point is not valid for use as a subject. For works about this place use: Sri Lanka

Not the same as: Imray, James (nr 93026430)

Cannot identify with: Smith, Alan Jay (n 80115098)

Do not confuse with: Council of the European Union; or: Council of Europe.

Not to be confused with the quarterly journal of the same title issued by the same publisher

- 8.13.0.3.2 ➤ Make any other annotations that might be helpful to a cataloguer using or revising the preferred access point, or creating a preferred access point for a related person, family, or corporate body.

Coded "provisional" because unable to establish preferred access point in the vernacular

Coded "provisional" because author appears to be using Lee Nichols for fiction, Lee Naftali for nonfiction

Includes old catalog headings: Great Britain. Foreign Office. Treaty series; and, Great Britain. Foreign and Commonwealth Office. Treaty series

Series issued also in Catalan

Different forms of name are regularly appearing on publications issued by this body; treat different forms of name as variant access points until proof of a name change.

Title flip-flops between Geological Survey professional paper and U.S. Geological Survey professional paper but as of 1300 is more consistently given in latter form; 1299 chosen as cut-off in consultation with Dept. of Interior Library

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CHAPTER 9

IDENTIFYING PERSONS

Contents

9.0 Purpose, scope, etc.

- 9.0.1 Purpose and scope
- 9.0.2 Sources of information

9.1 Constructing access points to represent persons

- 9.1.1 Preferred access point
- 9.1.2 Variant access point

Name

9.2 Preferred name for the person

- 9.2.0 Basic instructions on preferred names for persons

Choosing the preferred name

- 9.2.1 Different forms of the same name
- 9.2.2 Different names for the same person
- 9.2.3 Change of name
- 9.2.4 Individuals with more than one identity

Recording names containing a surname

- 9.2.5 General guidelines on recording names containing a surname
- 9.2.6 Compound surnames
- 9.2.7 Surnames with separately written prefixes
- 9.2.8 Prefixes hyphenated or combined with surnames
- 9.2.9 Surnames of members of royal houses

Recording names containing a title of nobility

- 9.2.10 General guidelines on recording names containing a title of nobility
- 9.2.11 Titles in the United Kingdom peerage that include a territorial designation
- 9.2.12 Judges of the Scottish Court of Session bearing a law title beginning with *Lord*
- 9.2.13 Disclaimed and newly acquired titles

Recording names containing neither a surname nor a title of nobility

- 9.2.14 General guidelines on recording names containing neither a surname nor a title of nobility
- 9.2.15 Names including a patronymic
- 9.2.16 Names of royal persons

Recording names consisting of initials, or separate letters, or numerals

- 9.2.17 General guidelines on recording names consisting of initials, or separate letters, or numerals

Recording names consisting of a phrase

- 9.2.18 General guidelines on recording names consisting of a phrase
- 9.2.19 Phrase consisting of a forename or forenames preceded by a term of address, etc.
- 9.2.20 Phrase containing the name of another person
- 9.2.21 Characterizing word or phrase
- 9.2.22 Phrase naming another work by the person

9.3 Variant name for the person

- 9.3.0 Basic instructions on variant names for persons
- 9.3.1 Real name
- 9.3.2 Secular name
- 9.3.3 Name in religion
- 9.3.4 Earlier name of person
- 9.3.5 Later name of person
- 9.3.6 Alternative linguistic form of name
- 9.3.7 Other variant name

Other identifying attributes

9.4 Date associated with the person

- 9.4.0 Basic instructions on recording dates associated with persons
- 9.4.1 Date of birth
- 9.4.2 Date of death
- 9.4.3 Period of activity

9.5 Title of the person

- 9.5.0 Basic instructions on recording titles of persons

9.6 Fuller form of name

- 9.6.0 Basic instructions on recording fuller forms of names

9.7 Other designation associated with the person

- 9.7.0 Basic instructions on recording other designations associated with persons

9.8 Gender

- 9.8.0 Basic instructions on recording gender

9.9 Place of birth

- 9.9.0 Basic instructions on recording place of birth

9.10 Place of death

9.10.0 Basic instructions on recording place of death

9.11 Country associated with the person

9.11.0 Basic instructions on recording country associated with the person

9.12 Place of residence

9.12.0 Basic instructions on recording place of residence

9.13 Address of the person

9.13.0 Basic instructions on recording address of the person

9.14 Affiliation

9.14.0 Basic instructions on recording affiliation

9.15 Language of the person

9.15.0 Basic instructions on recording language of the person

9.16 Field of activity of the person

9.16.0 Basic instructions on recording field of activity of the person

9.17 Profession or occupation

9.17.0 Basic instructions on recording profession or occupation

9.18 Biographical information

9.18.0 Basic instructions on recording biographical information

9.19 Identifier for the person

9.19.0 Basic instructions on recording identifiers for persons

9.0 PURPOSE, SCOPE, ETC.

Contents

- 9.0.1 Purpose and scope
- 9.0.2 Sources of information

9.0.1 PURPOSE AND SCOPE

- 9.0.1.1 This chapter provides general guidelines and instructions on choosing and recording preferred and variant names for persons, and on recording other identifying attributes of the person.¹
- 9.0.1.2 The chapter also provides guidelines on using the preferred name for a person in conjunction with other identifying attributes to construct the preferred access point representing that person, and using variant names to construct variant access points.
- 9.0.1.3 [Appendix F](#) includes additional instructions on recording names of persons in the following categories:
- names in the Arabic alphabet (see [F.1](#))
 - Burmese and Karen names (see [F.2](#))
 - Chinese names containing a non-Chinese given name (see [F.3](#))
 - Icelandic names (see [F.4](#))
 - Indic names (see [F.5](#))
 - Indonesian names (see [F.6](#))
 - Malay names (see [F.7](#))
 - Roman names (see [F.8](#))
 - Romanian names containing a patronymic (see [F.9](#))
 - Thai names (see [F.10](#))
 - names in various languages that include an article and/or preposition (see [F.11](#))

9.0.2 SOURCES OF INFORMATION

- 9.0.2.1 ➤ Determine the preferred name for a person from the following sources (in order of preference):
- a) the preferred sources of information (see [2.2.1](#)) in resources associated with the person
 - b) other formal statements appearing in resources associated with the person
 - c) other sources (including reference sources²).
- 9.0.2.2 ➤ Take variant names from resources associated with the person and/or from reference sources.
- 9.0.2.3 ➤ For additional instructions on sources of information for names of persons that appear in more than one language form and names written in a script that differs from the preferred script of the agency creating the data, see [9.2.1.2–9.2.1.3](#).
- 9.0.2.4 ➤ Take information on other identifying attributes of the person from any source.

¹ *Person*, as used in this chapter, refers to an individual or to an identity established by an individual (either alone or in collaboration with another individual).

² *Reference sources*, as used in this chapter, includes books and articles written about a person.

9.1 CONSTRUCTING ACCESS POINTS TO REPRESENT PERSONS

Contents

- 9.1.1 Preferred access point
- 9.1.2 Variant access point

9.1.1 PREFERRED ACCESS POINT

Contents

- 9.1.1.1 General guidelines on constructing preferred access points to represent persons

Additions to access points representing persons

- 9.1.1.2 Title or other designation associated with the person
- 9.1.1.3 Date associated with the person
- 9.1.1.4 Fuller form of name

9.1.1.1 General guidelines on constructing preferred access points to represent persons

- 9.1.1.1.1 > When constructing a preferred access point to represent a person, use the preferred name for the person (see [9.2](#)) as the basis for the access point.

Fitzgerald, Ella

Henry-Bordeaux, Paule

Nairne, Carolina Oliphant Nairne, Baroness

Leonardo, da Vinci

C. G. A. v. Z.

Buckskin Bill

- 9.1.1.1.2 > Make additions to the name as instructed under [9.1.1.2-9.1.1.4](#), as applicable, in the order listed.

Carlos, Prince of Asturias

Clement I, Pope

More, Thomas, Saint

Smith, John, 1978-

Smith, John, 1832-1911

Allen, Richard (Richard H.)

Allen, Richard (Richard Ian Gordon)

- 9.1.1.1.3 > If no suitable addition is available, use the same access point for all persons with the same name, and use an undifferentiated name indicator (see [8.11](#)) to designate the name as one that is undifferentiated.

Müller, Heinrich

(*Author of:* 80 Fotos und eine kurze Einführung in die Lage, Geschichte, und Sehenswürdigkeiten der Stadt Giessen)

Müller, Heinrich

(*Co-author of:* An architecture for vision based human computer interaction)

Müller, Heinrich

(*Author of:* Der Diebstahl im Urheberrecht)

Müller, Heinrich

(*Author of:* Die Fussballregeln und ihre richtige Auslegung)

Müller, Heinrich

(*Author of:* Lehrbuch der speziellen Chirurgie für Tierärzte und Studierende. 15. Aufl., Neubearb.)

Müller, Heinrich

(*Author of:* Die Repser Burg)

ADDITIONS TO ACCESS POINTS REPRESENTING PERSONS

9.1.1.2 Title or other designation associated with the person

- 9.1.1.2.1 > Add to the name one or more of the following elements (in this order), as applicable:
- a) a title of royalty (see [9.5.0.4](#)) or nobility (see [9.5.0.5](#))
 - b) the term *Saint* (see [9.7.0.4](#))
 - c) title of religious rank (see [9.5.0.6-9.5.0.8](#))
 - d) the term *Spirit* (see [9.7.0.5](#))
 - e) a term indicating profession or occupation (see [9.17](#)) for a person whose name consists of a phrase or appellation not conveying the idea of a person.

Anne, Queen of Great Britain

Sévigné, Marie Rabutin-Chantal, marquise de

Otto, von Botenlauben, Graf von Henneberg

Pius XII, Pope

Dositheos, Patriarch of Jerusalem
 Ruricius I, Bishop of Limoges
 Teresa, of Avila, Saint
 Arundel, Philip Howard, Earl of, Saint
 Augustine, Saint, Archbishop of Canterbury
 Augustine, Saint, Bishop of Hippo
 Molinari, Ricardo E. (Spirit)
 Taj Mahal (Musician)
 E-40 (Rapper)

9.1.1.3 Date associated with the person

- 9.1.1.3.1 ➤ Add a date or dates associated with the person (see [9.4](#)), if necessary, to distinguish one access point from another.

Smith, John, born 1787

Smith, John, died 1773

- 9.1.1.3.2 ◇ *Optional addition.* Add a date or dates associated with the person even if there is no need to distinguish between access points.

Hemingway, Ernest, 1899–1961

9.1.1.4 Fuller form of name

- 9.1.1.4.1 ➤ If a date or dates associated with the person (see [9.1.1.3](#)) are not available to distinguish one access point from another, add a fuller form of the person's name (see [9.6](#)).

Johnson, A. W. (Alva William)

Johnson, A. W. (Anthony W.)

- 9.1.1.4.2 ◇ *Optional addition.* Add a fuller form of name even if there is no need to distinguish between access points.

Lawrence, D. H. (David Herbert)

T. N. I. Fatimah (Teh Nachiar Iskandar Fatimah)

González R., Luis (González Rodríguez)

González E., José I. (José Ignacio González Escobar)

Brandt, Joh. C. Fr. (Johann Carl Friedrich)

Carey-Hobson, Mrs. (Mary Ann)

9.1.2 VARIANT ACCESS POINT

Contents

- 9.1.2.1 General guidelines on constructing variant access points to represent persons

9.1.2.1 General guidelines on constructing variant access points to represent persons

- 9.1.2.1.1 > When constructing a variant access point to represent a person, use a variant name for the person (see [9.3](#)) as the basis for the access point.

Dudevant, Amandine-Aurore-Lucile

Dudevant, Aurore

Dupin, Amandine-Aurore-Lucile

Dupin, Aurore

(Pseudonym recorded as preferred name: Sand, George)

Barrett, Elizabeth Barrett

(Later name recorded as preferred name: Browning, Elizabeth Barrett)

Terencio

Terencjusz

Terenz

Terenzio

(English language form recorded as preferred name: Terence)

Ts'ao, Hsueh-ch'in

(Different transliteration recorded as preferred name: Cao, Xueqin)

Wodehouse, Pelham Grenville

(Form recorded as preferred name: Wodehouse, P. G.)

Balzo, Giulio del

(Form recorded as preferred name: Del Balzo, Giulio)

Khayyam, Omar

(Form recorded as preferred name: Omar Khayyam)

Wendy, Sister

(Form recorded as preferred name: Beckett, Wendy)

Dr. Seuss

(Form recorded as preferred name: Seuss, Dr.)

- 9.1.2.1.2 > Make additions to the name, if considered important for identification, following the instructions given under [9.1.1.2–9.1.1.4](#), as applicable.

Mills, Jack, 1918-

(Form recorded as preferred access point: Mills, J. (Jack), 1918-)

Baker, George

(Form recorded as preferred access point: Bouwens, Johannes)

Name

9.2 PREFERRED NAME FOR THE PERSON

REQUIRED

Contents

9.2.0 Basic instructions on preferred names for persons

Choosing the preferred name

- 9.2.1 Different forms of the same name
- 9.2.2 Different names for the same person
- 9.2.3 Change of name
- 9.2.4 Individuals with more than one identity

Recording names containing a surname

- 9.2.5 General guidelines on recording names containing a surname
- 9.2.6 Compound surnames
- 9.2.7 Surnames with separately written prefixes
- 9.2.8 Prefixes hyphenated or combined with surnames
- 9.2.9 Surnames of members of royal houses

Recording names containing a title of nobility

- 9.2.10 General guidelines on recording names containing a title of nobility
- 9.2.11 Titles in the United Kingdom peerage that include a territorial designation
- 9.2.12 Judges of the Scottish Court of Session bearing a law title beginning with *Lord*
- 9.2.13 Disclaimed and newly acquired titles

Recording names containing neither a surname nor a title of nobility

- 9.2.14 General guidelines on recording names containing neither a surname nor a title of nobility
- 9.2.15 Names including a patronymic
- 9.2.16 Names of royal persons

Recording names consisting of initials, or separate letters, or numerals

- 9.2.17 General guidelines on recording names consisting of initials, or separate letters, or numerals

Recording names consisting of a phrase

- 9.2.18 General guidelines on recording names consisting of a phrase
- 9.2.19 Phrase consisting of a forename or forenames preceded by a term of address, etc.
- 9.2.20 Phrase containing the name of another person
- 9.2.21 Characterizing word or phrase

9.2.22 Phrase naming another work by the person

9.2.0 BASIC INSTRUCTIONS ON PREFERRED NAMES FOR PERSONS

Contents

- 9.2.0.1 Scope
- 9.2.0.2 Sources of information
- 9.2.0.3 Choosing the preferred name
- 9.2.0.4 Recording the preferred name

9.2.0.1 Scope

- 9.2.0.1.1 The **preferred name for the person** is the name or form of name chosen as the basis for the preferred access point representing that person.
- 9.2.0.1.2 If an individual has more than one identity, a preferred name is chosen for each identity (see [9.2.4](#)).

9.2.0.2 Sources of information

- 9.2.0.2.1 Determine the preferred name for a person from the following sources (in order of preference):
 - a) the preferred sources of information (see [2.2.1](#)) in resources associated with the person
 - b) other formal statements appearing in resources associated with the person
 - c) other sources (including reference sources).
- 9.2.0.2.2 For additional instructions on names of persons that appear in more than one language form and names written in a script that differs from the preferred script of the agency creating the data, see [9.2.1.2-9.2.1.3](#).

9.2.0.3 Choosing the preferred name

- 9.2.0.3.1 In general, choose the name by which the person is commonly known as the preferred name for that person. The name chosen may be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation. For additional instructions on choosing the preferred name for a person known by more than one form of the same name or by more than one name, see [9.2.1-9.2.4](#).

Caedmon

William Shakespeare

D.W. Griffith

not David Wark Griffith

Tony Blair

not Anthony Charles Lynton Blair

Fats Domino
not Antoine Domino

Capability Brown
not Lancelot Brown

Anatole France
not Jacques-Anatole Thibault

Ouida
not Marie Louise de la Ramée

Ionicus
not Joshua Charles Armitage

H.D.
not Hilda Doolittle

Giorgione
not Giorgio Barbarelli

Fra Angelico
not Giovanni da Fiesole
not Guido da Siena

Maria Helena
not Maria Helena Vaquinhas de Carvalho

Duke of Wellington
not Arthur Wellesley

John Julius Norwich
not Viscount Norwich

Sister Mary Hilary

Sister Mary Joseph Cahill

9.2.0.4 Recording the preferred name

- 9.2.0.4.1 ➤ Record the name chosen as the preferred name for a person following the general guidelines on recording names given under [8.5](#).
- 9.2.0.4.2 ➤ If the name consists of several parts, record as the first element that part of the name under which the person would normally be listed in authoritative alphabetic lists³ in his or her language or country of residence or activity, followed by other parts of the name. In applying this general guideline, follow the instructions given under [9.2.5–9.2.22](#).

Exception:

³ *Authoritative alphabetic lists* means publications of the “who’s who” type, not telephone directories or similar compilations.

If a person's preference is known to be different from the normal usage, follow that preference in selecting the part of the name to be recorded as the first element.

- 9.2.0.4.3 ➤ See [appendix F](#) for additional instructions on recording names of persons in the following categories:
- names in the Arabic alphabet (see [F.1](#))
 - Burmese and Karen names (see [F.2](#))
 - Chinese names containing a non-Chinese given name (see [F.3](#))
 - Icelandic names (see [F.4](#))
 - Indic names (see [F.5](#))
 - Indonesian names (see [F.6](#))
 - Malay names (see [F.7](#))
 - Roman names (see [F.8](#))
 - Romanian names containing a patronymic (see [F.9](#))
 - Thai names (see [F.10](#))
 - names in various languages that include an article and/or preposition (see [F.11](#))

CHOOSING THE PREFERRED NAME

9.2.1 DIFFERENT FORMS OF THE SAME NAME

Contents

- 9.2.1.1 Fullness
- 9.2.1.2 Language
- 9.2.1.3 Names written in a non-preferred script
- 9.2.1.4 Spelling

9.2.1.1 Fullness

- 9.2.1.1.1 ➤ If the forms of a person's name vary in fullness, choose the form most commonly found as the preferred name.

J. Barbey d'Aurevilly
(Most common form: J. Barbey d'Aurevilly)
(Occasional forms: Jules Barbey d'Aurevilly; Jules-Amédée Barbey d'Aurevilly)
(Rare form: J.-A. Barbey d'Aurevilly)

Morris West
(Most common form: Morris West)
(Occasional form: Morris L. West)

Juan Valera
(Most common form: Juan Valera)
(Occasional form: Juan Valera y Alcalá Galiano)

I.C. McIlwaine
(Most common form: I.C. McIlwaine)
(Occasional forms: Ia C. McIlwaine; Ia McIlwaine)

- 9.2.1.1.2 ➤ If no one 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.

- 9.2.1.1.3 ➤ Record the other forms of the name as variant names (see [9.3.7](#)).

9.2.1.2 Language

- 9.2.1.2.1 ➤ If a person's name has appeared in different language forms in resources associated with the person, choose the form corresponding to the language of most of the resources as the preferred name.

George Mikes
not György Mikes

Philippe Garigue
not Philip Garigue

- 9.2.1.2.2 ➤ If the name does not appear in resources associated with the person, or in case of doubt, choose the form most commonly found in reference sources of the person's country of residence or activity.

Hildegard Knef
not Hildegarde Neff

- 9.2.1.2.3 ➤ If the name chosen is written in a script that differs from the preferred script of the agency creating the data, follow the instructions given under [9.2.1.3](#).

Exceptions:

9.2.1.2a a) Greek or Latin versus other forms

- 9.2.1.2a.1 If the name of a person occurs in reference sources and/or in resources associated with the person in a Greek or Latin form as well as in a form in the person's native or adopted language, choose the form most commonly found in reference sources as the preferred name.

Sixt Birck
not Xystus Betulius

Hugo Grotius
not Hugo de Groot

Philipp Melanchthon
not Philipp Schwarzerd

Friedrich Wilhelm Ritschl
not Fridericus Ritschelius

- 9.2.1.2a.2 In case of doubt, choose the Greek or Latin form for persons who were active before, or mostly before, A.D. 1400. For persons active after that date, choose the form in the person's native or adopted language.

Guilelmus Apuliensis
not Guglielmo di Puglia
not Guillaume de Pouille
 (Active in 12th century)

Giovanni da Padova
not Joannes de Padua
 (Died 1499)

9.2.1.2b**b) Established form in the language preferred by the agency creating the data**

9.2.1.2b.1

If there is a well-established form of name in reference sources for a person whose given name, etc., is recorded as the first element in the preferred name (see [9.2.14](#)) in the language preferred by the agency creating the data, choose that form of name as the preferred name.⁴

Saint Francis of Assisi
not San Francesco d'Assisi

Pope Benedict XVI
not Benedictus Papa XVI

Charles V
not Karl V
not Carlos I

King Philip II
not Rey Felipe II

John III Sobieski
not Jan III Sobieski

9.2.1.2b.2

In case of doubt, choose the form in the person's native or adopted language or the Latin form.

Sainte Thérèse de Lisieux
not Saint Theresa of Lisieux

9.2.1.2.4

- Record the other forms of the name as variant names (see [9.3.6](#)).

9.2.1.3**Names written in a non-preferred script⁵**

9.2.1.3.1

- For names in a language written in a script that differs from the preferred script of the agency creating the data, choose the preferred name as follows.

⁴ For additional instructions on choosing the preferred name for a Roman of classical times, see [F.8](#).

⁵ Systematic transliterations used in the examples in this chapter follow the tables adopted jointly by the American Library Association, the Canadian Library Association, and the Library of Congress, available on the Library of Congress web site at <http://www.loc.gov/catdir/cpsr/roman.html>.

9.2.1.3a

9.2.1.3a.1

a) Given name, etc., recorded as the first element

If the name of a person whose given name, etc., is recorded as the first element in the preferred name (see [9.2.14](#)) is written in a script that differs from the preferred script of the agency, choose the form of name that has become well established in reference sources in the language preferred by the agency creating the data. If variant forms are found in those sources, choose the form that occurs most frequently.

Alexander the Great
(Name appears in original script as: Αλέξανδρος ο Μέγας)

Aung San Suu Kyi
(Name appears in original script as: အောင်ဆန်းစုကြည်)

Avicenna
(Name appears in original script as: ابن سينا)

Empress Catherine II
(Name appears in original script as: Императрица Екатерина II)

Confucius
(Name appears in original script as: 孔子)

Homer
(Name appears in original script as: Ὅμηρος)

Isaiah
(Name appears in original script as: ישעיהו)

Nahman of Bratslav
(Name appears in original script as: נחמן מברסלב)

Omar Khayyam
(Name appears in original script as: عمر خیام)

Paul I, King of the Hellenes
(Name appears in original script as: Παύλος, Βασιλεύς των Ελλήνων)

9.2.1.3a.2

If no form in the language preferred by the agency creating the data is found, or if no one form in that language predominates, transliterate the name according to the table for the language adopted by the agency creating the data.

Laozi
(No predominant English-language form: name transliterated according to the ALA-LC Romanization Tables)

9.2.1.3a.3

Record the other forms of the name as variant names (see [9.3.6](#)).

9.2.1.3b

9.2.1.3b.1

b) Surname recorded as the first element⁶

If the name of a person whose surname is recorded as the first element (see [9.2.5-9.2.9](#)) is written in a script that differs from the preferred script of the agency, transliterate the name according to the table for the language adopted by the agency creating the data.

Li An

(Name appears in original script as: 李安)

Jamal 'Abd al-Nasir

(Name appears in original script as: جمال عبد الناصر)

Parvez Musharraf

(Name appears in original script as: پرویز مُشرف)

⁶ *Alternative instruction.* This alternative instruction may be applied selectively language by language.

b) Surname recorded as the first element

Choose the form of name that has become well-established in reference sources in the language preferred by the agency creating the data for a person whose surname is recorded as the first element in the name (see [9.2.5-9.2.9](#)) and whose name is in a language written in a script that differs from the preferred script of the agency creating the data. For a person who uses Hebrew or Yiddish and whose name is not found to be well-established in those sources, choose the transliterated form appearing in resources associated with the person.

If variant forms are found in reference sources in the language preferred by the agency creating the data, choose the form that occurs most frequently.

Ang Lee

(Name appears in original script as: 李安)

Gamal Abdel Nasser

(Name appears in original script as: جمال عبد الناصر)

Pervez Musharraf

(Name appears in original script as: پرویز مُشرف)

Syngman Rhee

(Name appears in original script as: 李承晩)

A.N. Scriabin

(Name appears in original script as: А.Н. Скрябин)

Yevgeny Yevtushenko

(Name appears in original script as: Евгений Евтушенко)

Moshe Dayan

(Name appears in original script as: משה דיין)

Shlomit Cohen-Assif

(Name appears in original script as: שלומית כהן-אסיף)

Record other transliterated forms as variant names (see [9.3.6](#)).

Yi Sung-man
(Name appears in original script as: 李承晚)

A.N. Skriabin
(Name appears in original script as: А.Н. Скрябин)

Evgenii Evtushenko
(Name appears in original script as: Евгений Евтушенко)

Mosheh Dayin
(Name appears in original script as: משה דיין)

Shelomit Kohen-Asif
(Name appears in original script as: שלומית כהן-אסיף)

- 9.2.1.3b.2 If the name of a person is found only in a transliterated form in resources associated with the person, choose that form as the preferred name.

Ghaoutsi Bouali
not Ghawthi 'Abu 'Ali

- 9.2.1.3b.3 If such a person's name is found in more than one transliterated form in resources associated with the person, choose the form that occurs most frequently.

- 9.2.1.3b.4 If a name is written in more than one non-preferred script, transliterate it according to the table for the original language of most of the works.

Muhammad Rida al-Ansari al-Qummi
not Muhammad Riza Ansari Qumi
(Wrote primarily in Arabic but also in Persian)

Premacanda
not Prem Cand
(Wrote primarily in Hindi but also in Urdu)

- 9.2.1.3b.5 Record the other transliterated forms as variant names (see [9.3.6](#)).

9.2.1.4 Spelling

- 9.2.1.4.1 ➤ If variant spellings of a person's name are found, and these variations are not the result of different transliterations, choose the form found in the first resource received.
- 9.2.1.4.2 ➤ For spelling differences resulting from different transliterations, see [9.2.1.3](#).
- 9.2.1.4.3 ➤ Record the other spellings of the name as variant names (see [9.3.6](#)).

9.2.2 DIFFERENT NAMES FOR THE SAME PERSON

- 9.2.2.1 ➤ If a person other than one who:

- a) has changed his or her name (see [9.2.3](#))
- or b) has more than one identity (see [9.2.4](#))

is known by more than one name, choose the name by which the person is clearly most commonly known, if there is one, as the preferred name.

- 9.2.2.2 ➤ Otherwise, choose the preferred name according to the following order of preference:
- a) the name that appears most frequently in resources associated with the person
 - b) the name that appears most frequently in reference sources
 - c) the latest name.
- 9.2.2.3 ➤ Record the other names by which the person is known as variant names (see [9.3](#)).

9.2.3 CHANGE OF NAME

- 9.2.3.1 ➤ If a person other than one who has more than one identity (see [9.2.4](#)) has changed his or her name, choose the latest name or form of name as the preferred name. Follow the same instruction for a person who has acquired and become known by a title of nobility (see also [9.2.13](#)).

Dorothy B. Hughes
not Dorothy Belle Flanagan
(Name used in works before author's marriage)

Sister Mary Just
not F.D. David
(Name used in works before author entered a religious order)

Éloi-Gérard Talbot
not Frère Éloi-Gérard
(Name without surname originally used in works)

Akiko Yosano
not Akiko Hō
(Name used in works before author's marriage)

Roughgarden, Joan
not Roughgarden, Jonathan
(Name used in works before author's sex change)

Jacqueline Kennedy Onassis
not Jacqueline Bouvier
not Jacqueline Bouvier Kennedy
(Names used before marriage and during first marriage)

Ford Madox Ford
not Ford Madox Hueffer
(Name changed from Hueffer to Ford)

Muhammad Ali
not Cassius Clay

(Name changed from Cassius Clay to Muhammad Ali)

Earl of Longford

not Baron Pakenham

not Francis Aungier Pakenham

(Known successively by personal name, title as baron, and title as earl)

Exception:

9.2.3.2

If there is reason to believe that an earlier name will persist as the name by which the person is better known, choose that name as the preferred name.

Benjamin Disraeli

not Earl of Beaconsfield

(Title acquired late in life; better known by earlier name)

9.2.4 INDIVIDUALS WITH MORE THAN ONE IDENTITY

9.2.4.1

- If an individual has more than one identity, choose the name associated with each identity as the preferred name for that identity. Consider an individual who uses one or more pseudonyms, or his or her real name as well as one or more pseudonyms, to have more than one identity.

J.I.M. Stewart

(Real name used in "serious" novels and critical works)

Michael Innes

(Pseudonym used by J.I.M. Stewart in detective novels)

C. Day Lewis

(Real name used in poetic and critical works)

Nicholas Blake

(Pseudonym used by C. Day Lewis in detective novels)

Charles L. Dodgson

(Real name used in works on mathematics and logic)

Lewis Carroll

(Pseudonym used by Charles L. Dodgson in literary works)

Molly Keane

(Real name used in some works)

M.J. Farrell

(Pseudonym used by Molly Keane in some works)

Denys Watkins-Pitchford

(Real name used in some works)

BB

(Pseudonym used by Denys Watkins-Pitchford in some works)

M.W. Ranney

(Real name used in most works)

- Keith Johnson
(Pseudonym used by M.W. Ranney in some works)
- John McDermott
(Pseudonym used by M.W. Ranney in some works)
- John W. Palmer
(Pseudonym used by M. W. Ranney in some works)
- Doris Lessing
(Real name used in most works)
- Jane Somers
(Pseudonym used by Doris Lessing in two works)
- Kingsley Amis
(Real name used in most works)
- Robert Markham
(Pseudonym used by Kingsley Amis in one work)
- William Tanner
(Pseudonym used by Kingsley Amis in one work)
- Howard Fast
(Real name used in some works)
- E.V. Cunningham
(Pseudonym used by Howard Fast in some works)
- Ann Kilborn Cole
(Pseudonym used by Claire Wallis Callahan in works on antiques and other nonfiction works)
- Nancy Hartwell
(Pseudonym used by Claire Wallis Callahan in literary works; real name not used)
- Wade Miller
(Wade Miller is the joint pseudonym of Bill Miller and Bob Wade)
- Zizou Corder
(Zizou Corder is the joint pseudonym of Louisa Young and Isabel Adomakoh Young)
- Ellery Queen
(Ellery Queen is the joint pseudonym of Frederic Dannay and Manfred B. Lee)
- T.W.O.
(Initials are the joint pseudonym of Mary C. Hungerford and Virginia C. Young)

Exception:

9.2.4.2

If an individual uses only one pseudonym and does not use his or her real name as a creator or contributor, choose the pseudonym as the

preferred name. Record the individual's real name as a variant name (see [9.3.1](#))

John Le Carré
not David John Moore Cornwell

George Orwell
not Eric Arthur Blair

Martin Ross
not Violet Florence Martin

Nevil Shute
not Nevil Shute Norway

Woody Allen
not Allen Stewart Konigsberg

50 Cent
not Curtis Jackson

Shimei Futabatei
not Tatsunosuke Hasegawa

9.2.4.3 ➤ Record a name not chosen as the preferred name for an identity as a variant name (see [9.3](#)).

9.2.4.4 ➤ For instructions on recording relationships between separate identities for the same individual, see [chapter 30](#).

RECORDING NAMES CONTAINING A SURNAME

9.2.5 GENERAL GUIDELINES ON RECORDING NAMES CONTAINING A SURNAME

Contents

- 9.2.5.1 General guidelines
- 9.2.5.2 Surname represented by an initial
- 9.2.5.3 Part of the name treated as a surname
- 9.2.5.4 Persons known by a surname only
- 9.2.5.5 Married woman identified only by her husband's name
- 9.2.5.6 Words indicating relationship following surnames
- 9.2.5.7 Saints

9.2.5.1 General guidelines

- 9.2.5.1.1 ➤ Apply the instructions given under 9.2.5 to all names containing a surname (or a name that functions as a surname), with the exception of the following:
- a) if the person uses a title of nobility rather than a surname in

his or her works, or if the person is listed in reference sources under a title of nobility, follow the instructions given under [9.2.10](#)

- b) if both the surname and given names are represented by initials, follow the instructions given under [9.2.17](#)
- c) for Thai names containing a surname, follow the instructions given under [F.10.1](#).

- 9.2.5.1.2 ➤ Record a name containing a surname following the general guidelines on recording names given under [8.5](#).

- 9.2.5.1.3 ➤ Record the surname as the first element. If the surname is not the first part of the name, follow it by a comma and transpose the parts of the name that precede it. If the first part of the name is the surname, follow it by a comma and the parts of the name that follow it. If the name consists only of a surname, record the surname alone.

Bernhardt, Sarah

Byatt, A. S.

Ching, Francis K. W.

Chiang, Kai-shek
(*Name*: Chiang Kai-shek)
(*Surname*: Chiang)

Molnár, Ferenc
(*Name*: Molnár Ferenc)
(*Surname*: Molnár)

Trịnh, Vân Thanh
(*Name*: Trịnh Vân Thanh)
(*Surname*: Trịnh)

Mantovani

- 9.2.5.1.4 ➤ Omit terms of address from any name that includes a surname unless:
- a) the name consists only of a surname (see [9.2.5.4](#))
 - or b) the name is of a married woman identified only by her husband's name and a term of address (see [9.2.5.5](#)).

Read, Miss

Ward, Humphry, Mrs.

9.2.5.2 Surname represented by an initial

- 9.2.5.2.1 ➤ If the surname is represented by an initial, but at least one other part of the name is given in full, record the initial that represents the surname as the first element.

G., Michael

9.2.5.3 Part of the name treated as a surname

- 9.2.5.3.1 ➤ If the name does not contain a surname but contains a part that identifies the individual and functions as a surname, record that part as the first element, followed by a comma and the rest of the name.

Hus, Jan

Mahfuz, Husayn ʿAlī

not Baquri, ʿAbd al-ʿAl
ʿAbd al-ʿAl al-Baquri

Ali, Muhammad
(The American boxer)

X, Malcolm

Kurd ʿAlī, Muḥammad

- 9.2.5.3.2 ➤ See [appendix F](#) for additional instructions on names in the Arabic alphabet ([F.1](#)) and certain Indonesian ([F.6](#)) and Malay names ([F.7](#)).

9.2.5.4 Persons known by a surname only

- 9.2.5.4.1 ➤ If the name by which a person is known consists of a surname only, treat the word or phrase associated with the name in resources associated with the person or in reference sources as an integral part of the name.

Deidier, abbé

Read, Miss

Seuss, Dr.

Nichols, Grandma

- 9.2.5.4.2 ➤ Record the name in direct order as a variant name (see [9.3.7](#)).

9.2.5.5 Married woman identified only by her husband's name

- 9.2.5.5.1 ➤ If a married woman is identified only by her husband's name, treat a term of address as an integral part of her name. Record the term of address following the part of the husband's name that is recorded as the last element in his name.

Ward, Humphry, Mrs.

- 9.2.5.5.2 ➤ Include an enclitic attached to the name of a married woman as part of her name.

Falvy, Zoltánné

Beniczkyé Bajza, Lenke

9.2.5.6 Words indicating relationship following surnames

- 9.2.5.6.1 ➤ Treat *Filho*, *Junior*, *Neto*, *Netto*, or *Sobrinho* following a Portuguese surname as part of the surname.

Castro Sobrinho, Antonio Ribeiro de

Marques Junior, Milton

- 9.2.5.6.2 ➤ Record similar terms (e.g., *Jr.*, *Sr.*, *filis*, *père*) occurring in languages other than Portuguese following the person's forename or forenames, preceded by a comma.

Saur, Karl-Otto, Jr.

9.2.5.7 Saints

- 9.2.5.7.1 ➤ Do not include the term *Saint* as part of the name of a canonized person whose name contains a surname. Record the term as a designation associated with the person (see [9.7.0.4](#)).

9.2.6 COMPOUND SURNAMES

Contents

- 9.2.6.1 General guidelines
- 9.2.6.2 Established usage
- 9.2.6.3 Hyphenated surnames
- 9.2.6.4 Married women whose surname consists of
surname before marriage and husband's surname
- 9.2.6.5 Other compound surnames
- 9.2.6.6 Nature of surname uncertain
- 9.2.6.7 Place names added to surnames

9.2.6.1 General guidelines

- 9.2.6.1.1 ➤ Record a name containing a surname consisting of two or more proper names (referred to as "compound surnames") and other names that have the appearance of compound surnames following the general guidelines on recording surnames given under [9.2.5](#).
- 9.2.6.1.2 ➤ Follow the additional instructions given under [9.2.6.2–9.2.6.7](#). Apply those instructions in the order given. [22.5C1]
- 9.2.6.1.3 ➤ Record forms of the name using other parts of the compound surname as the first element as variant names (see [9.3.7](#)).

9.2.6.2 Established usage

- 9.2.6.2.1 ➤ Record as the first element the part of the compound surname by which

the person bearing the name prefers to be listed.⁷ If this is unknown, record as the first element the part of the name under which the person is listed in reference sources⁸ in the person's language or country of residence or activity.

Brindle, Reginald Smith
(Family name is Smith Brindle but author prefers to be listed under Brindle)

Fénelon, François de Salignac de La Mothe-

Lloyd George, David
(Paternal surname: George)

Seabra da Silva, José de
(Listed in Portuguese reference sources under Seabra da Silva)

9.2.6.3 Hyphenated surnames

- 9.2.6.3.1 > If the parts of a compound surname are regularly or occasionally hyphenated, record the first part as the first element (see also [9.2.8](#)).

Day-Lewis, Daniel

Enäjärvi-Haavio, Elsa

Chaput-Rolland, Solange

Lykke-Andersen, Anne-Lise

Landová-Štychová, Luisa

9.2.6.4 Married women whose surname consists of surname before marriage and husband's surname

- 9.2.6.4.1 > Record as the first element the first part of the compound surname (regardless of its nature) if the person's language is Czech, French, Hungarian, Italian, or Spanish. In all other cases, record the husband's surname as the first element. For hyphenated names, follow the instructions given under [9.2.6.3](#).

⁷ Take regular or occasional initializing of a part preceding a surname as an indication that that part is not used as part of the surname.

Abril, Nelson Lopez
(Name appears in copyright statement as: Nelson L. Abril)

Szentpál, Mária Sz.
(Name appears as: Sz. Szentpál Mária)
(Husband's surname: Szilágyi)

Campbell, Julia Morilla de
(Name sometimes appears as: Julia M. de Campbell)

⁸ Disregard reference sources that list compound surnames in a uniform style regardless of preference or customary usage.

Katonáné Balogh, Magda
(*Language of person: Hungarian*)

Bonacci Brunamonti, Maria Alinda
(*Language of person: Italian*)

Molina y Vedia de Bastianini, Delfina
(*Language of person: Spanish*)

but

Figueiredo, Flávia Caldeira Brant Ribeiro de
(*Language of person: Portuguese*)

Stowe, Harriet Beecher
(*Language of person: English*)

Wang Ma, Xichun
(*Language of person: Chinese*)

9.2.6.5 Other compound surnames

- 9.2.6.5.1 > Record the first part of the compound surname as the first element.

Jovanović Cupa, Zoran

Quist Møller, Flemming

Huber Noodt, Ulrich

Smith W., Alan

Howling Wolf, Dan

Ardoin Saint Amand, Jean-Pierre

Strauss und Torney, Lulu von

Gayre of Gayre and Nigg, Robert

Halasy Nagy, József

Körösi Csoma, Sándor

Cornaggia Medici, Giovanni Maria

Smitt Ingebretsen, Herman

Budai Deleanu, Ion

Cotarelo y Mori, Emilio

Exception:

- 9.2.6.5.2 If the person's language is Portuguese, record the last part as the first

element.

Andrès, Luiz Phelipe de Carvalho Castro

Torres, João Carlos Feo Cardoso de Castelo Branco
e

- 9.2.6.5.3 If the name of a person whose language is Portuguese includes a word indicating relationship, follow the instructions given under [9.2.5.6](#).

9.2.6.6 Nature of surname uncertain

- 9.2.6.6.1 ➤ If a name has the appearance of a compound surname but its nature is not certain, treat it as a compound surname.

Exceptions:

9.2.6.6a a) Names of persons whose language is English

- 9.2.6.6a.1 If the person's language is English, record the last part of the name as the first element.

Adams, John Crawford

Robertson, E. Arnot

- 9.2.6.6a.2 If the name has been treated as a compound surname in reference sources, record as a variant name a form using the preceding part as the first element (see [9.3.7](#)).

9.2.6.6b b) Names of persons whose language is Danish, Faroese, Norwegian, or Swedish

- 9.2.6.6b.1 If the person's language is Danish, Faroese, Norwegian, or Swedish, record the last part of the name as the first element.

Paulsen, Haakon Riisberg

Olsen, Ib Spang

- 9.2.6.6b.2 Record as a variant name a form using the preceding part as the first element (see [9.3.7](#)).

9.2.6.7 Place names added to surnames

- 9.2.6.7.1 ➤ Treat a place name added to a person's surname and connected to it by a hyphen as part of the surname (see [9.2.6.3](#)).

Müller-Breslau, Heinrich F. B.

9.2.7 SURNAMES WITH SEPARATELY WRITTEN PREFIXES

Contents

- 9.2.7.1 General guidelines

9.2.7.2 Articles and prepositions

9.2.7.3 Other prefixes

9.2.7.1 General guidelines

- 9.2.7.1.1 ➤ Record a name containing a surname with separately written prefixes following the general guidelines on recording surnames given under [9.2.5](#).
- 9.2.7.1.2 ➤ Follow the additional instructions given under [9.2.7.2–9.2.7.3](#), as applicable.
- 9.2.7.1.3 ➤ Record as a variant name a form using another part of the prefix or the part of the name following the prefix as the first element (see [9.3.7](#)).

9.2.7.2 Articles and prepositions

- 9.2.7.2.1 ➤ If a surname includes an article or preposition, or a combination of the two, record as the first element the part most commonly used as the first element in alphabetically arranged directories, etc., in the person's language or country of residence or activity. For additional guidance on recording such names in the following languages and language groups, see [appendix F](#):
- Afrikaans (see [F.11.1](#))
 - Czech and Slovak (see [F.11.2](#))
 - Dutch and Flemish (see [F.11.3](#))
 - English (see [F.11.4](#))
 - French (see [F.11.5](#))
 - German (see [F.11.6](#))
 - Italian (see [F.11.7](#))
 - Portuguese (see [F.11.8](#))
 - Romanian (see [F.11.9](#))
 - Scandinavian (Danish, Norwegian, Swedish) (see [F.11.10](#))
 - Spanish (see [F.11.11](#))
- 9.2.7.2.2 ➤ If such a name is listed in a nonstandard fashion in reference sources in the person's language or country of residence, record as the first element the part of the name used as the first element in those sources.
- 9.2.7.2.3 ➤ If a person has used two or more languages, record the name following the instructions for the language of most of that person's works. In case of doubt, follow the instructions for the language preferred by the agency creating the data if that is one of the languages. Otherwise, if the person is known to have changed his or her country of residence, follow the instructions for the language of the adopted country. As a last resort, follow the instructions for the language of the name.
- 9.2.7.2.4 ➤ Record as a variant name a form using another part of the prefix or the part of the name following the prefix as the first element (see [9.3.7](#)).

9.2.7.3 Other prefixes

- 9.2.7.3.1 ➤ If the prefix is neither an article, nor a preposition, nor a combination of the two, record the prefix as the first element.

'Abd al-Ḥamid, Ahmad

Abū Zahrah, Muḥammad

Al Yaṣīn, Muḥammad Ḥasan

Ap Gwilym, Owain

Ben Harosh, Mosheh

Fitz Gerald, Gregory

Mac Murchaidh, Ciarán

Ó Faoláin, Dónal

- 9.2.7.3.2 ➤ Record as a variant name a form using the part of the name following the prefix as the first element (see [9.3.7](#)).

9.2.8 PREFIXES HYPHENATED OR COMBINED WITH SURNAMES

- 9.2.8.1 ➤ Record a name containing a prefix hyphenated or combined with a surname following the general guidelines on recording surnames given under [9.2.5](#).

- 9.2.8.2 ➤ If the prefix is regularly or occasionally hyphenated or combined with the surname, record the prefix as the first element.

FitzGerald, Colin

MacDonald, William

Ter-Horst, Joannes Hermannus

Debure, Guillaume

Fon-Lampe, A. A.

- 9.2.8.3 ➤ Record as a variant name a form using the part of the name following the prefix as the first element (see [9.3.7](#)).

9.2.9 SURNAMES OF MEMBERS OF ROYAL HOUSES

- 9.2.9.1 ➤ Record a name containing a surname (or a name that functions as a surname) for a member of a royal house that either is no longer reigning or has lost or renounced its throne, and who is therefore no longer identified as royalty following the general guidelines on recording surnames given under [9.2.5](#).

- 9.2.9.2 ➤ Record the surname as the first element. If there is no surname, record as the first element the part of the name that is used to identify the person in resources or in reference sources (e.g., name of the house or dynasty, territorial title).

Bernadotte, Folke

Habsburg, Otto

Hohenzollern, Friedrich Viktor

Paris, Henri

Wied, Maximilian

- 9.2.9.3 ➤ Record titles that the person still uses following the instructions given under [9.5.0.5](#).

- 9.2.9.4 ➤ Record the earlier name as a variant name (see [9.3.4](#)).

RECORDING NAMES CONTAINING A TITLE OF NOBILITY

9.2.10 GENERAL GUIDELINES ON RECORDING NAMES CONTAINING A TITLE OF NOBILITY

Contents

9.2.10.1 General guidelines

9.2.10.1 General guidelines

- 9.2.10.1.1 ➤ Record a name containing a title of nobility following the general guidelines on recording names given under [8.5](#).
- 9.2.10.1.2 ➤ Record as the first element the proper name in a title of nobility (including courtesy titles) if the person:
- a) uses his or her title rather than surname in his or her works
 - or b) is listed under his or her title in reference sources.⁹
- 9.2.10.1.3 ➤ Follow the proper name in the title by the personal name (excluding unused forenames) in direct order and the term of rank in the language in which it was conferred (see [appendix G](#)). Precede the personal name and the part of the title denoting rank by commas. Omit the surname and term of rank if the person does not use a term of rank or a substitute for it.

Abrantès, Laure Junot, duchesse d'

Byron, George Gordon Byron, Baron

Bolingbroke, Henry St. John, Viscount

⁹ Disregard reference sources that list members of the nobility either all under title or all under surname.

Caradon, Hugh Foot, Baron

Cavour, Camillo Benso, conte di

Dalberg, Emmerich-Joseph, Herzog von

Donhoff, Marion, Grafin

Dufferin and Ava, Harriot Georgina Blackwood,
Marchioness of

Willoughby de Broke, John Henry Peyto Verney,
Baron

Winchilsea, Anne Kingsmill Finch, Countess of

Corberon, Nicolas de
(*Name appears as: Nicolas de Corberon, seigneur de Tourvilliers.*
Reference sources list name as: Corberon, Nicolas de)

Norwich, John Julius
(*Name appears as: John Julius Norwich*)

- 9.2.10.1.4 ➤ Do not include the term *Saint* as part of the name of a canonized person known by a title of nobility. Record the term as a designation associated with the person (see [9.7.0.4](#)).
- 9.2.10.1.5 ➤ Record a form using the surname as the first element as a variant name (see [9.3.7](#)), unless the proper name in the title is the same as the surname.

9.2.11 TITLES IN THE UNITED KINGDOM PEERAGE THAT INCLUDE A TERRITORIAL DESIGNATION

- 9.2.11.1 ➤ Record a name containing a title in the United Kingdom peerage that includes a territorial designation following the general guidelines on recording names containing a title of nobility given under [9.2.10](#).
- 9.2.11.2 ➤ If the territorial designation is an integral part of the title, include it as part of the name.
- Moore of Drogheda, Alice Moore, Viscountess
- Russell of Liverpool, Edward Frederick Langley
Russell, Baron
- 9.2.11.3 ➤ If it is not an integral part of the title, or if there is doubt that it is, omit it.
- Hardinge, Henry Hardinge, Viscount
not Hardinge of Lahore, Henry Hardinge, Viscount

9.2.12 JUDGES OF THE SCOTTISH COURT OF SESSION BEARING A LAW TITLE BEGINNING WITH *LORD*

- 9.2.12.1 > Apply the instructions given under [9.2.10.1](#) to judges of the Scottish Court of Session bearing a law title beginning with *Lord*.

Kames, Henry Home, Lord

9.2.13 DISCLAIMED AND NEWLY ACQUIRED TITLES

- 9.2.13.1 > If a person acquires a title of nobility, disclaims such a title, or acquires a new title of nobility, follow the instructions given under [9.2.3](#) in choosing the name to be used as the preferred name. Record the name following the guidelines and instructions given under [9.2.10–9.2.11](#), as applicable.

Caradon, Hugh Foot, Baron
(Previously Hugh Foot)

George-Brown, George Alfred Brown, Baron
(Previously George Brown)

Grigg, John
(Previously Baron Altrincham; *peerage disclaimed*)

Hailsham of St. Marylebone, Quintin Hogg, Baron
(Originally Quintin Hogg; *became Viscount Hailsham, 1950; peerage disclaimed, 1963; became Baron Hailsham of St. Marylebone, 1970*)

RECORDING NAMES CONTAINING NEITHER A SURNAME NOR A TITLE OF NOBILITY

9.2.14 GENERAL GUIDELINES ON RECORDING NAMES CONTAINING NEITHER A SURNAME NOR A TITLE OF NOBILITY

Contents

- 9.2.14.1 General guidelines

9.2.14.1 General guidelines

- 9.2.14.1.1 > Record a name that does not include a surname and that is borne by a person who is not identified by a title of nobility following the general guidelines on recording names given under [8.5](#).

Charles

Nelly

Riverbend

- 9.2.14.1.2 ➤ Record as the first element the part of the name under which the person is listed in reference sources. In case of doubt, record the last part of the name as the first element, following the instructions given under [9.2.5.3](#).

- 9.2.14.1.3 ➤ Include as part of the name any words or phrases denoting place of origin, domicile, occupation, or other characteristics that are commonly associated with the name in resources associated with the person or in reference sources. Precede such words or phrases by a comma.

Paul, the Deacon

Eric, the Red

Salman, al-Farisii

Rafa, el Tuerto

Judah, ha-Levi

Chayim, the Priest, of Hebron

Iolo, Goch

Feofan, Grek

Baba, Rabbah

Joannes, Glastoniensis

Alexander, of Aphrodisias

Jeanne, de Flandre

Planudes, Maximus
(Listed in reference sources under Planudes)

Helena, Maria
(Listed in reference sources under Helena)

- 9.2.14.1.4 ➤ Treat a roman numeral associated with a given name (as, for example, in the case of some popes, royalty, and ecclesiastics) as an integral part of the name.

Elizabeth II

John Paul II

Maximos IV

- 9.2.14.1.5 ➤ Do not include the term *Saint* as part of the name of a canonized person. Record the term as a designation associated with the person (see [9.7.0.4](#)).

- 9.2.14.1.6 ➤ Record as variant names, as appropriate, forms using the associated

words or phrases as the first element (see [9.3.7](#)), other language forms of the name (see [9.3.6](#)), and other names by which the person is known (see [9.3.7](#)).

9.2.15 NAMES INCLUDING A PATRONYMIC

- 9.2.15.1 ➤ Record a name consisting of one or more given names and a patronymic following the general guidelines on recording names given under [8.5](#).

- 9.2.15.2 ➤ Record the first given name as the first element, followed by the rest of the name in direct order. If the patronymic precedes the first given name, transpose the parts of the name to bring the first given name into first position.

'Abé Gubāna
(Given name: 'Abé)
(Patronymic: Gubāna)

Solomon Gebre Christos
(Given name: Solomon)
(Patronymic: Gebre Christos)

Kidana Maryam Gétahun
(Given names: Kidana Maryam)
(Patronymic: Gétahun)

Germāčaw Takla Hawāryāt
(Given name: Germāčaw)
(Patronymic: Takla Hawāryāt)

Isaac ben Aaron
(Given name: Isaac)
(Patronymic: ben Aaron)

Shirendev, B.
(Name appears as: B. Shirendev)
(Initial of patronymic: B.)
(Given name: Shirendev)

Moses ben Jacob, of Coucy
(Given name: Moses)
(Patronymic: ben Jacob)
(Words denoting place: of Coucy)

- 9.2.15.3 ➤ See [appendix F](#) for additional instructions on patronymics contained in names in the Arabic alphabet ([F.1](#)) and in Icelandic ([F.4](#)) and Romanian names ([F.9](#)).

- 9.2.15.4 ➤ Record a form using the patronymic as the first element as a variant name (see [9.3.7](#)).

9.2.16 NAMES OF ROYAL PERSONS

- 9.2.16.1 ➤ Record names of royal persons following the general guidelines on recording names that contain neither a surname nor a title of nobility

given under [9.2.14](#).

- 9.2.16.2 ➤ If the name by which a royal person is known includes the name of a royal house, dynasty, territorial designation, etc., or a surname, record the name in direct order. Record titles following the instructions given under [9.5.0.4](#).

John II Comnenus

Louis Bonaparte

Chandragupta Maurya

Eleanor, of Aquitaine

Madhava Rao Sindhia

Ming Taizu

Shuja-ud-Daulah

RECORDING NAMES CONSISTING OF INITIALS, OR SEPARATE LETTERS, OR NUMERALS

9.2.17 GENERAL GUIDELINES ON RECORDING NAMES CONSISTING OF INITIALS, OR SEPARATE LETTERS, OR NUMERALS

Contents

9.2.17.1 General guidelines

9.2.17.1 General guidelines

- 9.2.17.1.1 ➤ Record a name consisting of initials, or separate letters, or numerals, or consisting primarily of initials following the general guidelines on recording names given under [8.5](#).

- 9.2.17.1.2 ➤ Record the initials, letters, or numerals in direct order. Include any typographic devices when they appear as part of multi-letter abbreviations of a name, but omit them when they follow single-letter initials. Include any words or phrases associated with the initials, letters, or numerals as part of the name.

H. D.

J. W.

(Name appears as: J*** W*****)

Q. E. D.

A. de D.

A. B--z

A-r Z-h

H., abbé
(Name appears as: l'abbé H.)

D. S., Master

A! A! A!

A. B. C. D. E.

61648

3-2

20/1631

3PM

50 Cent

RECORDING NAMES CONSISTING OF A PHRASE

9.2.18 GENERAL GUIDELINES ON RECORDING NAMES CONSISTING OF A PHRASE

Contents

9.2.18.1 General guidelines

9.2.18.1 General guidelines

- 9.2.18.1.1 ➤ Record a name consisting of:
- a) a phrase or appellation that does not contain a forename
 - or b) a phrase that consists of a forename or forenames preceded by words other than a term of address or a title of position or office

following the general guidelines on recording names given under [8.5](#).

- 9.2.18.1.2 ➤ Record the name in direct order.

Dr. X

Mother Hen

Every Other Dad

Sister Friend

Poor Old No. 3

Buckskin Bill

Boy George

Little Richard

Happy Harry

Special Ed

- 9.2.18.1.3 ➤ Record as a variant name a form using the forename as the first element followed by the initial word or words ([see 9.3.7](#)).

- 9.2.18.1.4 ➤ If, however, such a name has the appearance of a forename, forenames, or initials, and a surname, record as the first element the word that has the appearance of a surname.

Other, A. N.

Pennypincher, A.

Peeved, I. M.

Nonyme, A.

- 9.2.18.1.5 ➤ Record the name in direct order as a variant name (see [9.3.7](#)).

9.2.19 PHRASE CONSISTING OF A FORENAME OR FORENAMES PRECEDED BY A TERM OF ADDRESS, ETC.

- 9.2.19.1 ➤ Record a phrase consists of a forename preceded by a term of address (e.g., a word indicating relationship) or a title of position or office (e.g., a professional appellation) following the general guidelines on recording names given under [8.5](#).

- 9.2.19.2 ➤ Record the forename as the first element. Record words or phrases denoting place of origin, domicile, occupation, or other characteristics that are commonly associated with the name following the instructions given under [9.2.14.1](#).

Jemima, Aunt

Claire, Tante

Sam, Cousin

Fez, Uncle

Robert, Chef

- 9.2.19.3 ➤ Record the name in direct order as a variant name (see [9.3.7](#))

9.2.20 PHRASE CONTAINING THE NAME OF ANOTHER PERSON

- 9.2.20.1 ➤ Record a phrase by which a person is commonly identified that contains the name of another person following the general guidelines on recording names given under [8.5](#).

- 9.2.20.2 ➤ Record the phrase in direct order.

Pseudo-Brutus

Pseudo-Athanasius

Pseudo-Cotte

9.2.21 CHARACTERIZING WORD OR PHRASE

- 9.2.21.1 ➤ Record a characterizing word or phrase following the general guidelines on recording names given under [8.5](#).

- 9.2.21.2 ➤ Record the phrase in direct order. Omit an initial article (see [appendix C](#)). Consider such a word or phrase to be the name for a person if that person is commonly identified by it in resources associated with the person and in reference sources.

Physician

(Statement of responsibility: by a Physician)

Military Chaplin

(Statement of responsibility: by a Military Chaplin)

Teacher of Book-keeping

(Statement of responsibility: by a Teacher of Book-keeping)

- 9.2.21.3 ➤ If the person is commonly identified by a real name or another name (see [9.2.2](#)), and a word or phrase characterizing that person has appeared in resources associated with the person, record the word or phrase as a variant name (see [9.3.7](#)).

9.2.22 PHRASE NAMING ANOTHER WORK BY THE PERSON

- 9.2.22.1 ➤ Record a phrase naming another work by the person following the general guidelines on recording names given under [8.5](#).

- 9.2.22.2 ➤ Record the phrase in direct order. Omit an initial article (see [appendix C](#)). Consider such a phrase to be the name for a person if that person is commonly identified by it in resources associated with the person and in reference sources.

Author of Honesty the best policy

Editor of The young gentleman's book

Writer of The Lambton worm

Auteur de l'Adresse au peuple breton

- 9.2.22.3 ➤ Record as a variant name a form using the title of the other work as the first element followed by a comma and the word or words that precede the title in the phrase (see [9.3.7](#)).
- 9.2.22.4 ➤ If the person is commonly identified by a real name or another name (see [9.2.2](#)), and a phrase including the title of another work has appeared in resources associated with the person, record the word or phrase as a variant name (see [9.3.7](#)).

9.3 VARIANT NAME FOR THE PERSON

OPTIONAL

Contents

- 9.3.0 Basic instructions on variant names for persons
- 9.3.1 Real name
- 9.3.2 Secular name
- 9.3.3 Name in religion
- 9.3.4 Earlier name of person
- 9.3.5 Later name of person
- 9.3.6 Alternative linguistic form of name
- 9.3.7 Other variant name

9.3.0 BASIC INSTRUCTIONS ON VARIANT NAMES FOR PERSONS

Contents

- 9.3.0.1 Scope
- 9.3.0.2 Sources of information
- 9.3.0.3 General guidelines

9.3.0.1 Scope

- 9.3.0.1.1 A **variant name** is a name or form of name by which a person is known that differs from the name or form of name chosen as the preferred name.

9.3.0.2 Sources of information

- 9.3.0.2.1 ➤ Take variant names from resources associated with the person and/or from reference sources.

9.3.0.3 General guidelines

- 9.3.0.3.1 ➤ Record variant names following the general guidelines on recording

names given under [8.5](#).

- 9.3.0.3.2 ➤ Record as a variant name a name used by a person, or found in reference sources, that is different from the name recorded as the preferred name for that person. For persons who have established two or more identities, see the instructions on related persons in [chapter 30](#).
- 9.3.0.3.3 ➤ Record as a variant name a form of name used by a person, or found in reference sources, or resulting from a different transliteration of the name, that differs from the form recorded as the preferred name for that person.
- 9.3.0.3.4 ➤ Record as a variant name a form using a different part of the name as the first element if the name might reasonably be sought under that part.
- 9.3.0.3.5 ➤ Follow the additional specific instructions given under [9.3.1–9.3.7](#) and those given in preceding sections of this chapter, as applicable.

9.3.1 REAL NAME

OPTIONAL

Contents

- 9.3.1.1 Scope
- 9.3.1.2 Sources of information
- 9.3.1.3 Recording real names as variant names

9.3.1.1 Scope

- 9.3.1.1.1 A real name is a legally acquired name.

9.3.1.2 Sources of information

- 9.3.1.2.1 ➤ Take real names from resources associated with the person and/or from reference sources.

9.3.1.3 Recording real names as variant names

- 9.3.1.3.1 ➤ If the preferred name or names for an individual are pseudonyms, and he or she does not use his or her real name as a creator or contributor, record the individual's real name, if known, as a variant name.

Cross, Marian Evans
(*Pseudonym recorded as preferred name: Eliot, George*)

Dudevant, Amandine-Aurore-Lucile
(*Pseudonym recorded as preferred name: Sand, George*)

Munro, Hector Hugh
(*Pseudonym recorded as preferred name: Saki*)

Jackson, Curtis

(Pseudonym recorded as preferred name: 50 Cent)

Callahan, Claire Wallis

(Pseudonyms recorded as preferred names: Cole, Ann Kilborn and Hartwell, Nancy)

9.3.2 SECULAR NAME

OPTIONAL

Contents

- 9.3.2.1 Scope
- 9.3.2.2 Sources of information
- 9.3.2.3 Recording secular names as variant names

9.3.2.1 Scope

- 9.3.2.1.1 A **secular name** is a name used by a person before entering or after leaving a religious order.

9.3.2.2 Sources of information

- 9.3.2.2.1 ➤ Take secular names from resources associated with the person and/or from reference sources.

9.3.2.3 Recording secular names as variant names

- 9.3.2.3.1 ➤ If the name chosen as the preferred name for a person is a name used by that person in religion, record the person's secular name as a variant name.

Bojaxhiu, Agnes Gonxha

(Name used in religion recorded as preferred name: Teresa, Mother)

Samson, Annie Adèle

(Name used in religion recorded as preferred name: Cécile-Marie, Sister, F.J.)

Ratzinger, John

(Name used in religion recorded as preferred name: Benedict XVI)

9.3.3 NAME IN RELIGION

OPTIONAL

Contents

- 9.3.3.1 Scope
- 9.3.3.2 Sources of information
- 9.3.3.3 Recording names in religion as variant names

9.3.3.1 Scope

- 9.3.3.1.1 A **name in religion** is a name assumed by a person upon entering a religious order.

9.3.3.2 Sources of information

- 9.3.3.2.1 ➤ Take names in religion from resources associated with the person and/or from reference sources.

9.3.3.3 Recording names in religion as variant names

- 9.3.3.3.1 ➤ If the name chosen as the preferred name for a person is the person's secular name, record the name used by that person in religion as a variant name.

Louis
(*Secular name recorded as preferred name: Merton, Thomas*)

Leonard
(*Secular name recorded as preferred name: Bacigalupo, Leonard*)

Seraphine
(*Secular name recorded as preferred name: Ireland, Seraphine*)

9.3.4 EARLIER NAME OF PERSON

OPTIONAL*Contents*

- 9.3.4.1 Scope
- 9.3.4.2 Sources of information
- 9.3.4.3 Recording earlier names as variant names

9.3.4.1 Scope

- 9.3.4.1.1 An **earlier name** is a name by which a person was known before becoming known by the name chosen as the preferred name.

9.3.4.2 Sources of information

- 9.3.4.2.1 ➤ Take earlier names from resources associated with the person and/or from reference sources.

9.3.4.3 Recording earlier names as variant names

- 9.3.4.3.1 ➤ If the name chosen as the preferred name for a person is a name used after a change of name, record the person's earlier names as a variant names.

Kouyoumdjian, Dikran

(Later name recorded as preferred name: Arlen, Michael)

Thibault, Jacques-Anatole

(Later name recorded as preferred name: France, Anatole)

Proulx, E. Annie

(Later name recorded as preferred name: Proulx, Annie)

Foot, Hugh

(Later name recorded as preferred name: Caradon, Hugh Foot, Baron)

Edward VIII

(Later name recorded as preferred name: Windsor, Edward, Duke of)

Morris, James

(Later name recorded as preferred name: Morris, Jan)

McShane, Steven Lattimore

(Later name recorded as preferred name: McShane, Steven L.)

9.3.5 LATER NAME OF PERSON

OPTIONAL

Contents

9.3.5.1 Scope

9.3.5.2 Sources of information

9.3.5.3 Recording later names as variant names

9.3.5.1 Scope

- 9.3.5.1.1 A **later name** is a name by which a person has become known after being known by the name chosen as the preferred name.

9.3.5.2 Sources of information

- 9.3.5.2.1 ➤ Take later names from resources associated with the person and/or from reference sources.

9.3.5.3 Recording later names as variant names

- 9.3.5.3.1 ➤ If the name chosen as the preferred name for a person is a name used before a change of name, record the person's later names as a variant names.

Nicholls, Charlotte

(Earlier name recorded as preferred name: Brontë, Charlotte)

Beaconsfield, Benjamin Disraeli, Earl of

(Earlier name recorded as preferred name: Disraeli, Benjamin)

Schlossberg, Caroline Kennedy
(Earlier name recorded as preferred name: Kennedy, Caroline)

9.3.6 ALTERNATIVE LINGUISTIC FORM OF NAME

OPTIONAL

Contents

- 9.3.6.1 Scope
- 9.3.6.2 Sources of information
- 9.3.6.3 Recording alternative linguistic forms as variant names

9.3.6.1 Scope

- 9.3.6.1.1 An **alternative linguistic form of name** is a form of name in a different language, script, spelling, or transliterated form than the form recorded as the preferred name.

9.3.6.2 Sources of information

- 9.3.6.2.1 ➤ Take alternative linguistic forms of names from resources associated with the person and/or from reference sources.

9.3.6.3 Recording alternative linguistic forms as variant names

- 9.3.6.3.1 ➤ If the name recorded as the preferred name for a person has one or more alternative linguistic forms, record them as variant names.

Different language form

Domingo, de Guzmán
(English language form recorded as preferred name: Dominic)

Jeanne, d'Arc
(English language form recorded as preferred name: Joan, of Arc)

Mikes, György
(English language form recorded as preferred name: Mikes, George)

Ó Maonaigh, Cainneach
(English language form recorded as preferred name: Mooney, Canice)

Meister der Brugger Chronik von Flandern
(English language form recorded as preferred name: Master of the Bruges Chronicle of Flanders)

Chemingouaie, Ernest
 Haimingwei, Ouneisite
 Haminghway, Arnist
 Heminguwei, Anesuto
 Hemingvejs, Ernests

Hemingwei, Onesut'u
 Himinghway, Arnist
 Kheminguei, Ernest
(English language form recorded as preferred name: Hemingway, Ernest)

Benedetto XVI, Pope
 Benedicto XVI, Pope
 Benedictum XVI, Pope
 Benedikt XVI, Pope
 Benoît XVI, Pope
 Binidikt XVI, Pope
(English language form recorded as preferred name: Benedict XVI, Pope)

Different script

Σοφοκλής
(English language form recorded as preferred name: Sophocles)

윤형복
(Korean transliterated form recorded as preferred name: Yun, Hyöng-bok)

Чередниченко, Дмитро
(Ukrainian transliterated form recorded as preferred name: Cherednychenko, Dmytro)

गांधी, इंदिरा

(Hindi transliterated form recorded as preferred name: Gandhi, Indira)

ヘミングウェイ,アーネスト
 헤밍웨이, 어네스트
 海明威, 欧内斯特
 Хемингуэй, Эрнест
 המינגווי, ארנסט
 העמינגוועי, ערנעסט
 همنگوای، ارنست
 همینگوی، ارنست
(English language form recorded as preferred name: Hemingway, Ernest)

Different spelling

Raleigh, Walter
(Different spelling recorded as preferred name: Raleigh, Walter)

Luly, Jean
(Different spelling recorded as preferred name: Lœillet, Jean Baptiste)

Beverly, Mary
(Different spelling recorded as preferred name: Beverley, Mary)

Different transliteration

Shcharanskii, Anatolii

(Different transliteration recorded as preferred name: Shcharansky, Anatoly)

Garkavi, Avraam IAkovlevich

(Different transliteration recorded as preferred name: Harkavi, Avraham Eliyahu)

Teng, Hsiao-p'ing

(Different transliteration recorded as preferred name: Deng, Xiaoping)

Zipper, Yaacov

(Different transliteration recorded as preferred name: Ziper, Ya'akov)

9.3.7 OTHER VARIANT NAME

OPTIONAL

Contents

- 9.3.7.1 Scope
- 9.3.7.2 Sources of information
- 9.3.7.3 Recording other variant names

9.3.7.1 Scope

- 9.3.7.1.1 **Other variant names** are names or forms of name other than real names, pseudonyms, secular names, religious names, earlier names, later names, and alternative linguistic forms of name that differ from the name or form of name recorded as the preferred name.

9.3.7.2 Sources of information

- 9.3.7.2.1 ➤ Take other variant names from resources associated with the person and/or from reference sources.

9.3.7.3 Recording other variant names

- 9.3.7.3.1 ➤ Record other variants and variant forms of the name recorded as the preferred name not covered under [9.3.1-9.3.6](#) as required.

Family, dynastic, etc., name of ruler

Bonaparte, Napoléon

(Name as emperor recorded as preferred name: Napoleon I, Emperor of the French)

Bernadotte, Jean-Baptiste-Jules

(Name as sovereign recorded as preferred name: Charles XIV John, King of Sweden and Norway)

Stuart, Mary

(Name as sovereign recorded as preferred name: Mary, Queen of Scots)

Name as saint

Edward, the Confessor
(Name as sovereign recorded as preferred name: Edward)

Constantine
(Name as emperor recorded as preferred name: Constantine I)

Bathildis
(Name as sovereign recorded as preferred name: Bathildis, Queen Consort of Clovis II, King of the Franks)

Family name of saint

Yepes y Alvarez, Juan de
(Name as saint recorded as preferred name: John of the Cross)

Soubirous, Marie-Bernarde
(Name as saint recorded as preferred name: Bernadette)

Pierozzi, Antonio
(Name as saint recorded as preferred name: Antoninus)

Phrase used to name a person

Bachelor Knight
 City Bachelor
 South-Carolinian
(Real name recorded as preferred name: Simms, William Gilmore)

Officer in the Fight
(Real name recorded as preferred name: Crysly, James)

Author of Memoirs of a fox-hunting man
(Real name recorded as preferred name: Sassoon, Siegfried)

Author of The peasant's fate
(Real name recorded as preferred name: Holloway, William)

Editor of The youth's casket
(Real name recorded as preferred name: Brayman, James O.)

Verfasser der Dramatischen Unterhaltungen
 Verfasser des Postzugs
(Real name recorded as preferred name: Ayrenhoff, Cornelius von)

Difference in fullness of name

Valera y Alcalá Galiano, Juan
(Form recorded as preferred name: Valera, Juan)

Schiller, Johann Christoph Friedrich von
(Form recorded as preferred name: Schiller, Friedrich von)

Powell, Enoch
(Form recorded as preferred name: Powell, J. Enoch)

Embleton, G. A.

(Form recorded as preferred name: Embleton, Gerry)

Full form of name consisting of initials

Worsley, Edward
(Initials recorded as preferred name: E. W.)

Tardey de Montravel, A. A.
(Initials recorded as preferred name: T. D. M.)

Different part of a compound surname

Lewis, Daniel Day-
(Form recorded as preferred name: Day-Lewis, Daniel)

Smith, Cecil Woodham-
(Form recorded as preferred name: Woodham-Smith, Cecil)

Saint-Hilaire, Étienne Geoffroy
(Form recorded as preferred name: Geoffroy Saint-Hilaire, Étienne)

Mori, Emilio Cotarelo y
(Form recorded as preferred name: Cotarelo y Mori, Emilio)

Part of surname following a prefix

Polnay, Peter de
(Form recorded as preferred name: De Polnay, Peter)

Hagen, Christine von
(Form recorded as preferred name: Von Hagen, Christine)

Annunzio, Gabriele d'
(Form recorded as preferred name: D'Annunzio, Gabriele)

Fontaine, Jean de La
(Form recorded as preferred name: La Fontaine, Jean de)

Laan, Ray Vander
(Form recorded as preferred name: Vander Laan, Ray)

Costanzo, Angelo di
(Form recorded as preferred name: Di Costanzo, Angelo)

Part of surname following a prefix combined with surname

Bure, Guillaume de
(Form recorded as preferred name: Debure, Guillaume)

Witt, Thomas A. De
(Form recorded as preferred name: DeWitt, Thomas A.)

Meer, Harriet Vander
(Form recorded as preferred name: VanderMeer, Harriet)

Prefix to surname

Von Hofmannsthal, Hugo
 (Form recorded as preferred name: Hofmannsthal, Hugo von)

Van de Wetering, Janwillem
 (Form recorded as preferred name: Wetering, Janwillem van de)

First given name of person without surname

Maria Helena
 (Form recorded as preferred name: Helena, Maria)

ʿAli ibn Muḥammad Abu Ḥayyan al-Tawḥidi
 (Form recorded as preferred name: Abu Ḥayyan al-Tawḥidi, ʿAli ibn Muḥammad)

ʿAbd al-ʿAl al-Baquri
 (Form recorded as preferred name: Baquri, ʿAbd al-ʿAl)

Epithet or byname

Aquinas, Thomas
 (Form recorded as preferred name: Thomas, Aquinas)

Udine, Giovanni da
 (Form recorded as preferred name: Giovanni, da Udine)

Catherine, the Great
 (Form recorded as preferred name: Catherine II)

Edward, the Confessor
 (Form recorded as preferred name: Edward)

Charles, the Lame
 (Form recorded as preferred name: Charles II)

Frederick, Barbarossa
 (Form recorded as preferred name: Frederick I)

Last part of name

Barry, Jeanne Bécu, comtesse Du
 (Form recorded as preferred name: Du Barry, Jeanne Bécu, comtesse)

Capella, Martianus
 (Form recorded as preferred name: Martianus Capella)

Ḥimyari, Nashwan ibn Saʿid
 (Form recorded as preferred name: Nashwan ibn Saʿid al-Ḥimyari)

Kyi, Aung San Suu
 (Form recorded as preferred name: Aung San Suu Kyi)

Inverted form of initials

D., H.
 (Form recorded as preferred name: H. D.)

D., A. de
(Form recorded as preferred name: A. de D.)

E., A. B. C. D.
(Form recorded as preferred name: A. B. C. D. E.)

B--z, A.
(Form recorded as preferred name: A. B--z)

Direct form of a phrase or appellation

Miss Read
(Form recorded as preferred name: Read, Miss)

Mister Mydas
(Form recorded as preferred name: Mydas, Mister)

Mister Laurence
Mr. Laurence
(Form recorded as preferred name: Laurence, Mr.)

I. M. Peeved
(Form recorded as preferred name: Peeved, I. M.)

Inverted form of an appellation

George, Boy
(Form recorded as preferred name: Boy George)

X, Dr.
(Form recorded as preferred name: Dr. X)

Hen, Mother
(Form recorded as preferred name: Mother Hen)

Dad, Every Other
Other Dad, Every
(Form recorded as preferred name: Every Other Dad)

Richard, Little
(Form recorded as preferred name: Little Richard)

Honorary titles and terms of address

Ū" Kram
(Form recorded as preferred name: Kram, Ū")

Maung, U Aye
U Aye Maung
(Form recorded as preferred name: Aye Maung, U)

Pandit Anand Koul
(Form recorded as preferred name: Koul, Anand)

Daw Mi Mi Khaing
(Form recorded as preferred name: Mi Mi Khaing)

First word in title forming part of a phrase

Honesty the best policy, Author of
(Form recorded as preferred name: Author of Honesty the best policy)

Young gentleman's notebook, Editor of the
(Form recorded as preferred name: Editor of The young gentleman's notebook)

Lambton worm, Writer of the
(Form recorded as preferred name: Writer of The Lambton worm)

Adresse au peuple breton, Auteur de l'
(Form recorded as preferred name: Auteur de l'Adresse au peuple Breton)

Other identifying attributes

9.4 DATE ASSOCIATED WITH THE PERSON

REQUIRED¹⁰*Contents*

- 9.4.0 Basic instructions on recording dates associated with persons
- 9.4.1 Date of birth
- 9.4.2 Date of death
- 9.4.3 Period of activity

9.4.0 BASIC INSTRUCTIONS ON RECORDING DATES ASSOCIATED WITH PERSONS

Contents

- 9.4.0.1 Scope
- 9.4.0.2 Sources of information
- 9.4.0.3 General guidelines

9.4.0.1 Scope

- 9.4.0.1.1 A **date associated with the person** is a significant date associated with a person (e.g., date of birth, date of death).

¹⁰ A date associated with the person is required when needed to distinguish an access point representing the person from another access point (see [9.1.1.3](#)).

9.4.0.2 Sources of information

- 9.4.0.2.1 ➤ Take information on dates associated with the person from any source.

9.4.0.3 General guidelines

- 9.4.0.3.1 ➤ Record dates in terms of the calendar preferred by the agency creating the data.¹¹

- 9.4.0.3.2 ➤ Record a date associated with a person by giving the year alone.

Exception:

- 9.4.0.3.3 For instructions on recording dates of birth for two or more persons with the same name born in the same year, see [9.4.1.3](#).

- 9.4.0.3.4 ➤ Indicate a probable date by adding a question mark following the year.

1816?
(*Probable year of birth*)

- 9.4.0.3.5 ➤ If the year is uncertain but known to be either one of two years, record the date in the form *[year] or [year]*.

1666 or 1667
(*Year of birth uncertain; known to be one of two years*)

828 or 829
(*Year of birth uncertain; known to be one of two years*)

- 9.4.0.3.6 ➤ If the year can only be approximated, record the date in the form *approximately [year]*.

approximately 931
(*Approximate year of birth*)

approximately 680
(*Approximate year of death*)

- 9.4.0.3.7 ➤ Record a period of activity expressed as a range of dates in the form *[year]–[year]*.

1623–1624
(*Period of activity*)

1378–1395
(*Period of activity*)

9.4.1 DATE OF BIRTH

REQUIRED¹²

¹¹ For details on the Gregorian calendar, see [appendix H](#).

Contents

- 9.4.1.1 Scope
- 9.4.1.2 Sources of information
- 9.4.1.3 Recording date of birth

9.4.1.1 Scope

- 9.4.1.1.1 **Date of birth** is the year a person was born.
- 9.4.1.1.2 Date of birth may also include the month and day of the person's birth.

9.4.1.2 Sources of information

- 9.4.1.2.1 ➤ Take information on date of birth from any source.

9.4.1.3 Recording date of birth

- 9.4.1.3.1 ➤ Record the person's date of birth following the basic instructions on recording dates associated with persons given under [9.4.0](#).
 - 1974
 - 361 B.C.
 - 1552?
(Probable year of birth)
 - 1647 or 1648
(Year of birth uncertain; known to be one of two years)
 - approximately 1003
(Approximate year of birth)
- 9.4.1.3.2 ➤ If the person was born in the same year as another person with the same name, record the date of birth in the form *[year] [month] [day]*.
 - 1936 May 5
(Date of birth for a person named John Smith born in 1936)
 - 1936 December 17
(Date of birth for another person named John Smith born in 1936)
- 9.4.1.3.3 ➤ If the person's actual, probable, or approximate year of birth is unknown, record *unknown*.

¹² Date of birth is required when needed to distinguish an access point representing the person from another access point (see [9.1.1.3](#)).

9.4.2 DATE OF DEATH

REQUIRED¹³

Contents

- 9.4.2.1 Scope
- 9.4.2.2 Sources of information
- 9.4.2.3 Recording date of death

9.4.2.1 Scope

- 9.4.2.1.1 **Date of death** is the year a person died.
- 9.4.2.1.2 Date of death may also include the month and day of the person's death.

9.4.2.2 Sources of information

- 9.4.2.2.1 ➤ Take information on date of death from any source.

9.4.2.3 Recording date of death

- 9.4.2.3.1 ➤ Record the date of death of a deceased person following the basic instructions on recording dates associated with persons given under [9.4.0](#).
 - 2000
 - 289 B.C.
 - 14 A.D.
(Year of death of person whose year of birth is recorded as 63 B.C.)
 - 1874?
(Probable year of death)
 - 1742 or 1743
(Year of death uncertain; known to be one of two years)
 - approximately 1880
(Approximate year of death)
- 9.4.2.3.2 ➤ If a deceased person's actual, probable, or approximate year of death is not known, record *not known*.

¹³ Date of death is required when needed to distinguish an access point representing the person from another access point (see [9.1.1.3](#)).

9.4.3 PERIOD OF ACTIVITY

REQUIRED¹⁴

Contents

- 9.4.3.1 Scope
- 9.4.3.2 Sources of information
- 9.4.3.3 Recording period of activity

9.4.3.1 Scope

- 9.4.3.1.1 **Period of activity** is a date or range of dates indicative of the period in which a person was active in his or her primary field of endeavour.

9.4.3.2 Sources of information

- 9.4.3.2.1 ➤ Take information on period of activity from any source.

9.4.3.3 Recording period of activity

- 9.4.3.3.1 ➤ If the person's date of birth and date of death are both unknown, record a date or range of dates indicative of the person's period of activity following the basic instructions on recording dates associated with persons given under [9.4.0](#).

1687–1709

11 B.C.–12 A.D.

approximately 494 B.C.–approximately 467 B.C.

jin shi 1499

(Date at which a Chinese literary degree was conferred)

- 9.4.3.3.2 ➤ If specific years of activity cannot be established, record century (or centuries) in which the person was active.

19th century

13th/14th century

7th century B.C.

1st century B.C./1st century A.D.

¹⁴ Period of activity is required when needed to distinguish an access point representing the person from another access point (see [9.1.1.3](#)).

9.5 TITLE OF THE PERSON

REQUIRED

Contents

- 9.5.0 Basic instructions on recording titles of persons

9.5.0 BASIC INSTRUCTIONS ON RECORDING TITLES OF PERSONS

Contents

- 9.5.0.1 Scope
- 9.5.0.2 Sources of information
- 9.5.0.3 General guidelines
- 9.5.0.4 Titles of royalty
- 9.5.0.5 Titles of nobility
- 9.5.0.6 Popes
- 9.5.0.7 Bishops, etc.
- 9.5.0.8 Other persons of religious vocation

9.5.0.1 Scope

- 9.5.0.1.1 **Title of the person** is a word or phrase indicative of royalty, nobility, or ecclesiastical rank or office, or a term of address for a person of religious vocation.

9.5.0.2 Sources of information

- 9.5.0.2.1 ➤ Take information on the title of the person from any source.

9.5.0.3 General guidelines

- 9.5.0.3.1 ➤ Record the title of the person following the instructions given under [9.5.0.4–9.5.0.8](#), as applicable.

9.5.0.4 Titles of royalty

- 9.5.0.4.1 ➤ Record titles of royalty following the instructions given below, as applicable.

9.5.0.4a a) **Person with the highest royal status within a state, etc.**

- 9.5.0.4a.1 For the person with the highest royal status within a state or people,¹⁵ record the person's title and the name of the state or

¹⁵ Persons with such highest status are kings and queens, persons of imperial rank (emperors and empresses), and persons with other titles that denote such a status within a state or people (grand-dukes, grand-duchesses, princes, princesses, etc.). Rank is the only determining factor in applying these instructions, not the degree of authority or power wielded by the person.

people. Record both in the language preferred by the agency creating the data if there are satisfactory equivalents in that language.

King of the Franks

Queen of Great Britain

Queen of England

Holy Roman Emperor

King of Iraq

King of Sweden

Emperor of Mexico

Empress of Russia

Emperor of the East

Duke of Burgundy

Grand Duke of Luxembourg

Sultan of the Turks

Shah of Iran

Negus of Ethiopia

Nawab Wazir of Oudh

9.5.0.4b

9.5.0.4b.1

b) Consorts of royal persons

For a consort of a person with the highest royal status within a state or people, record his or her title followed by *consort of* [the preferred name for the royal person and his or her title as prescribed in [9.5.0.4a](#)]. Record the title of the consort in the language preferred by the agency creating the data if there is a satisfactory equivalent in that language.

Prince, consort of Beatrix, Queen of the Netherlands

Queen, consort of Louis XIII, King of France

King, consort of Maria II, Queen of Portugal

Empress, consort of Akihito, Emperor of Japan

Grand Duchess, consort of Ludwig III, Grand Duke of Hesse-Darmstadt

9.5.0.4c

9.5.0.4c.1

c) Children and grandchildren of royal persons

For a child or grandchild of a person with the highest royal status within a state or people, record the title borne by him or her. Record the title in the language preferred by the agency creating the data if there is a satisfactory equivalent in that language.

Prince of Asturias

Infanta of Spain

Duke of York

Crown Princess of Sweden

9.5.0.4c.2

If such a child or grandchild is known only as *Prince* or *Princess* or a similar title (or the equivalent in another language) without a territorial designation, record that title followed by:

- a) another title associated with the name
- or b) *daughter of . . . , son of . . . , granddaughter of . . . , or grandson of . . .* (or the equivalent in the language preferred by the agency) [the preferred name for the parent or grandparent and his or her title as prescribed in [9.5.0.4a](#)].

Record the title in the language preferred by the agency creating the data if there is a satisfactory equivalent in that language.

Princess, Countess of Snowdon

Prince, Duke of York

Princess, daughter of Juliana, Queen of the Netherlands

Prince, son of Muḥammad V, King of Morocco

Princess, granddaughter of Chulalongkorn, King of Siam

Grand Duke, grandson of Alexander II, Emperor of Russia

Czarevitch, son of Peter I, Emperor of Russia

Infante, son of Jaime II, King of Aragon

9.5.0.5**Titles of nobility**

9.5.0.5.1

- For a nobleman or noblewoman whose title has not been recorded as the first element in the preferred name (see [9.2.10–9.2.11](#)), record the title of nobility in the language in which it was conferred if the title or

part of the title or a substitute for the title¹⁶ commonly appears with the name in resources associated with the person or in reference sources.¹⁷ In case of doubt, record the title.

Fürst von
(Preferred name recorded as: Bismarck, Otto)

Graf von und zu
(Preferred name recorded as: Egloffstein, Albrecht)

marquise de
(Preferred name recorded as: Sévigné, Marie de Rabutin-Chantal)

duchesse de
(Preferred name recorded as: Châteauroux, Marie Anne de Mailly-Nesle)

Viscount
(Preferred name recorded as: Vane, William Holles Vane)

9.5.0.6 Popes

- 9.5.0.6.1 ➤ Record *Pope* as the title of a pope.
- 9.5.0.6.2 ➤ Record *Antipope* as the title of an antipope.

9.5.0.7 Bishops, etc.

- 9.5.0.7.1 ➤ For a bishop, cardinal, archbishop, metropolitan, abbot, abbess, or other high ecclesiastical official whose given name is recorded as the first element in the preferred name, record the title in the language preferred by the agency creating the data if there is a satisfactory equivalent in that language. If the person has borne more than one such title, give the one of highest rank.
- 9.5.0.7.2 ➤ Record *Archbishop* for all archbishops other than cardinals. Record *Bishop* for all bishops other than cardinals. Record *Chorepiscopus* for persons so designated. Record *Cardinal* for cardinal-bishops, cardinal-priests, and cardinal-deacons. Add to the title of a diocesan bishop or archbishop or of a patriarch the name of the latest see, in the language preferred by the agency creating the data if there is a form in that language.

Cardinal

Patriarch of Jerusalem

Archbishop of Athens and All Greece

Metropolitan of Moscow

¹⁶ United Kingdom peers (other than dukes and duchesses) usually use the terms of address *Lord* or *Lady* in place of their titles. For example, George Gordon, Baron Byron, is almost invariably referred to as *Lord Byron*.

¹⁷ Disregard, in this context, reference sources dealing with the nobility.

Abbot of Ford

Abbess of Quedlinburg

Chorepiscopus of Trier

Bishop of Limoges

Ecumenical Patriarch of Constantinople

- 9.5.0.7.3 ➤ If the name is of an ecclesiastical prince of the Holy Roman Empire, record *Prince-Bishop*, *Prince-Archbishop*, *Archbishop and Elector*, etc., (or its equivalent in the language preferred by the agency creating the data) as appropriate, and the name of the see. Add *Cardinal* (or its equivalent) also if appropriate.

Prince-Bishop of Montenegro

Archbishop and Elector of Cologne

Archbishop and Elector of Mainz, Cardinal

9.5.0.8 Other persons of religious vocation

- 9.5.0.8.1 ➤ For a person of religious vocation other than one covered by the instructions given under [9.5.0.6](#) or [9.5.0.7](#) whose given name is recorded as the first element in the preferred name, record the title, term of address, etc., in the language in which the title was conferred or in the language used in the country in which the person resides. If there is more than one such term, use the one that is most often associated with the name or is considered to be more important. Use spellings found in dictionaries in the language preferred by the agency creating the data. If such a title, etc., has become an integral part of the name, treat it as such. For Thai names in religion, see also [F.10.1.4](#).

Thera

Rabbi

Mullah

fra

Sayadaw

père

Bhikshu

Mother

Swami

Ashin

Imam

fray

- 9.5.0.8.2 ➤ Add to the title the initials and/or abbreviations used to denote a Christian religious order if they are regularly used by the person or appear in resources associated with the person.

Brother, F.S.C.

Father, O.F.M. Cap.

Sister, O.S.B.

sœur, O.P.

padre, O.C.D.

9.6 FULLER FORM OF NAME

REQUIRED¹⁸

Contents

- 9.6.0 Basic instructions on recording fuller forms of names

9.6.0 BASIC INSTRUCTIONS ON RECORDING FULLER FORMS OF NAMES

Contents

- 9.6.0.1 Scope
 9.6.0.2 Sources of information
 9.6.0.3 Recording fuller forms of names

9.6.0.1 Scope

- 9.6.0.1.1 A **fuller form of name** is the full form of a part of a name represented only by an initial in the form chosen as the preferred name, or a part of the name not included in the form chosen as the preferred name.

9.6.0.2 Sources of information

- 9.6.0.2.1 ➤ Take information on fuller forms of names from any source.

¹⁸ A fuller form of name is required when needed to distinguish an access point representing the person from another access point (see [9.1.1.4](#)).

9.6.0.3 Recording fuller forms of names

- 9.6.0.3.1 > If a fuller form of a person's name is known and if the preferred name as prescribed by the instructions given under [9.2](#) does not include all of that fuller form, record, as appropriate:¹⁹
- a) the fuller form of all the inverted part of the name (forenames, etc.)
 - and/or* b) the fuller form of the part of the name recorded as the first element of the name (surname, etc.).

Nancy Elizabeth
(Preferred name recorded as: Smith, Nancy E.)

Nancy Ellen
(Preferred name recorded as: Smith, Nancy E.)

Alva William
(Preferred name recorded as: Johnson, A. W.)

Anthony W.
(Preferred name recorded as: Johnson, A. W.)

John Dudley
(Preferred name recorded as: Williams, John)

Phillip John
(Preferred name recorded as: Williams, John)

Barbara A.
(Preferred name recorded as: Johnson, Barbara)

Barbara E.
(Preferred name recorded as: Johnson, Barbara)

Annie Liddon
(Preferred name recorded as: King, Mrs.)

Frances Elizabeth
(Preferred name recorded as: King, Mrs.)

Henry Dawbeny
(Preferred name recorded as: H. D.)

Hilda Doolittle
(Preferred name recorded as: H. D.)

Rodríguez Larralde
(Preferred name recorded as: Rodríguez L., Oswaldo)

Manuel Guillermo Rodríguez Valbuena

¹⁹ The most common instances occur when the prescribed form of the preferred name contains initials and the spelled out form is known. Less common instances occur when known forenames, surnames, or initials are not part of the preferred name as prescribed.

(Preferred name recorded as: Rodríguez V., Manuel G.)

Johann Thomas

(Preferred name recorded as: Ahrens, Joh. Thom.)

- 9.6.0.3.2 > Record the name in its fuller form as a variant name when appropriate (see [9.3.7](#)).

9.7 OTHER DESIGNATION ASSOCIATED WITH THE PERSON

REQUIRED

Contents

- 9.7.0 Basic instructions on recording other designations associated with persons

9.7.0 BASIC INSTRUCTIONS ON RECORDING OTHER DESIGNATIONS ASSOCIATED WITH PERSONS

Contents

- 9.7.0.1 Scope
- 9.7.0.2 Sources of information
- 9.7.0.3 General guidelines
- 9.7.0.4 Saints
- 9.7.0.5 Spirits

9.7.0.1 Scope

- 9.7.0.1.1 **Other designations associated with the person** are terms other than titles that are associated with a person's name.

9.7.0.2 Sources of information

- 9.7.0.2.1 > Take information on other designations associated with the person from any source.

9.7.0.3 General guidelines

- 9.7.0.3.1 > Record other designations associated with the person following the instructions given under [9.7.0.4–9.7.0.5](#), as applicable.

9.7.0.4 Saints

- 9.7.0.4.1 > For a Christian saint, record *Saint* unless the person was a pope (see [9.5.0.6](#)), or an emperor, empress, king, or queen (see [9.5.0.4](#)).

9.7.0.5 Spirits

- 9.7.0.5.1 > For a spirit, record *Spirit*.

9.8 GENDER

OPTIONAL*Contents*

- 9.8.0 Basic instructions on recording gender

9.8.0 BASIC INSTRUCTIONS ON RECORDING GENDER

Contents

- 9.8.0.1 Scope
9.8.0.2 Sources of information
9.8.0.3 Recording gender

9.8.0.1 Scope

- 9.8.0.1.1 **Gender** is the gender with which a person identifies.

9.8.0.2 Sources of information

- 9.8.0.2.1 > Take information on gender from any source.

9.8.0.3 Recording gender

- 9.8.0.3.1 > Record the gender with which a person identifies using an appropriate term from the list below.

female
male
other
not known

- 9.8.0.3.2 > Indicate the source from which the information on the gender of the person was derived following the instructions given under [8.12](#)

9.9 PLACE OF BIRTH

OPTIONAL*Contents*

- 9.9.0 Basic instructions on recording place of birth

9.9.0 BASIC INSTRUCTIONS ON RECORDING PLACE OF BIRTH

Contents

- 9.9.0.1 Scope
- 9.9.0.2 Sources of information
- 9.9.0.3 Recording place of birth

9.9.0.1 Scope

- 9.9.0.1.1 **Place of birth** is the town, city, province, state, and/or country in which a person was born.

9.9.0.2 Sources of information

- 9.9.0.2.1 ➤ Take information on place of birth from any source.

9.9.0.3 Recording place of birth

- 9.9.0.3.1 ➤ Record the place (town, city, province, state, and/or country) in which the person was born.

New Zealand
(*Place of birth of filmmaker Peter Jackson*)

Radzymin, Poland
(*Place of birth of author Isaac Bashevis Singer*)

- 9.9.0.3.2 ➤ Indicate the source from which the information on place of birth was derived following the instructions given under [8.12](#).

9.10 PLACE OF DEATH

OPTIONAL

Contents

- 9.10.0 Basic instructions on recording place of death

9.10.0 BASIC INSTRUCTIONS ON RECORDING PLACE OF DEATH

Contents

- 9.10.0.1 Scope
- 9.10.0.2 Sources of information
- 9.10.0.3 Recording place of death

9.10.0.1 Scope

- 9.10.0.1.1 **Place of death** is the town, city, province, state, and/or country in which a person died.

9.10.0.2 Sources of information

- 9.10.0.2.1 ➤ Take information on place of death from any source.

9.10.0.3 Recording place of death

- 9.10.0.3.1 ➤ When applicable, record the place (town, city, province, state, and/or country) in which the person died.

Surfside, Fla.
(Place of death of author Isaac Bashevis Singer)

- 9.10.0.3.2 ➤ Indicate the source from which the information on place of death was derived following the instructions given under [8.12](#).

9.11 COUNTRY ASSOCIATED WITH THE PERSON

OPTIONAL*Contents*

- 9.11.0 Basic instructions on recording country associated with the person

9.11.0 BASIC INSTRUCTIONS ON RECORDING COUNTRY ASSOCIATED WITH THE PERSON

Contents

- 9.11.0.1 Scope
9.11.0.2 Sources of information
9.11.0.3 Recording country associated with the person

9.11.0.1 Scope

- 9.11.0.1.1 A **country associated with the person** is a country with which the person is identified.

9.11.0.2 Sources of information

- 9.11.0.2.1 ➤ Take information on country (or countries) associated with the person from any source.

9.11.0.3 Recording country associated with the person

- 9.11.0.3.1 ➤ Record the country (or countries) with which the person is identified.
- Canada
(Country associated with the author Michael Ondaatje, who was born in Sri Lanka in 1943, moved to England in 1954, and emigrated to Canada in 1962)
- Russia
France
United States
(Countries associated with the composer Igor Stravinsky)
- 9.11.0.3.2 ➤ Indicate the source from which the information on the country (countries) with which the person is identified was derived following the instructions given under [8.12](#).

9.12 PLACE OF RESIDENCE

OPTIONAL

Contents

- 9.12.0 Basic instructions on recording place of residence

9.12.0 BASIC INSTRUCTIONS ON RECORDING PLACE OF RESIDENCE

Contents

- 9.12.0.1 Scope
9.12.0.2 Sources of information
9.12.0.3 Recording place of residence

9.12.0.1 Scope

- 9.12.0.1.1 **Place of residence** is the town, city, province, state, and/or country in which a person resides or has resided.

9.12.0.2 Sources of information

- 9.12.0.2.1 ➤ Take information on place of residence from any source.

9.12.0.3 Recording place of residence

- 9.12.0.3.1 ➤ Record the place or places (town, city, province, state, and/or country) in which the person resides or has resided.

Jackson, Miss.
(Place of residence of author Eudora Welty)

Oak Park, Ill.
 Toronto, Ont.
 Chicago, Ill.
 Paris, France
 Key West, Fla.
 Cuba
 Ketchum, Idaho
(Places of residence of author Ernest Hemingway)

- 9.12.0.3.2 ➤ Indicate the source from which the information on place of residence was derived following the instructions given under [8.12](#).

9.13 ADDRESS OF THE PERSON

OPTIONAL

Contents

- 9.13.0 Basic instructions on recording address of the person

9.13.0 BASIC INSTRUCTIONS ON RECORDING ADDRESS OF THE PERSON

Contents

- 9.13.0.1 Scope
 9.13.0.2 Sources of information
 9.13.0.3 Recording the address of the person

9.13.0.1 Scope

- 9.13.0.1.1 **Address of the person** is the address of a person's place of residence, business, or employer.

9.13.0.2 Sources of information

- 9.13.0.2.1 ➤ Take information on the address of the person from any source.

9.13.0.3 Recording the address of the person

- 9.13.0.3.1 ➤ Record the address of the person's place of residence, business, or employer.

Box 1216, Barrière, B.C., Canada V0E 1E0

- 9.13.0.3.2 ➤ Indicate the source from which the information on address was derived following the instructions given under [8.12](#).

9.14 AFFILIATION

OPTIONAL

Contents

- 9.14.0 Basic instructions on recording affiliation

9.14.0 BASIC INSTRUCTIONS ON RECORDING AFFILIATION

Contents

- 9.14.0.1 Scope
- 9.14.0.2 Sources of information
- 9.14.0.3 Recording affiliation

9.14.0.1 Scope

- 9.14.0.1.1 An **affiliation** is a group with which the person is affiliated or has been affiliated through employment, membership, cultural identity, etc.

9.14.0.2 Sources of information

- 9.14.0.2.1 ➤ Take information on affiliation from any source.

9.14.0.3 Recording affiliation

- 9.14.0.3.1 ➤ Record the names of groups with which the person is affiliated or has been affiliated through employment, membership, cultural identity, etc.

Department of Entomology, Cornell University

- 9.14.0.3.2 ➤ Indicate the source from which the information on affiliation was derived following the instructions given under [8.12](#).

9.15 LANGUAGE OF THE PERSON

OPTIONAL

Contents

- 9.15.0 Basic instructions on recording language of the person

9.15.0 BASIC INSTRUCTIONS ON RECORDING LANGUAGE OF THE PERSON

Contents

- 9.15.0.1 Scope
- 9.15.0.2 Sources of information
- 9.15.0.3 Recording the language of the person

9.15.0.1 Scope

- 9.15.0.1.1 **Language of the person** is the language a person uses when writing for publication, broadcasting, etc.

9.15.0.2 Sources of information

- 9.15.0.2.1 ➤ Take information on the language of the person from any source.

9.15.0.3 Recording the language of the person

- 9.15.0.3.1 Record the language or languages the person uses when writing for publication, broadcasting, etc., using an appropriate term or terms from the list of languages specified in ISO 639-2 (<http://www.loc.gov/standards/iso639-2/langhome.html>).

Icelandic
(*Language used by the author Halldór Laxness*)

Russian
English
(*Languages used by the author Vladimir Nabokov*)

- 9.15.0.3.2 ➤ Indicate the source from which the information on language was derived following the instructions given under [8.12](#).

9.16 FIELD OF ACTIVITY OF THE PERSON

OPTIONAL

Contents

- 9.16.0 Basic instructions on recording the field of activity of the person

9.16.0 BASIC INSTRUCTIONS ON RECORDING THE FIELD OF ACTIVITY OF THE PERSON

Contents

- 9.16.0.1 Scope

- 9.16.0.2 Sources of information
- 9.16.0.3 Recording the field of activity of the person

9.16.0.1 Scope

- 9.16.0.1.1 **Field of activity of the person** is a field of endeavour, area of expertise, etc., in which the person is engaged or was engaged.

9.16.0.2 Sources of information

- 9.16.0.2.1 ➤ Take information on the field of activity of the person from any source.

9.16.0.3 Recording the field of activity of the person

- 9.16.0.3.1 ➤ Record the field or fields of endeavour, area or areas of expertise, etc., in which the person is engaged or was engaged.

Anglo-Norman poet
(*Field of activity of a person identified only as Thomas*)

Fiction writer, music critic, consultant on
science vs. superstition
(*Fields of activity of Philip Haldeman*)

- 9.16.0.3.2 ➤ Indicate the source from which the information on field of activity was derived following the instructions given under [8.12](#).

9.17 PROFESSION OR OCCUPATION

OPTIONAL

Contents

- 9.17.0 Basic instructions on recording profession or occupation

9.17.0 BASIC INSTRUCTIONS ON RECORDING PROFESSION OR OCCUPATION

Contents

- 9.17.0.1 Scope
- 9.17.0.2 Sources of information
- 9.17.0.3 Recording profession or occupation

9.17.0.1 Scope

- 9.17.0.1.1 **Profession or occupation** is a profession or occupation in which the person works or has worked.

9.17.0.2 Sources of information

- 9.17.0.2.1 ➤ Take information on the profession or occupation of the person from any source.

9.17.0.3 Recording profession or occupation

- 9.17.0.3.1 ➤ Record the profession or occupation in which the person works or has worked.

Notary
(Preferred name recorded as: Johannes)

Writer
(Preferred name recorded as: River)

Poet
(Preferred name recorded as: Blue)

Rapper
(Preferred name recorded as: PSK-13)

Architect
(Profession of Zaha Hadid)

- 9.17.0.3.2 ➤ Indicate the source from which the information on profession or occupation was derived following the instructions given under [8.12](#).

9.18 BIOGRAPHICAL INFORMATION

OPTIONAL*Contents*

- 9.18.0 Basic instructions on recording biographical information

9.18.0 BASIC INSTRUCTIONS ON RECORDING BIOGRAPHICAL INFORMATION

Contents

- 9.18.0.1 Scope
9.18.0.2 Sources of information
9.18.0.3 Recording biographical information

9.18.0.1 Scope

- 9.18.0.1.1 **Biographical information** is information pertaining to the life or history of the person.

9.18.0.2 Sources of information

- 9.18.0.2.1 ➤ Take biographical information from any source.

9.18.0.3 Recording biographical information

- 9.18.0.3.1 ➤ Record information pertaining to the life or history of the person.

James Sakamoto was born in Seattle in 1903 and graduated from Franklin High School in 1920. He was the founder and publisher of the Japanese-American Courier, an English-language newspaper in Seattle (1928-1942), which ceased publication when the Japanese population was removed from the city during World War II. He also helped to found the Japanese American Citizens' League in 1930 and served as its second national president from 1936-1938. Sakamoto spent four months as chief supervisor at the Camp Harmony Assembly Center in Puyallup, Wash., before being incarcerated at Minidoka Relocation Center in Hunt, Idaho, for three years. He returned to Seattle in July, 1945, with his wife and family. Sakamoto worked for the Society of St. Vincent de Paul until his death in 1955

(Biographical information pertaining to James Y. Sakamoto)

- 9.18.0.3.2 ➤ As appropriate, incorporate information pertaining to specific identifying elements (see [9.4-9.17](#)) into a biographical information element.
- 9.18.0.3.3 ➤ Indicate the source from which the biographical information was derived following the instructions given under [8.12](#).

9.19 IDENTIFIER FOR THE PERSON

REQUIRED*Contents*

- 9.19.0 Basic instructions on recording identifiers for persons

9.19.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR PERSONS

Contents

- 9.19.0.1 Scope
9.19.0.2 Sources of information
9.19.0.3 Recording identifiers for persons

9.19.0.1 Scope

- 9.19.0.1.1 An **identifier for the person** is number or code uniquely associated with a person that serves to differentiate that person from other persons.

9.19.0.2 Sources of information

- 9.19.0.2.1 ➤ Take information on identifiers for the person from any source.

9.19.0.3 Recording identifiers for persons

- 9.19.0.3.1 ➤ If the identifier for the person is one for which there is a prescribed format, record it in accordance with that format.

nb2001032740
(Library of Congress control number for Fahimul Quadir)

1010H0671
(Library and Archives Canada control number for Fahimul Quadir)

- 9.19.0.3.2 ➤ If there is no prescribed format for the identifier for the person, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).

Union List of Artist Names ID: 500014816
(Identifier for Zelda Sayre Fitzgerald)

AMG Artist ID: P 510210
(All Media Guide identifier for Norah Jones)

CHAPTER 10

IDENTIFYING FAMILIES

Contents

10.0 Purpose, scope, etc.

- 10.0.1 Purpose and scope
- 10.0.2 Sources of information

10.1 Constructing access points to represent families

- 10.1.1 Preferred access point
- 10.1.2 Variant access point

Name

10.2 Preferred name for the family

- 10.2.0 Basic instructions on preferred names for families

Choosing the preferred name

- 10.2.1 Different forms of the same name
- 10.2.2 Different names for the same family
- 10.2.3 Change of name

Recording the preferred name

- 10.2.4 Surnames
- 10.2.5 Names of royal houses, dynasties, clans, etc.

10.3 Variant name for the family

- 10.3.0 Basic instructions on variant names for families
- 10.3.1 Alternative linguistic form of name
- 10.3.2 Other variant name

Other identifying attributes

10.4 Type of family

- 10.4.0 Basic instructions on recording type of family

10.5 Date associated with the family

- 10.5.0 Basic instructions on recording dates associated with families

10.6 Place associated with the family

10.6.0 Basic instructions on recording places associated with families

10.7 Prominent member of the family

10.7.0 Basic instructions on recording a prominent member of the family

10.8 Hereditary title

10.8.0 Basic instructions on recording hereditary titles

10.9 Family history

10.9.0 Basic instructions on recording family history

10.10 Identifier for the family

10.10.0 Basic instructions on recording identifiers for families

10.0 PURPOSE, SCOPE, ETC.

Contents

10.0.1 Purpose and scope
10.0.2 Sources of information

10.0.1 PURPOSE AND SCOPE

10.0.1.1 This chapter provides general guidelines and instructions on choosing and recording preferred and variant names for families, and on recording other identifying attributes of the family.¹

10.0.1.2 The chapter also provides guidelines on using the preferred name for a family in conjunction with other identifying attributes to construct the preferred access point representing that family, and using variant names to construct variant access points.

10.0.1.3 For a list of other standards on identifying families, see [hyperlinked listing of cataloguing resources].

10.0.2 SOURCES OF INFORMATION

10.0.2.1 ➤ Determine the preferred name for a family from the following sources (in order of preference):

¹ *Family*, as used in this chapter, refers to two or more persons identified as a family unit.

- a) the preferred sources of information (see [2.2.1](#)) in resources associated with the family
- b) other formal statements appearing in resources associated with the family
- c) other sources (including reference sources²).

10.0.2.2 ➤ Take variant names from resources associated with the family and/or from reference sources.

10.0.2.3 ➤ Take information on other identifying attributes of the family from any source.

10.1 CONSTRUCTING ACCESS POINTS TO REPRESENT FAMILIES

Contents

- 10.1.1 Preferred access point
- 10.1.2 Variant access point

10.1.1 PREFERRED ACCESS POINT

Contents

- 10.1.1.1 General guidelines on constructing preferred access points to represent families

Additions to access points representing families

- 10.1.1.2 Type of family
- 10.1.1.3 Date associated with the family
- 10.1.1.4 Place associated with the family
- 10.1.1.5 Prominent member of the family

10.1.1.1 General guidelines on constructing preferred access points to represent families

10.1.1.1.1 ➤ When constructing a preferred access point to represent a family, use the preferred name for the family (see [10.2](#)) as the basis for the preferred access point.

De Generes

Romanov

Saxe-Coburg-Gotha

10.1.1.1.2 ➤ Make additions to the name as instructed under [10.1.1.2–10.1.1.5](#), as applicable, in the order listed.

² *Reference sources*, as used in this chapter, includes books and articles written about a family, archival finding aids, etc.

Nayak (Dynasty : Madurai, India), 1529-1739

- 10.1.1.1.3 ➤ If no suitable addition is available, use the same access point for all families with the same name, and use an undifferentiated name indicator (see [8.11](#)) to designate the name as one that is undifferentiated.

ADDITIONS TO ACCESS POINTS REPRESENTING FAMILIES

10.1.1.2 Type of family

- 10.1.1.2.1 ➤ Add to the name a term indicating the type of family (see [10.4](#)).

Branson (Family)

Donald (Clan)

Bourbon (Royal house)

10.1.1.3 Date associated with the family

- 10.1.1.3.1 ➤ Add a date or dates associated with the family (see [10.5](#)), if necessary, to distinguish one access point from another.

Jin (Dynasty), 265-420

Jin (Dynasty), 1115-1234

10.1.1.4 Place associated with the family

- 10.1.1.4.1 ➤ Add the name of a place associated with the family (see [10.6](#)), if necessary, to distinguish one access point from another.

Yan (Family : Philippines)

Yan (Family : China)

10.1.1.5 Prominent member of the family

- 10.1.1.5.1 ➤ Add the name of a prominent member of the family (see [10.7](#)), if necessary, to distinguish one access point from another.

Peale (Family : Peale, Charles Willson, 1741-1827)

Peale (Family : Peale, Norman Vincent, 1898-1993)

10.1.2 VARIANT ACCESS POINT

Contents

10.1.2.1 General guidelines on constructing variant access points to represent families

10.1.2.1 General guidelines on constructing variant access points to represent families

- 10.1.2.1.1 ➤ When constructing a variant access point to represent a family, use a variant name for the family (see [10.3](#)) as the basis for a variant access point.

Generes
(Form recorded as preferred name: De Generes)

- 10.1.2.1.2 ➤ Add to the variant name a term indicating the type of family (see [10.4](#)).

St. Amand (Family)
(Form recorded as preferred access point: Saint Amand (Family))

- 10.1.2.1.3 ➤ Make other additions to the name, if considered important for identification, following the instructions given under [10.1.1.3–10.1.1.5](#), as applicable.

St. Georges (Family : Fla.)

St-Georges (Family : Québec)

Nayak (Dynasty : Sri Lanka), 1739–1815
(Variant access point for: Nāyakkar (Dynasty), 1739-1815; the variant name conflicts with the preferred form of another family name: Nayak (Dynasty : Madurai, India), 1529-1739)

Name

10.2 PREFERRED NAME FOR THE FAMILY

REQUIRED

10.2.0 Basic instructions on preferred names for families

Choosing the preferred name

- 10.2.1 Different forms of the same name
10.2.2 Different names for the same family
10.2.3 Change of name

Recording the preferred name

- 10.2.4 Surnames
10.2.5 Names of royal houses, dynasties, clans, etc.

10.2.0 BASIC INSTRUCTIONS ON PREFERRED NAMES FOR FAMILIES

Contents

- 10.2.0.1 Scope
- 10.2.0.2 Sources of information
- 10.2.0.3 Choosing the preferred name
- 10.2.0.4 Recording the preferred name

10.2.0.1 Scope

- 10.2.0.1.1 The **preferred name for the family** is the name or form of name chosen as the basis for the preferred access point representing that family.

10.2.0.2 Sources of information

- 10.2.0.2.1 ➤ Determine the preferred name for a family from the following sources (in order of preference):
- a) the preferred sources of information (see [2.2.1](#)) in resources associated with the family
 - b) other formal statements appearing in resources associated with the family
 - c) other sources (including reference sources³).

10.2.0.3 Choosing the preferred name

- 10.2.0.3.1 ➤ In general, choose the name by which the family is commonly known as the preferred name for that family. The name chosen may be the surname (or equivalent) used by members of the family, the name of a royal house or dynasty, or the name of a clan, etc. For additional instructions on choosing the preferred name for a family known by more than one form of the same name or more than one name, see [10.2.1-10.2.3](#).

Taylor

Charron-Lecore

La Ville de Férolles

Goublaye de Ménorval y Rodríguez Quirós

Van den Bergh

Abu ʿUyaynah al-Muhallabi

Mac Fhionnghaile

Windsor

Winchilsea

Pahlavi

³ *Reference sources*, as used in this chapter, includes books and articles written about a family.

Nguyen

10.2.0.4 Recording the preferred name

- 10.2.0.4.1 > Record the name chosen as the preferred name for a family following the general guidelines on recording names given under [8.5](#).
- 10.2.0.4.2 > If the name consists of several parts, record that part of the name under which the family would normally be listed in authoritative alphabetic lists⁴ in its language or country of residence or activity as the first element. In applying this general guideline, follow the instructions given under [10.2.4–10.2.5](#), as applicable. If, however, a family's preference is known to be different from the normal usage, follow that preference in selecting part of the name to be recorded as the first element.

CHOOSING THE PREFERRED NAME

10.2.1 DIFFERENT FORMS OF THE SAME NAME

- 10.2.1.1 > Follow the instructions given under [9.2.1](#), as applicable, for family names that vary in fullness (see [9.2.1.1](#)), language (see [9.2.1.2](#)), script (see [9.2.1.3](#)), or spelling (see [9.2.1.4](#)).

10.2.2 DIFFERENT NAMES FOR THE SAME FAMILY

- 10.2.2.1 > If a family other than one that has changed its name (see [10.2.3](#)) is known by more than one name, choose the name by which the family is clearly most commonly known, if there is one.
- 10.2.2.2 > Otherwise, choose one name according to the following order of preference:
- a) the name that appears most frequently in resources associated with the family
 - b) the name that appears most frequently in reference sources.
- 10.2.2.3 > Record other names by which the family is known as variant names (see [10.3.2](#)).

10.2.3 CHANGE OF NAME

- 10.2.3.1 > If the name of a family has changed (including changes from one language to another), choose the new name as the preferred name for use with resources associated with that name.

Yan

(Family changed its surname from De La Resurrección to Yan in 1849)

⁴ *Authoritative alphabetic lists* means publications of the "who's who" type, not telephone directories or similar compilations.

- 10.2.3.2 ➤ For instructions on recording relationships between the earlier and later names of the family, see [chapter 31](#).

RECORDING THE PREFERRED NAME

10.2.4 SURNAMES

Contents

- 10.2.4.1 General guidelines

10.2.4.1 General guidelines

- 10.2.4.1.1 ➤ If the name chosen as the preferred name consists of a surname, or a name that functions as a surname, record that name as the family name.

Giroux

- 10.2.4.1.2 ➤ Follow the additional instructions given under [9.2.6–9.2.8](#), as applicable, for compound surnames (see [9.2.6](#)), surnames with separately written prefixes (see [9.2.7](#)), and prefixes hyphenated or combined with surnames (see [9.2.8](#)).

10.2.5 NAMES OF ROYAL HOUSES, DYNASTIES, CLANS, ETC.

Contents

- 10.2.5.1 General guidelines

10.2.5.1 General guidelines

- 10.2.5.1.1 ➤ If the name chosen as the preferred name consists of the name of a royal house, a dynasty, a clan, etc., record that name as the family name, following the general guidelines on recording names given under [8.5](#).

Windsor

10.3 VARIANT NAME FOR THE FAMILY

OPTIONAL

Contents

- 10.3.0 Basic instructions on variant names for families
 10.3.1 Alternative linguistic form of name
 10.3.2 Other variant name

10.3.0 BASIC INSTRUCTIONS ON VARIANT NAMES FOR FAMILIES

Contents

- 10.3.0.1 Scope
- 10.3.0.2 Sources of information
- 10.3.0.3 General guidelines

10.3.0.1 Scope

- 10.3.0.1.1 A **variant name** is a name or form of name by which a family is known that differs from the name or form of name chosen as the preferred name.

10.3.0.2 Sources of information

- 10.3.0.2.1 ➤ Take variant names from resources associated with the family and/or from reference sources.

10.3.0.3 General guidelines

- 10.3.0.3.1 ➤ Record variant names following the general guidelines on recording names given under [8.5](#).
- 10.3.0.3.2 ➤ Record as a variant name a name used by a family, or found in reference sources, that is different from the name recorded as the preferred name for that family. For families who have changed their name, see the instructions on related families in [chapter 31](#).
- 10.3.0.3.3 ➤ Record as a variant name a form of name used by a family, or found in reference sources, or resulting from a different transliteration of the name, that differs from the form recorded as the preferred name for that family.
- 10.3.0.3.4 ➤ Record as a variant name a form using a different part of the name as the first element if the name might reasonably be sought under that part.
- 10.3.0.3.5 ➤ Follow the additional specific instructions given under [10.3.1–10.3.2](#) and those given in preceding sections of this chapter, as applicable.

10.3.1 ALTERNATIVE LINGUISTIC FORM OF NAME

OPTIONAL

Contents

- 10.3.1.1 Scope
- 10.3.1.2 Sources of information
- 10.3.1.3 Recording alternative linguistic forms as variant names

10.3.1.1 Scope

- 10.3.1.1.1 An **alternative linguistic form of name** is a form of name in a different language, script, spelling, or transliterated form than the form recorded as the preferred name.

10.3.1.2 Sources of information

- 10.3.1.2.1 Take alternative linguistic forms of names from resources associated with the family and/or from reference sources.

10.3.1.3 Recording alternative linguistic forms as variant names

- 10.3.1.3.1 If the name recorded as the preferred name for a family has one or more alternative linguistic forms, record them as variant names.

Different language form

Accorsi
(Form recorded as preferred name: Accursius)

Different script

李
(Chinese transliterated form recorded as preferred name: Li)

РОМАНОВ
(English language form recorded as preferred name: Romanov)

ويندسور
וינדזור
(English language form recorded as preferred name: Windsor)

Different spelling

Di Pietro
(Different spelling recorded as preferred name: DiPietro)

Caragher
Caraher
Carragher
(Different spelling recorded as preferred name: Carragher)

Different transliteration

Agásé
(Different transliteration recorded as preferred name: Agashe)

Romanof
Romanoff
(Different transliteration recorded as preferred name: Romanov)

10.3.2 OTHER VARIANT NAME

OPTIONAL

Contents

- 10.3.2.1 Scope
- 10.3.2.2 Sources of information
- 10.3.2.3 Recording other variant names

10.3.2.1 Scope

- 10.3.2.1.1 **Other variant names** are names or forms of name other than alternative linguistic forms of name that differ from the name or form of name recorded as the preferred name.

10.3.2.2 Sources of information

- 10.3.2.2.1 ➤ Take other variant names from resources associated with the family and/or from reference sources.

10.3.2.3 Recording other variant names

- 10.3.2.3.1 ➤ Record other variants and variant forms of the name recorded as the preferred name not covered under [10.3.1](#) as required.

St. Pierre
(Form recorded as preferred name: Saint Pierre)

Von Schilling
(Form recorded as preferred name: Schilling)

Brogliè
(Form recorded as preferred name: De Broglie)

Kangarid
Sallarid
(Form recorded as preferred name: Musafirid)

Sevunas
Yadavas
(Form recorded as preferred name: Yadava)

Other identifying attributes

10.4 TYPE OF FAMILY

REQUIRED

Contents

10.4.0 Basic instructions on recording type of family

10.4.0 BASIC INSTRUCTIONS ON RECORDING TYPE OF FAMILY

Contents

10.4.0.1 Scope
 10.4.0.2 Sources of information
 10.4.0.3 Recording type of family

10.4.0.1 Scope

10.4.0.1.1 **Type of family** is a categorization or generic descriptor for the type of family.

10.4.0.2 Sources of information

10.4.0.2.1 ➤ Take information on type of family from any source.

10.4.0.3 Recording type of family

10.4.0.3.1 ➤ Record a term indicating the type of family using an appropriate term from the list below.

family
 clan
 royal house
 dynasty

10.5 DATE ASSOCIATED WITH THE FAMILY

REQUIRED⁵*Contents*

10.5.0 Basic instructions on recording dates associated with families

10.5.0 BASIC INSTRUCTIONS ON RECORDING DATES ASSOCIATED WITH FAMILIES

Contents

10.5.0.1 Scope

⁵ A date associated with the family is required when needed to distinguish an access point representing the family from another access point (see [10.1.1.3](#)).

- 10.5.0.2 Sources of information
- 10.5.0.3 Recording date associated with the family

10.5.0.1 Scope

- 10.5.0.1.1 A **date associated with the family** is a significant date associated with a family.

10.5.0.2 Sources of information

- 10.5.0.2.1 > Take information on dates associated with the family from any source.

10.5.0.3 Recording date associated with the family

- 10.5.0.3.1 > Record dates associated with the family following the instructions given under [9.4.0](#), as applicable.

1529-1739

202 B.C.-220 A.D.

4th-9th centuries

- 10.5.0.3.2 > Indicate the source from which the dates were derived following the instructions given under [8.12](#).

10.6 PLACE ASSOCIATED WITH THE FAMILY

REQUIRED⁶

Contents

- 10.6.0 Basic instructions on recording places associated with families

10.6.0 BASIC INSTRUCTIONS ON RECORDING PLACES ASSOCIATED WITH FAMILIES

Contents

- 10.6.0.1 Scope
- 10.6.0.2 Sources of information
- 10.6.0.3 Recording place associated with the family

⁶ A place associated with the family is required when needed to distinguish an access point representing the family from another access point (see [10.1.1.4](#)).

10.6.0.1 Scope

- 10.6.0.1.1 A **place associated with the family** is a place where the family resides or has resided or has some connection.

10.6.0.2 Sources of information

- 10.6.0.2.1 ➤ Take information on places associated with the family from any source.

10.6.0.3 Recording place associated with the family

- 10.6.0.3.1 ➤ Record the place or places (town, city, province, state, and/or country) in which the family resides or has resided or has some connection.

India

Hobart, Tas.

County Armagh, Northern Ireland

Québec

Minnesota

Wisconsin

- 10.6.0.3.2 ➤ Indicate the source from which the information on place associated with the family was derived following the instructions given under [8.12](#).

10.7 PROMINENT MEMBER OF THE FAMILY

REQUIRED⁷*Contents*

- 10.7.0 Basic instructions on recording a prominent member of the family

10.7.0 BASIC INSTRUCTIONS ON RECORDING A PROMINENT MEMBER OF THE FAMILY

Contents

- 10.7.0.1 Scope
10.7.0.2 Sources of information
10.7.0.3 Recording a prominent member of the family

⁷ The name of a prominent member of the family is required when needed to distinguish an access point representing the family from another access point (see [10.1.1.5](#)).

10.7.0.1 Scope

- 10.7.0.1.1 A **prominent member of the family** is a well-known individual who is a member of the family.

10.7.0.2 Sources of information

- 10.7.0.2.1 ➤ Take information on prominent members of the family from any source.

10.7.0.3 Recording a prominent member of the family

- 10.7.0.3.1 ➤ Record the name of a prominent member of the family if it serves to differentiate the family from others with the same name. Record the name in the form of the preferred access point representing the person, formulated according to the guidelines and instructions given under [9.1.1](#).

Peale, Charles Willson, 1741-1827
(Preferred name for family recorded as: Peale)

Peale, Norman Vincent, 1898-1993
(Preferred name for family recorded as: Peale)

Denny, Arthur Armstrong, 1822-1899
(Preferred name for family recorded as: Denny)

Denny, Anthony, 1501-1549
(Preferred name for family recorded as: Denny)

- 10.7.0.3.2 ➤ Indicate the source from which the information on a prominent member of the family was derived following the instructions given under [8.12](#).

10.8 HEREDITARY TITLE

OPTIONAL*Contents*

10.8.0 Basic instructions on recording hereditary titles

10.8.0 BASIC INSTRUCTIONS ON RECORDING HEREDITARY TITLES

Contents

10.8.0.1 Scope
10.8.0.2 Sources of information
10.8.0.3 Recording hereditary title

10.8.0.1 Scope

- 10.8.0.1.1 A **hereditary title** is a title of nobility, etc., associated with a family.

10.8.0.2 Sources of information

- 10.8.0.2.1 ➤ Take information on hereditary titles from any source.

10.8.0.3 Recording hereditary title

- 10.8.0.3.1 ➤ Record a hereditary title associated with the family.

Earl of Shrewsbury

duc d'Orléans

Countess of Mar

Viscount Falkland

conde de Fernán-Núñez

Duke of Norfolk

Marquess of Cholmondeley

- 10.8.0.3.2 ➤ Indicate the source from which the information on hereditary title was derived following the instructions given under [8.12](#).

10.9 FAMILY HISTORY

OPTIONAL*Contents*

- 10.9.0 Basic instructions on recording family history

10.9.0 BASIC INSTRUCTIONS ON RECORDING FAMILY HISTORY

Contents

- 10.9.0.1 Scope
10.9.0.2 Sources of information
10.9.0.3 Recording family history

10.9.0.1 Scope

- 10.9.0.1.1 **Family history** is information pertaining to the history of the family.

10.9.0.2 Sources of information

- 10.9.0.2.1 ➤ Take information on family history from any source.

10.9.0.3 Recording family history

- 10.9.0.3.1 ➤ Record information pertaining to the history of the family.

Austrian leatherworkers and bookbinders, active 19th-20th centuries

Italian rulers, bankers, merchants, collectors, and patrons of the arts, active in Florence particularly from 15th through mid-18th centuries

Samuel James, his wife Anna Maria (Foxwell) James, and their sons left Cornwall, England, for America in 1842, having emigrated more for political reasons than because of economic hardship. The James family first lived in Wisconsin, but in 1850-1851, they journeyed by wagon train to Oregon. In 1852 they settled at Grand Mound Prairie (later known as Jamestown) on the Chehalis River in Washington, where they prospered for some years. Samuel James and his sons established new homesteads in what is now known as James Rock on Grays Harbor, Washington, in 1859. Samuel James died in 1866 and Anna Maria James died in 1879. Their descendents continued to live in and around Jamestown, Washington

The Chola dynasty (Tamil: சோழர் குலம்) was a Tamil dynasty that ruled primarily in southern India until the 13th century. The dynasty originated in the fertile valley of the Kaveri River. Karikala Chola was the most famous among the early Chola kings, while Rajaraja Chola, Rajendra Chola, and Kulothunga Chola I were notable emperors of the medieval Cholas. The Cholas were at the height of their power during the tenth, eleventh, and twelfth centuries. The Chola territories stretched from the islands of the Maldives in the south to as far north as the banks of the Godavari River in Andhra Pradesh. The power of the Cholas declined around the 12th century with the rise of the Pandyas and the Hoysala, eventually coming to an end towards the end of the 13th century

- 10.9.0.3.2 ➤ As appropriate, incorporate information pertaining to specific identifying elements (see [10.4-10.8](#)) into a family history element.
- 10.9.0.3.3 ➤ Indicate the source from which the information on family history was derived following the instructions given under [8.12](#).

10.10 IDENTIFIER FOR THE FAMILY

REQUIRED

Contents

- 10.10.0 Basic instructions on recording identifiers for families

10.10.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR FAMILIES

Contents

- 10.10.0.1 Scope
- 10.10.0.2 Sources of information
- 10.10.0.3 Recording identifiers for families

10.10.0.1 Scope

- 10.10.0.1.1 An **identifier for the family** is number or code uniquely associated with a family that serves to differentiate that family from other families.

10.10.0.2 Sources of information

- 10.10.0.2.1 ➤ Take information on identifiers for the family from any source.

10.10.0.3 Recording identifiers for families

- 10.10.0.3.1 ➤ If the identifier for the family is one for which there is a prescribed format, record it in accordance with that format.

0200A1607
(*Library and Archives Canada control number for McLeod family*)

sh 85098992
(*Library of Congress control number for Peale family*)

- 10.10.0.3.2 ➤ If there is no prescribed format for the identifier for the family, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).

Union List of Artist Names ID: 500075317
(*Identifier for Peale family*)

CHAPTER 11

IDENTIFYING CORPORATE BODIES

Contents

11.0 Purpose, scope, etc.

- 11.0.1 Purpose and scope
- 11.0.2 Sources of information

11.1 Constructing access points to represent corporate bodies

- 11.1.1 Preferred access point
- 11.1.2 Variant access point

Name

11.2 Preferred name for the corporate body

- 11.2.0 Basic instructions on preferred names for corporate bodies

Choosing the preferred name

- 11.2.1 Different forms of the same name
- 11.2.2 Change of name

Recording names of subordinate and related bodies

- 11.2.3 General guidelines on recording names of subordinate and related bodies
- 11.2.4 Joint committees, commissions, etc.
- 11.2.5 Conventionalized names for state and local units of United States political parties

Recording names of government bodies and officials

- 11.2.6 General guidelines on recording names of government bodies
- 11.2.7 Government officials
- 11.2.8 Legislative bodies
- 11.2.9 Constitutional conventions
- 11.2.10 Courts
- 11.2.11 Armed forces
- 11.2.12 Embassies, consulates, etc.
- 11.2.13 Delegations to international and intergovernmental bodies

Recording names of religious bodies and officials

- 11.2.14 Councils, etc., of a single religious body
- 11.2.15 Religious officials

- 11.2.16 Subordinate bodies
- 11.2.17 Papal diplomatic missions, etc.

11.3 Variant name for the corporate body

- 11.3.0 Basic instructions on variant names for corporate bodies
- 11.3.1 Expanded name
- 11.3.2 Acronym / initialism / abbreviated form
- 11.3.3 Alternative linguistic form of name
- 11.3.4 Other variant name

Other identifying attributes

11.4 Place associated with the corporate body

- 11.4.0 Basic instructions on recording places associated with corporate bodies
- 11.4.1 Location of conference, etc.
- 11.4.2 Location of headquarters, etc.

11.5 Date associated with the corporate body

- 11.5.0 Basic instructions on recording dates associated with corporate bodies
- 11.5.1 Date of conference, etc.
- 11.5.2 Date of establishment
- 11.5.3 Date of termination

11.6 Type of corporate body

- 11.6.0 Basic instructions on recording type of corporate body

11.7 Other designation associated with the corporate body

- 11.7.0 Basic instructions on recording other designations associated with corporate bodies

11.8 Language of the corporate body

- 11.8.0 Basic instructions on recording language of the corporate body

11.9 Address of the corporate body

- 11.9.0 Basic instructions on recording address of the corporate body

11.10 Field of activity of the corporate body

- 11.10.0 Basic instructions on recording field of activity of the corporate body

11.11 Corporate history

- 11.11.0 Basic instructions on recording corporate history

11.12 Identifier for the corporate body

11.12.0 Basic instructions on recording identifiers for corporate bodies

11.0 PURPOSE, SCOPE, ETC.

Contents

- 11.0.1 Purpose and scope
- 11.0.2 Sources of information

11.0.1 PURPOSE AND SCOPE

- 11.0.1.1 This chapter provides general guidelines and instructions on choosing and recording preferred and variant names for corporate bodies, and on recording other identifying attributes of the corporate body.¹
- 11.0.1.2 The chapter also provides guidelines on using the preferred name for a corporate body in conjunction with other identifying attributes to construct the preferred access point representing that body, and using variant names to construct variant access points.
- 11.0.1.3 The chapter also provides additional instructions on names and other identifying attributes of subordinate and related bodies, government bodies and officials, and religious bodies and officials.

11.0.2 SOURCES OF INFORMATION

- 11.0.2.1 ➤ Determine the preferred name for a corporate body from the following sources (in order of preference):
 - a) the preferred sources of information (see [2.2.1](#)) in resources associated with the corporate body
 - b) other formal statements appearing in resources associated with the corporate body
 - c) other sources (including reference sources²).
- 11.0.2.2 ➤ Take variant names from resources associated with the corporate body and/or from reference sources.
- 11.0.2.3 ➤ Take information on other identifying attributes of the corporate body from any source.

¹ *Corporate body*, as used in this chapter, refers to 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.

² *Reference sources*, as used in this chapter, includes books and articles written about a corporate body.

11.1 CONSTRUCTING ACCESS POINTS TO REPRESENT CORPORATE BODIES

Contents

- 11.1.1 Preferred access point
- 11.1.2 Variant access point

11.1.1 PREFERRED ACCESS POINT

Contents

- 11.1.1.1 General guidelines on constructing preferred access points to represent corporate bodies

Additions to access points representing corporate bodies

- 11.1.1.2 Addition to a name not conveying the idea of a corporate body
- 11.1.1.3 Place associated with the body
- 11.1.1.4 Associated institution
- 11.1.1.5 Date associated with the body
- 11.1.1.6 Type of jurisdiction
- 11.1.1.7 Other designation associated with the body
- 11.1.1.8 Number, date, and location of a conference, etc.

11.1.1.1 General guidelines on constructing preferred access points to represent corporate bodies

- 11.1.1.1.1 ➤ When constructing a preferred access point to represent a corporate body, use the preferred name for the corporate body (see [11.2](#)) as the basis for the preferred access point.

Museum of American Folk Art

Royal Aeronautical Society

World Methodist Conference

Eurovision Song Contest

E. Azalia Hackley Memorial Collection

Unesco

Society of St. John the Evangelist

Synagogue de la place des Vosges

Centro Universitário Belas Artes de São Paulo

National Association of Insurance Commissioners.
Securities Valuation Office

California Home Economics Association. Orange
District

University of London. School of Pharmacy

American Library Association. Resources and
Technical Services Division. Board of Directors

Boundary Commission for England

Italy. Ministero del bilancio e della
programmazione economica

Catholic Church. Diocese of Newport and Menevia

- 11.1.1.1.2 ➤ Make additions to the name as instructed under [11.1.1.2-11.1.1.8](#), as applicable, in the order listed.

Elks (Fraternal order)

National Gallery of Art (Nigeria)

National Gallery of Art (U.S.)

Fusion (Organization : Brighton, England)

Fusion (Organization : Chichester, England)

ADDITIONS TO ACCESS POINTS REPRESENTING CORPORATE BODIES

11.1.1.2 Addition to a name not conveying the idea of a corporate body

- 11.1.1.2.1 ➤ If the preferred name for the body does not convey the idea of a corporate body, add a suitable designation in the language preferred by the agency creating the data (see [11.7.0.4](#)).

Apollo 11 (Spacecraft)

Children in Wales (Organization)

Health of the Public (Program)

Johann Traeg (Firm)

KBS Kyoto (Radio station)

Merced de Quito (Monastery)

Rachel Ann (Sloop)

Red Hot Chili Peppers (Musical group)

11.1.1.3 Place associated with the body

- 11.1.1.3.1 > Add the name of the country, state, province, etc., or the name of a local place with which the body is associated (see [11.4.2](#)), if necessary, to distinguish between access points for two or more bodies that have the same name, or names so similar that they may be confused.

Country, state, province, etc.

Republican Party (Ill.)

Republican Party (Mont.)

Sociedad Nacional de Agricultura (Chile)

Sociedad Nacional de Agricultura (Peru)

National Measurement Laboratory (Australia)

Nacional Measurement Laboratory (U.S.)

Local place

Salem College (Salem, W. Va.)

Salem College (Winston-Salem, N.C.)

Newport High School (Newport, Ky.)

Newport High School (Newport, R.I.)

Newport High School (Newport, Wash.)

Washington County Historical Society (Washington County, Ind.)

Washington County Historical Society (Washington County, N.Y.)

Grand Hotel (Florence, Italy)

Grand Hotel (Mackinac Island, Mich.)

Grand Hôtel (Stockholm, Sweden)

Dominique's (Restaurant : New Orleans, La.)

Dominique's (Restaurant : Washington, D.C.)

St. Peter's Church (Hope, England)

- St. Peter's Church (Limpsfield, England)
- St. Peter's Church (Stourton, Wiltshire, England)
- St. John's Church (Georgetown, Washington, D.C.)
- St. John's Church (Lafayette Square, Washington, D.C.)
- 11.1.1.3.2 ◇ *Optional addition.* Add the name of the place associated with the body if the addition assists in the understanding of the nature or purpose of the body.
- Provincial Intermediate Teachers' Association (B.C.)
(No conflict; optional addition made to assist in understanding the nature of the body)
- National Entrepreneurship Observatory (Wales)
(No conflict; optional addition made to assist in understanding the nature of the body)
- Project HOME (Chittenden County, Vt.)
(No conflict; optional addition made to assist in understanding the nature of the body)
- Bushcare (Program : Australia)
(No conflict; optional addition made to assist in understanding the nature of the body)
- 11.1.1.3.3 ➤ If a chapter, branch, etc., recorded as a subdivision of a higher body (see [11.2.3.2](#)), carries out the activities of a corporate body in a particular locality, add the name of the locality, unless it is part of the name of the chapter, branch, etc.
- Knights Templar (Masonic order). Grand Commandery (Ohio)
- Knights Templar (Masonic order). DeWitt Clinton Commandery No. 1 (Virginia City, Nev.)
- but*
- Knights Templar (Masonic order). Boston Encampment
- 11.1.1.3.4 ➤ Add the name of the place or local ecclesiastical jurisdiction (e.g., parish, Pfarrei) in which a local church, etc., is located, unless the location is clear from the name itself.
- All Saints' Church (Brixworth, England)
- St. Mary (Church : Abberley, England)
- First Baptist Church (Cape May County, N.J.)

St. James' Church (Gleninagh Heights, Galway, Ireland)

Bhadrakāli (Temple : Kathmandu, Nepal)

Masjid-i Jum'ah (Isfahān, Iran)

but

Grande synagogue de Bruxelles

London Central Mosque

Bharatiya Temple of Lansing

Montreal South Methodist Church

Abingdon Abbey

- 11.1.1.3.5 ➤ Add the name of the place in which a radio or television station is located, if the preferred name for the station consists solely or principally of its call letters.

KUON (Television station : Lincoln, Neb.)

Radio 4EBFM (Brisbane, Qld.)

- 11.1.1.3.6 ➤ Add the place in which any other radio or television station is located unless the name of the place is an integral part of the name of the station.

Rádio Moçambique (Maputo, Mozambique)

- 11.1.1.3.7 ➤ If the name of an institution (see [11.1.1.4](#)), a date or dates associated with the body (see [11.1.1.5](#)), or other designation (see [11.1.1.7](#)) provides better identification, do not add the name of the local place.

- 11.1.1.3.8 ➤ For instructions on adding a place name to the preferred name for a conference, etc., see [11.1.1.8](#).

11.1.1.4 Associated institution

- 11.1.1.4.1 ➤ Add the name of an institution instead of the local place name (see [11.1.1.3](#)) if the institution's name is commonly associated with the name of the body (see [11.7.0.6](#)) and an addition is needed to distinguish between access points for two or more bodies that have the same name, or names so similar that they may be confused.

B'nai B'rith Hillel Federation Jewish Student Center (University of Cincinnati)

not B'nai B'rith Hillel Federation Jewish Student Center (Cincinnati, Ohio)

B'nai B'rith Hillel-Federation Jewish Student Center (University of Maryland, College Park)

not B'nai B'rith Hillel-Federation Jewish Student Center (College Park, Md.)

Institut geologii (Akademiia nauk SSSR. Karelskii nauchnyi tse^{tr})

Institut geologii (Akademiia nauk SSSR. Komi nauchnyi tse^{tr})

Computer Law Institute (Practising Law Institute)

Computer Law Institute (University of Southern California. Law School)

- 11.1.1.4.2 ◇ *Optional addition.* Add the name of an institution associated with the body if the addition assists in the understanding of the nature or purpose of the body.

Arctic Studies Center (National Museum of Natural History)

(No conflict; optional addition made to assist in understanding the nature and purpose of the body)

Delta Tau Delta Fraternity. Beta Omicron Chapter (Cornell University)

(No conflict; optional addition made to assist in understanding the nature and purpose of the body)

11.1.1.5 Date associated with the body

- 11.1.1.5.1 ➤ If the name has been used by two or more bodies that cannot be distinguished by place (see [11.1.1.3](#)) or associated institution (see [11.1.1.4](#)), add a date or dates associated with the body (see [11.5.2-11.5.3](#)).

Gesellschaft für Musikforschung (1868-1906)

Gesellschaft für Musikforschung (1946-)

- 11.1.1.5.2 ◇ *Optional addition.* Add a date or dates associated with the body if the addition assists in the identification of the body.

- 11.1.1.5.3 ➤ For instructions on adding a date or dates to the preferred name for a conference, etc., see [11.1.1.8](#).

11.1.1.6 Type of jurisdiction

- 11.1.1.6.1 ➤ Add a term designating the type of jurisdiction to the name of a government other than a city or a town (see [11.7.0.5](#)), if necessary, to distinguish between access points for two or more governments that have the same name, or names so similar that they may be confused.

Cork (Ireland)

Cork (Ireland : County)

Darmstadt (Germany)

Darmstadt (Germany : Landkreis)

Darmstadt (Germany : Regierungsbezirk)

Georgia

Georgia (Kingdom)

Georgia (Republic)

Guadalajara (Spain)

Guadalajara (Spain : Province)

Lublin (Poland)

Lublin (Poland : Powiat)

Lublin (Poland : Voivodeship)

New York (N.Y.)

New York (State)

Russia

Russia (Federation)

Tulcea (Romania)

Tulcea (Romania : Județ)

France (Territory under German occupation, 1940-1944)

Algeria (Provisional government, 1958-1962)

11.1.1.7 Other designation associated with the body

- 11.1.1.7.1 > If none of the additions covered under [11.1.1.2-11.1.1.6](#) is sufficient or appropriate for distinguishing between two or more bodies, record an appropriate general designation (see [11.7.0.8](#)).

Church of God (Holiness)

Church of God (Seventh Day)

Korea (North)

Korea (South)

World Cup (Cricket)

- World Cup (Soccer)
- 11.1.1.7.2 ◇ *Optional addition.* Add such a designation if the addition assists in the understanding of the nature or purpose of the body.
- World Series (Baseball)
- HSBC World Match Play Championship (Golf tournament)
- Oxford University International (Chess tournament)
- Rucker Tournament (Basketball)
- 11.1.1.7.3 ➤ If a designation is required to distinguish two or more bodies with the same name associated with the same place, add the designation following the place name.
- St. Margaret's Chapel (Edinburgh, Scotland : Edinburgh Castle)
- St. Margaret's Chapel (Edinburgh, Scotland : Gillis Centre)
- 11.1.1.8 Number, date, and location of a conference, etc.**
-
- 11.1.1.8.1 ➤ Add to the name of a conference, etc. (including that of a conference recorded subordinately, see [11.2.3.2](#)), in this order:
- a) the number of the conference, etc., if appropriate (see [11.7.0.7](#))
 - b) the date of the conference, etc. (see [11.5.1](#))
 - c) the location of the conference, etc. (see [11.4.1](#)).
- Clambake Conference on the Nature and Source of Human Error (1st : 1980 : Columbia Falls, Me.)
- Mezhdunarodnyĭ simpozium "Global'noe rasselenie gominid" (1993 : Moscow, Russia)
- International Conference on the Biology of Whales (1971 : Shenandoah National Park)
- Gapapaiwa Writers' Workshop (1st : 1993)
- Olympic Winter Games (21st : 2010 : Vancouver, B.C.)
- Inter-American Music Festival (12th : 1981 : Washington, D.C.)
- World's Columbian Exposition (1893 : Chicago, Ill.)

Expo 2000 (2000 : Hannover, Germany)

ACISP '99 (1999 : Wollongong, N.S.W.)

Deutsche Antarktische Expedition (1911-1912)

World Series (Baseball) (2004)

- 11.1.1.8.2 ➤ If the access point represents a series of conferences, etc., do not add the location unless all the conferences in the series were held in the same place.

- 11.1.1.8.3 ➤ If the location is part of the name of the conference, etc., do not add it as the location of conference, etc.

Prague Conference on Linguistics and Literary Studies (2002)

Biennale di Venezia (51st : 2005)

- 11.1.1.8.4 ➤ If the sessions of a conference, etc., were held in two or more locations, add each of the place names.

Harvesting of Rubus and Ribes (1976 : East Malling, England, and Dundee, Scotland)

International Volcanological Congress (1986 : Auckland, N.Z., Hamilton, N.Z., and Rotorua, N.Z.)

Danish-Swedish Analysis Seminar (1995 : Copenhagen, Denmark, Lund, Sweden, and Paris, France)

11.1.2 VARIANT ACCESS POINT

Contents

- 11.1.2.1 General guidelines on constructing variant access points to represent corporate bodies

11.1.2.1 General guidelines on constructing variant access points to represent corporate bodies

- 11.1.2.1.1 ➤ When constructing a variant access point to represent a corporate body, use a variant name for the corporate body (see [11.3](#)) as the basis for a variant access point.

Hertfordshire Technical Information Service
(Acronym recorded as preferred name: Hertis)

Uffizi Gallery
(Italian language form recorded as preferred name: Galleria degli Uffizi)

Concours Eurovision de la chanson
 Eurovisie Songfestival
 Festival de la Canción de Eurovisión
 Festival Eurovisão da Canção
 Gran premio Eurovisione della canzone europea
 Grand Prix Eurovision de la chanson
 Söngvakeppni evrópskra sjónvarpsstöðva
(English language form recorded as preferred name: Eurovision Song Contest)

Order of Preachers
(Name recorded as preferred name: Dominicans)

London School of Economics and Political Science.
 British Library of Political and Economic Science
(Form recorded as preferred name: British Library of Political and Economic Science)

Yale University. ITSMed. Media Services. Video
 Production
(Form recorded as preferred name: Yale University. ITSMed. Video Production)

West Virginia Agricultural College
(Form recorded as preferred name: Agricultural College of West Virginia)

- 11.1.2.1.2 ➤ Make additions to the name, if necessary, following the instructions given under [11.1.1.2-11.1.1.8](#), as applicable.

Smith and Son (Booksellers : Canterbury, England)
(Form recorded as preferred access point: T. Smith and Son (Booksellers : Canterbury, England))

Smith and Son (Dublin, Ireland)
(Form recorded as preferred access point: Smith & Son (Dublin, Ireland))

Royal Academy of Music (France)
(Form recorded as preferred access point: Opéra de Paris)

Royal Academy of Music (Denmark)
(Form recorded as preferred access point: Jydske musikkonservatorium)

Royal Academy of Music (Sweden)
(Form recorded as preferred access point: Kungl. Musikaliska akademien (Sweden))

Name

11.2 PREFERRED NAME FOR THE CORPORATE BODY

REQUIRED

Contents

- 11.2.0 Basic instructions on preferred names for corporate bodies

Choosing the preferred name

- 11.2.1 Different forms of the same name
- 11.2.2 Change of name

Recording names of subordinate and related bodies

- 11.2.3 General guidelines on recording names of subordinate and related bodies
- 11.2.4 Joint committees, commissions, etc.
- 11.2.5 Conventionalized names for state and local units of United States political parties

Recording names of government bodies and officials

- 11.2.6 General guidelines on recording names of government bodies
- 11.2.7 Government officials
- 11.2.8 Legislative bodies
- 11.2.9 Constitutional conventions
- 11.2.10 Courts
- 11.2.11 Armed forces
- 11.2.12 Embassies, consulates, etc.
- 11.2.13 Delegations to international and intergovernmental bodies

Recording names of religious bodies and officials

- 11.2.14 Councils, etc., of a single religious body
- 11.2.15 Religious officials
- 11.2.16 Subordinate bodies
- 11.2.17 Papal diplomatic missions, etc.

11.2.0 BASIC INSTRUCTIONS ON PREFERRED NAMES FOR CORPORATE BODIES

Contents

- 11.2.0.1 Scope
- 11.2.0.2 Sources of information
- 11.2.0.3 Choosing the preferred name
- 11.2.0.4 Recording the preferred name
- 11.2.0.5 Names consisting of or containing initials
- 11.2.0.6 Initial articles
- 11.2.0.7 Citations of honours
- 11.2.0.8 Terms indicating incorporation and certain other terms
- 11.2.0.9 Number, frequency, or year of convocation of a conference, etc.
- 11.2.0.10 Transliteration

11.2.0.1 Scope

- 11.2.0.1.1 The **preferred name for the corporate body** is the name or form of name chosen as the basis for the preferred access point representing

that body.

- 11.2.0.1.2 If a body changes its name, a preferred name is chosen for use with resources associated with the new name (see [11.2.2](#)).

11.2.0.2 Sources of information

- 11.2.0.2.1 **➤** Determine the preferred name for a corporate body from the following sources (in order of preference):
- a) the preferred sources of information (see [2.2.1](#)) in resources associated with the corporate body
 - b) other formal statements appearing in resources associated with the corporate body
 - c) other sources (including reference sources).

11.2.0.3 Choosing the preferred name

- 11.2.0.3.1 **➤** Consider a corporate body to have a name if the words referring to it are a specific appellation rather than a general description. Consider a body to have a name if, in a script and language using capital letters for proper names, the initial letters of the words referring to it are consistently capitalized, and/or if, in a language using articles, the words are always associated with a definite article.

- 11.2.0.3.2 **➤** Choose the name by which a corporate body is commonly identified as the preferred name for that body. For additional instructions on choosing the preferred name for a corporate body known by more than one form of the same name, see [11.2.1](#). For instructions on changes of name, see [11.2.2](#).

31st December Women's Movement

Beaufort Sea Project (Canada)

Breitkopf & Härtel

British Museum

Carnegie Library of Pittsburgh

Cambridge Anthropological Expedition to Torres Straits

Chama cha Tanzania cha Kutoa Msaada wa Kisheria

Chartered Insurance Institute

Colin Buchanan and Partners

Croydon Aerodrome

École de cuisine La Varenne

Lambeth Conference

Leicester Chamber of Commerce

Light Fantastic Players

Radio Society of Great Britain

Reial Acadèmia Catalana de Belles Arts de Sant Jordi

St. Annen-Museum

Symposium on Cognition

United States Catholic Conference

University of Oxford

Yale University

11.2.0.4 Recording the preferred name

- 11.2.0.4.1 ➤ Record the name chosen as the preferred name for a corporate body following the general guidelines on recording names given under [8.5](#).
- 11.2.0.4.2 ➤ Record the name of a corporate body as it appears in resources associated with the body. If the name does not appear in resources associated with the body, or in case of doubt, record it in the form most commonly found in reference sources. In applying this general guideline, follow the instructions given under [11.2.0.5–11.2.0.10](#).
- 11.2.0.4.3 ➤ For instructions on recording the names of subordinate and related bodies, see [11.2.3–11.2.5](#).
- 11.2.0.4.4 ➤ For instructions on recording the names of government bodies, see [11.2.6–11.2.13](#).
- 11.2.0.4.5 ➤ For instructions on recording the names of religious bodies, see [11.2.14–11.2.17](#).

11.2.0.5 Names consisting of or containing initials

- 11.2.0.5.1 ➤ If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the most commonly found usage of the body. In case of doubt, omit the full stops, etc.
- 11.2.0.5.2 ➤ For instructions on spacing of initials and acronyms, see [8.5.5](#).

Aslib

H. Lee Moffitt International Symposium on Cancer Biology and Therapeutics

IUCN/SSC Polar Bear Specialist Group

L.I.F.E. Choir

USDLA

W.H. Coverdale Collection of Canadiana

11.2.0.6 Initial articles

- 11.2.0.6.1 ➤ Omit an initial article (see [appendix C](#)) unless the access point is to file under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place).

Amis de la terre du Morvan

not Les Amis de la terre du Morvan

Library Association

not The Library Association

Danske Præsteforening

not Den Danske Præsteforening

Norske Nobelinstitutt

not Det Norske Nobelinstitutt

but

El Niño Task Force

Le Corbusier Sketchbook Publication Committee

Los Angeles Philharmonic Orchestra

Alternative:

- 11.2.0.6.2 Omit an initial article if the name is not to be filed under the article (see [appendix C](#)) and a filing control mechanism is not available.

11.2.0.7 Citations of honours

- 11.2.0.7.1 ➤ Omit a phrase citing an honour or order awarded to the body.

Moskovskaia gosudarstvennaia konservatoriia im.

P.I. Chaikovskogo

not Moskovskaia gosudarstvennaia dvazhdy ordena
Lenina konservatoriia imeni P.I. Chaikovskogo

Gosudarstvennyi akademicheskiii teatr imeni

Mossoveta

not Gosudarstvennyi ordena Lenina i ordena Trudovogo
Krasnogo Znameni akademicheskiii teatr imeni
Mossoveta

11.2.0.8 Terms indicating incorporation and certain other terms

- 11.2.0.8.1 ➤ Omit an adjectival term or abbreviation indicating incorporation (e.g., *Incorporated, E.V., Ltd.*) or state ownership of a corporate body, and a word or phrase, abbreviated or in full, designating the type of incorporated entity (e.g., *Aktiebolaget, Gesellschaft mit beschränkter Haftung, Kabushiki Kaisha, Società per azione*), unless it is an integral part of the name or is needed to make it clear that the name is that of a corporate body.

American Ethnological Society
(*Without Inc.*)

Automobiltechnische Gesellschaft
(*Without E.V.*)

Daiwa Ginko
(*Without Kabushiki Kaisha*)

Kraftfahrzeugwerk "Ernst Grube" Werdau
(*Without VEB*)

Compañía Internacional Editora
(*Without S.a.*)

but

Films Incorporated

Nihon Genshiryoku Hatsuden Kabushiki Kaisha

Howard Ricketts Limited

Charles Letts (Holdings) Limited

- 11.2.0.8.2 ➤ If such a term is needed to make it clear that the name is that of a corporate body and it occurs at the beginning of the name, transpose it to the end.

Stockholms handelsbank, Aktiebolaget
not Aktiebolaget Stockholms handelsbank

Forstprojektierung Potsdam, VEB
not VEB Forstprojektierung Potsdam

- 11.2.0.8.3 ➤ Omit an initial word or phrase in an oriental language indicating the private character of a corporate body (e.g., *Shiritsu, Ssu li*), unless the word or phrase is an integral part of the name.

Danjiang Ying yu zhuan ke xue xiao
not Si li Danjiang Ying yu zhuan ke xue xiao

but

		Shiritsu Ichikawa Hakubutsukan
11.2.0.8.4	➤	Omit abbreviations (e.g., <i>U.S.S.</i> , <i>H.M.S.</i>) occurring before the name of a ship.
		Arizona (Battleship)
	<i>not</i>	U.S.S. Arizona
		Swift (Sloop of war)
	<i>not</i>	H.M.S. Swift
11.2.0.9		Number, frequency, or year of convocation of a conference, etc.
<hr/>		
11.2.0.9.1	➤	Omit from the name of a conference, congress, or meeting (including that of a conference, etc., treated as a subordinate body, see 11.2.3.2), indications of its number, frequency, or year or years of convocation, etc.
		Conference on Co-ordination of Galactic Research
	<i>not</i>	Second Conference on Co-ordination of Galactic Research
		Symposium on Active Control of Vibration and Noise
	<i>not</i>	Biennial Symposium on Active Control of Vibration and Noise
		Symposium Some Mathematical Questions in Biology
	<i>not</i>	1992 Symposium on Some Mathematical Questions in Biology
11.2.0.9.2	➤	Omit from the name of an exhibition, fair, festival, etc., any words that denote its number.
		Berkeley Festival & Exhibition
	<i>not</i>	First Berkeley Festival & Exhibition
11.2.0.10		Transliteration
<hr/>		
11.2.0.10.1	➤	If the name of the body is in a language written in a script that differs from the preferred script of the agency creating the data, transliterate the name according to the table for that language adopted by the agency creating the data.
		Zhongguo wen zi gai ge wei yuan hui (<i>Name appears in original script as: 中國文字改革委員會</i>)
		Institut mirovoï literatury imeni A.M. Gor'kogo (<i>Name appears in original script as: Институт мировой литературы имени А.М. Горького</i>)
		Keihanshin Kyu <u>ko</u> Dentetsu Kabushiki Kaisha (<i>Name appears in original script as: 京阪神急行電鉄株式会社</i>)

- Alternative:**³
- 11.2.0.10.2 If the name of the body is in a language written in a script that differs from the preferred script of the agency creating the data and a transliterated form appears in resources associated with the body, use that transliterated form. If more than one transliterated form is found, use the form resulting from transliteration according to the table for that language adopted by the agency creating the data.

Zhongshan daxue
not Zhongshan da xue

Nippon Tōki Kabushiki Kaisha
not Nihon Tōki Kabushiki Kaisha

Himalaya Seva Sangh
not Himālaya Sevā Saṅgha

- 11.2.0.10.3 ➤ Record other transliterated forms of the name as variant names (see [11.3.3](#)), as required.

CHOOSING THE PREFERRED NAME

11.2.1 DIFFERENT FORMS OF THE SAME NAME

Contents

- 11.2.1.1 General guidelines
- 11.2.1.2 Variant spellings
- 11.2.1.3 More than one language form of the name
- 11.2.1.4 International bodies
- 11.2.1.5 Conventional name

11.2.1.1 General guidelines

- 11.2.1.1.1 ➤ If different forms of a corporate body's name appear in resources associated with the body, follow the general instructions given below. When appropriate, apply the special instructions given under [11.2.1.2-11.2.1.5](#) as well.
- 11.2.1.1.2 ➤ If variant forms⁴ of the name are found in resources associated with the body, choose the name as it appears in the preferred sources of information (see [2.2.1](#)) as the preferred name, as opposed to forms found elsewhere in the resources.
- 11.2.1.1.3 ➤ If variant names appear in the preferred source of information, choose the name that is presented formally as the preferred name. If no name

³ This alternative instruction may be applied selectively language by language.

⁴ *Variant forms* do not include names that the body has abandoned in the past or adopted for the future (see [11.2.2](#)).

is presented formally, or if all names are presented formally, choose the most commonly found form of name.

- 11.2.1.1.4 ➤ If there is no most commonly found form, choose a brief form (including an initialism or an acronym) that would differentiate the body from others with the same or similar brief names as the preferred name.

AFL-CIO

not American Federation of Labor and Congress of Industrial Organizations

American Philosophical Society

not American Philosophical Society, Held at Philadelphia, for Promoting Useful Knowledge

Euratom

not European Atomic Energy Community

Zhongguo di zhi ke xue yuan

not Zhongguo di zhi ke xue yan jiu yuan

Maryknoll Sisters

not Congregation of the Maryknoll Sisters of St. Dominic

Eurocare

not European Council for Alcohol Research Rehabilitation and Education

- 11.2.1.1.5 ➤ If the variant forms do not include a brief form that would differentiate two or more bodies with the same or similar brief names, choose the form found in reference sources or the official form, in that order of preference, as the preferred name.

Metropolitan Applied Research Center

(Official name. Brief form sometimes used by the center, MARC Corporation, is the same as the name of another body located in New York)

- 11.2.1.1.6 ➤ Record other forms of the name as variant names (see [11.3](#)).

11.2.1.2 Variant spellings

- 11.2.1.2.1 ➤ If variant spellings of the name appear in resources associated with the body, choose the form found in the first resource received.

African Centre for Fertilizer Development

not African Center for Fertilizer Development
(Resource received first has spelling "Centre"; resource received second has spelling "Center")

- 11.2.1.2.2 ➤ Record the other spellings of the name as variant names (see [11.3.3](#)).

11.2.1.3 More than one language form of the name⁵

- 11.2.1.3.1 ➤ If the name appears in different languages, choose the form in the official language of the body as the preferred name.

Comité français de la danse
not French Committee of the Dance

- 11.2.1.3.2 ➤ If there is more than one official language and one of these is the language preferred by the agency creating the data, choose that form as the preferred name.

Canadian Committee on Cataloguing
not Comité canadien de catalogage

- 11.2.1.3.3 ➤ If the language preferred by the agency creating the data is not one of the official languages or if the official language is not known, choose the form in the language used predominantly in resources associated with the body as the preferred name.

Schweizerische Landesbibliothek
not Biblioteca nazionale svizzera
not Bibliothèque nationale suisse
(German is the language used predominantly by the body in its publications)

- 11.2.1.3.4 ➤ In case of doubt, choose the form that is presented first in the first resource received.

- 11.2.1.3.5 ➤ Record forms in other languages as variant names (see [11.3.3](#)).

11.2.1.4 International bodies

- 11.2.1.4.1 ➤ If the name of an international body appears in the language preferred by the agency creating the data on resources associated with it, choose that form as the preferred name. In other cases, follow the instructions given under [11.2.1.3](#).

League of Arab States
not Union des états arabes

⁵ *Alternative instruction:*

More than one language form of the name

- Choose a form in the language preferred by the agency creating the data.

Japan Productivity Center
if not Nihon Seisensei Honbu

Union of Chambers of Commerce, Industry, and Commodity
 Exchanges of Turkey
if not Türkiye Ticaret Odaları, Sanayi Odaları ve Ticaret
 Borsaları Birliği

not Jami'at al-Duwal al-'Arabiyyah

European Economic Community

not Communauté économique européenne

not Europese Economische Gemeenschap
[etc.]

International Federation of Library Associations
and Institutions

not Fédération internationale des associations de
bibliothécaires et des bibliothèques

not Internationaler Verband der Bibliothekarischen
Vereine und Institutionen

not Mezhdunarodnaia federatsiia biblioteknykh
assotsiatsii i uchrezhdenii
[etc.]

Nordic Society for Radiation Protection

not Nordiska sällskapet för strålskydd

not Nordisk selskab for strålebeskyttelse
[etc.]

Societas Heraldica Scandinavica

not Heraldinen seura

not Heraldisk selskab

not Heraldisk selskap

not Heraldiska sällskapet

not Skjaldfrædafé lagid

(Official name is Latin; name appears in Danish, Finnish, Icelandic,
Norwegian, and Swedish)

11.2.1.4.2 ➤ Record forms in other languages as variant names.

11.2.1.5 Conventional name

11.2.1.5.1 ➤ If a body is frequently identified by a conventional form of name in reference sources in its own language, choose this conventional name as the preferred name.

York Minster

not Metropolitan Church of St. Peter, York

Museo del Prado

not Museo Nacional de Pintura y Escultura

not Museo Nacional del Prado

not Real Museo de Pinturas y Esculturas

Exceptions:

11.2.1.5a

11.2.1.5a.1

a) Ancient and international bodies⁶

If the name of a body of ancient origin or of one that is international in character has become firmly established in a form in the language preferred by the agency creating the data, choose that form as the preferred name.

Assyrian Church of the East

Benedictines

Casablanca Conference

Cluniacs

Coptic Church

Council of Nicaea

Franciscans

Knights of Malta

Paris Peace Conference

Poor Clares

Royal and Select Masters

Royal Arch Masons

Synod of the Oak

Vatican Council

11.2.1.5b

11.2.1.5b.1

b) Autocephalous patriarchates, archdioceses, etc.

Record the name of an ancient autocephalous patriarchate, archdiocese, etc., of the Eastern Church using the name of the place by which it is identified. Add, in parentheses, a word or phrase designating the type of ecclesiastical jurisdiction.

Antioch (Orthodox patriarchate)

Constantinople (Ecumenical patriarchate)

Cyprus (Archdiocese)

Jerusalem (Orthodox patriarchate)

⁶ Apply this instruction, for example, to religious bodies, fraternal and knightly orders, church councils, and diplomatic conferences. If it is necessary to create an access point for a diplomatic conference that has no formal name and has not yet acquired a conventional name, choose the name found most commonly in periodical articles and newspaper accounts in English as the preferred name. If another name becomes established later, change the preferred name to that name.

11.2.1.5c
11.2.1.5c.1

c) Religious orders and societies

Choose the best-known form of name, in the language preferred by the agency creating the data, if possible, as the preferred name for a religious order or society. In case of doubt, follow this order of preference:

- a) the conventional name by which its members are known in the language preferred by the agency
- b) the form of name in the language preferred by the agency used by units of the order or society located in countries where that language is spoken
- c) the name of the order or society in the language of the country of its origin.

Franciscans
not Friars Minor
not Minorites
not Ordo Fratrum Minorum
[etc.]

Jesuits
not Compañía de Jesús
not Societas Iesu
not Society of Jesus
[etc.]

Poor Clares
not Clarisses
not Franciscans. Second Order
not Minoresses
not Order of St. Clare
not Poor Clare Nuns
not Second Order of St. Francis
not Sisters of St. Clare
[etc.]

Brothers of Our Lady of Mercy

Community of the Resurrection

Dominican Nuns of the Second Order of
Perpetual Adoration
not Dominicans. Second Order

Dominican Sisters of the Perpetual Rosary

Sisters of Providence of the Immaculate
Conception
not Soeurs de la Providence et de l'Immaculée
Conception

Third Order Regular of St. Francis
not Franciscans. Third Order Regular

Third Order Secular of St. Francis
not Franciscans. Third Order Secular

International Society for Krishna
 Consciousness
not Hare Krishna Society

Suore collegine della Sacra Famiglia

Zgromadzenie Sióstr Urszulanek Serca Jezusa
 Konającego

11.2.1.5d

11.2.1.5d.1

d) Governments

Choose the conventional name of a government⁷ as the preferred name, unless the official name is in common use. The conventional name of a government is the name of the area (e.g., country, province, state, county, municipality) over which the government exercises jurisdiction (see [chapter 16](#)).

France
not République française

Serbia
not Narodna Republika Srbija
not Republika Srbija
 [etc.]

Virginia
not Commonwealth of Virginia

Nottinghamshire (England)
not County of Nottinghamshire (England)

Castle Rock (Colo.)
not Town of Castle Rock (Colo.)

11.2.1.5d.2

If the official name of the government is in common use, choose it as the preferred name.

Greater Anchorage Area Borough (Alaska)

Seminole Nation of Oklahoma

11.2.1.5e

11.2.1.5e.1

e) Conferences, congresses, meetings, etc.

If, among the variant forms of a conference name appearing in the preferred source of information, there is a form that includes the name or abbreviation of the name of a body associated with the meeting to which the meeting is not subordinate, choose this form

⁷ *Government* is used here to mean the totality of corporate bodies (executive, legislative, and judicial) exercising the powers of a jurisdiction. Treat as a government agency a corporate body known as *government*, or its equivalent in other languages, or a term with similar meaning, that is an executive unit of a particular jurisdiction (see [11.2.6.2](#)).

as the preferred name.

FAO Technical Meeting on Coffee Production
and Protection

11.2.1.5e.2

If, however, the name is of a body to which the meeting is subordinate (e.g., the annual meeting of an association), follow the instructions given under [11.2.3.2](#) type 6.

11.2.1.5e.3

If a conference has both a specific name of its own and a more general name as one of a series of conferences, choose the specific name as the preferred name.

Northwest Conference on the Role of Nuclear
Energy (1969 : Portland, Or.)

not Governor's Conference on Conservation (2nd :
1969 : Portland, Or.)

EuroSSC 2006 (2006 : Enschede, Netherlands)

not European Conference on Smart Sensing and
Context (1st : 2006 : Enschede, Netherlands)

EuroSSC 2007 (2007 : Kendal, England)

not European Conference on Smart Sensing and
Context (2nd : 2007 : Kendal, England)

11.2.1.5f

f) Local churches, etc.

11.2.1.5f.1

If variant forms of the name of a local church, cathedral, monastery, convent, abbey, temple, mosque, synagogue, etc., appear in the preferred source of information of resources associated with the body, choose the predominant form as the preferred name. If there is no predominant form, follow this order of preference:

- i) a name containing the name of any person, object, place, or event to which the local church, etc., is dedicated or after which it is named

All Saints Church

Chapelle Saint-Louis

Church of the Holy Sepulchre

Duomo di Santa Maria in Colle

Jami ' Amr ibn al-As

Horyuji

Monastère de la Visitation

Jami ' Amr ibn al-As

Horyuji

St. Clement's Church

St. Paul's Cathedral

- ii) a name beginning with a word or phrase descriptive of a type of local church, etc.

Abtei Reichenau

Great Synagogue

Jüdische Reformgemeinde zu Berlin

Monasterio de Rueda

Parish Church of Botley

Unitarian Universalist Church

- iii) a name beginning with the name of the place in which the local church, etc., is situated.

Bushwick Avenue German Presbyterian Church

Island Grove United Methodist Church

Kölner Dom

Tenafly Presbyterian Church

Vilniaus Didžioji sinagoga

West Goshen Church

Winchester Cathedral

- 11.2.1.5.2 ➤ Record other forms of the name as variant names (see [11.3](#)).

11.2.2 CHANGE OF NAME

- 11.2.2.1 ➤ If the name of a corporate body has changed (including changes from one language to another), choose the new name as the preferred name for use with resources associated with that name.

Pennsylvania State University
(*Earlier name:* Pennsylvania State College)

National Tuberculosis Association
(*Earlier name:* National Association for the Study and Prevention of Tuberculosis)

- 11.2.2.2 ➤ For instructions on recording relationships between the earlier and later names of the body, see [chapter 32](#).

RECORDING NAMES OF SUBORDINATE AND RELATED BODIES

11.2.3 GENERAL GUIDELINES ON RECORDING NAMES OF SUBORDINATE AND RELATED BODIES

Contents

- 11.2.3.1 General guidelines
- 11.2.3.2 Subordinate and related bodies recorded subordinatedly
- 11.2.3.3 Direct or indirect subdivision

11.2.3.1 General guidelines

- 11.2.3.1.1 ➤ Record the name of a subordinate body or a related body following the basic instructions given under [11.2.0](#), unless its name belongs to one or more of the types listed under [11.2.3.2](#).

Alfred C. Kinsey Institute of Sex Research

Association of College and Research Libraries

BBC Symphony Orchestra

Bodleian Library

Crane Theological School

Friends of C.P.P.T.D.

Harvard Law School

Informit

Order of the Arrow

Exceptions:

- 11.2.3.1.2 For instructions on recording the names of subordinate government bodies, see [11.2.6.1](#).
- 11.2.3.1.3 For instructions on recording the names of subordinate religious bodies, see [11.2.16.1](#).
- 11.2.3.1.4 ➤ Record the name in the form of a subdivision of the higher body as a variant name (see [11.3.4](#)).

11.2.3.2 Subordinate and related bodies recorded subordinatedly

- 11.2.3.2.1 ➤ Apply the instructions below to all subordinate or related bodies except subordinate government bodies (see [11.2.6.1](#)) and subordinate religious

bodies (see [11.2.16.1](#)).

- 11.2.3.2.2 ➤ Record the name of a subordinate or related body as a subdivision of the preferred access point for the body to which it is subordinate or related if its name belongs to one or more of the following types.⁸ Make it a direct or indirect subdivision following the instructions given under [11.2.3.3](#). Omit from the subdivision the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a name that does not make sense.

- 11.2.3.2.3 TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

British Broadcasting Corporation. Finance
Division

International Federation of Library Associations
and Institutions. Section on Cataloguing

Società italiana di psicologia. Divisione di
psicologia clinica

Stanford University. Department of Civil
Engineering

- 11.2.3.2.4 TYPE 2. A name containing a word that normally implies administrative subordination (e.g., *Committee, Commission*) provided that the name of the higher body is required for the identification of the subordinate body.

Columbia University. Commission on the Status of
Women
(*Name: Commission on the Status of Women*)

Edison Electric Institute. Statistical Committee

Fundación Terram. Dirección de Estudios

Institut sénégalais de recherches agricoles.
Bureau d'analyses macro-économiques

International Council on Social Welfare. Canadian
Committee

International Dairy Congress (22nd : 1986 :
Hague, Netherlands). Organizing Committee

National Association of State Universities and
Land-Grant Colleges. Committee on Biotechnology

Seattle Art Museum. Public Relations Office
(*Name: Public Relations Office*)

⁸ Distinguish cases in which the subordinate body's name includes the names of higher bodies from cases in which the names of higher bodies appear only in association with the subordinate body's name.

but

National Commission on United Methodist Higher Education

UW-Madison Campus Planning Committee

IUCN/SSC Declining Amphibian Populations Task Force

11.2.3.2.5

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

American Dental Association. Research Institute
(*Name: Research Institute*)

St. Bride Foundation Institute. Technical Reference Library
(*Name: Technical Reference Library*)

Jean and Alexander Heard Library. Friends of the Library
(*Name: Friends of the Library*)

Jean and Alexander Heard Library. Friends of the Library
(*Name: Friends of the Library*)

Hawaii Macadamia Nut Association. Meeting
(*Name: Annual Meeting*)

American Institute of Architects. Utah Society
(*Name: Utah Society*)

Canadian Jewish Congress. Central Region
(*Name: Central Region*)

Namibia Elected Women Forum. Oshikoto Regional Consultative Conference (1999)
(*Name: Oshikoto Regional Consultative Conference*)

Dartmouth College. Class of 1957
(*Name: Class of 1957*)

Knights of Labor. District Assembly No. 3
(*Name: District Assembly No. 3*)

Costume Society of America. Region II
(*Name: Region II*)

11.2.3.2.6

In case of doubt, record the name of the body directly.

Human Resources Center

Research and Training Institute

11.2.3.2.7

TYPE 4. A name that does not convey the idea of a corporate body.

British Library. Science, Technology, and Business

(*Name: Science, Technology, and Business*)

CBS Inc. Economics and Research

(*Name: Economics and Research*)

University of Washington, Bothell. Human Resources

(*Name: Human Resources*)

11.2.3.2.8

TYPE 5. A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

Princeton University. Bureau of Urban Research

Syracuse University. College of Medicine

Universidad Autónoma de Nuevo León. Facultad de Ciencias Forestales

University College, London. Communication Research Centre

but

Australian Centre for Child Protection

not University of South Australia. Australian Centre for Child Protection

John F. Kennedy School of Government

not Harvard University. John F. Kennedy School of Government

11.2.3.2.9

TYPE 6. A name that includes the entire name of the higher or related body.

American Legion. Auxiliary

(*Name: American Legion Auxiliary*)

Auburn University. Agricultural Experiment Station

(*Name: Agricultural Experiment Station of Auburn University*)

Dunedin Botanic Garden. Friends

(*Name: Friends of the Dunedin Botanic Garden*)

International Whaling Commission. Meeting (48th : 1996 : Aberdeen, Scotland)

(*Name: Forty-eighth Annual Meeting of the International Whaling Commission*)

United Methodist Church (U.S.). General
Conference
(*Name: General Conference of the United Methodist Church*)

Brock University. Philosophical Society
(*Name: Brock University Philosophical Society*)

University of Vermont. Choral Union
(*Name: University of Vermont Choral Union*)

Yale University. Library
(*Name: Yale University Library*)

but

BBC Symphony Orchestra
not British Broadcasting Corporation. Symphony
Orchestra

Friends of the Corcoran
not Corcoran Gallery of Art. Friends

11.2.3.3 Direct or indirect subdivision

- 11.2.3.3.1 ➤ Record the name of a body belonging to one or more of the types listed under [11.2.3.2](#) as a subdivision of the preferred access point for the lowest organizational unit in the hierarchy that is recorded directly under its own name. 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 recorded as a subdivision of the preferred access point for the same higher or related body. In that case, interpose the name of the lowest unit in the hierarchy that will distinguish between the bodies.

Public Library Association. Audiovisual Committee
(*Hierarchy: American Library Association - Public Library Association - Audiovisual Committee*)

American Library Association. Committee on
Outreach Programs for Young Adults (Ad Hoc)
(*Hierarchy: American Library Association - Young Adult Services
Division - Committee on Outreach Programs for Young Adults (Ad Hoc)*)

American Library Association. Cataloging and
Classification Section
(*Hierarchy: American Library Association - Resources and Technical
Services Division - Cataloging and Classification Section*)

American Library Association. Subcommittee on
Guidelines for Collection Development
(*Hierarchy: American Library Association - Resources and Technical
Services Division - Resources Section - Collection Management and
Development Committee - Subcommittee on Guidelines for Collection
Development*)

American Library Association. Machine-assisted

Reference Section. User Access to Services Committee
(*Hierarchy: American Library Association - Reference and Adult Services Division - Machine-assisted Reference Section - User Access to Services Committee*)

American Library Association. Reference and Adult Services Division. History Section. Bibliography and Indexes Committee
(*Hierarchy: American Library Association - Reference and Adult Services Division - History Section - Bibliography and Indexes Committee*)

- 11.2.3.3.2 ➤ For instructions on recording variant forms of a name recorded as a direct or indirect subdivision of a higher-level body, see [11.3.4](#).

11.2.4 JOINT COMMITTEES, COMMISSIONS, ETC.

- 11.2.4.1 ➤ Record the name of a body made up of representatives of two or more other bodies following the basic instructions given under [11.2.0](#).

Joint Committee on Court Calendar Congestion
(*A joint committee of the Association of the Bar of the City of New York and the Columbia Project for Effective Justice*)

Canadian Committee on MARC
(*A joint committee of Asted, the Canadian Library Association, Library and Archives Canada, A-G Canada, and the Bureau of Canadian Archivists*)

- 11.2.4.2 ➤ Omit the names of the parent bodies when these occur within or at the end of the name and if the name of the joint unit is distinctive without them.

Joint Committee on Insulator Standards
(*Name: Joint Committee on Insulator Standards of the Edison Electric Institute and the National Electrical Manufacturers Association*)

but

Joint Committee of the American Library Association and the Rural Sociological Society

- 11.2.4.3 ➤ If the parent bodies are recorded as subdivisions of a common higher body, record the name of the joint unit as a subordinate body following the instructions given under [11.2.3](#).

American Library Association. Joint Committee to Compile a List of International Subscription Agents
(*A joint committee of the Acquisitions and Serials sections of the American Library Association's Resources and Technical Services Division*)

11.2.5 CONVENTIONALIZED NAMES FOR STATE AND LOCAL UNITS OF UNITED STATES POLITICAL PARTIES

- 11.2.5.1 ➤ Record the name of a state or local unit of a political party in the United States as a subdivision of the preferred access point for the party. Omit

from the name of the unit any indication of the name of the party or the state or locality.

Democratic Party (Mo.). State Committee
(*Name:* Missouri Democratic State Committee)

Republican Party (Ohio). State Executive
Committee
(*Name:* Ohio Republican State Executive Committee)

Republican Party (La.). Convention (1865 : New
Orleans, La.)
(*Name:* Convention of the Republican Party of Louisiana)

RECORDING NAMES OF GOVERNMENT BODIES AND OFFICIALS

11.2.6 GENERAL GUIDELINES ON RECORDING NAMES OF GOVERNMENT BODIES

Contents

- 11.2.6.1 General guidelines
- 11.2.6.2 Government bodies recorded subordinately
- 11.2.6.3 Direct or indirect subdivision

11.2.6.1 General guidelines

- 11.2.6.1.1 > Record the name of a body created or controlled by a government following the basic instructions given under [11.2.0](#), unless it belongs to one or more of the types listed in [11.2.6.2](#).

American Battle Monuments Commission

Arts Council of Great Britain

Canada Institute for Scientific and Technical
Information

Canadian National Railways

Consejo Superior de Investigaciones Científicas

Council on International Economic Policy

Dundee Harbour Trust

Parks Australia

University of British Columbia

Exception:

- 11.2.6.1.2 If the body is subordinate to a higher body that is recorded directly

under its own name, record the name of the subordinate body following the instructions given under [11.2.3-11.2.4](#).

- 11.2.6.1.3 ➤ Record the name of the body in the form of a subdivision of the preferred access point for the government as a variant name (see [11.3.4](#)).

11.2.6.2 Government bodies recorded subordinately

- 11.2.6.2.1 ➤ Record the name of a government body as a subdivision of the preferred access point for the government if it belongs to one or more of the following types. Make it a direct or indirect subdivision of the access point for the government following the instructions given under [11.2.6.3](#). Omit from the subdivision the name or abbreviation of the name of the government in noun form unless such an omission would result in a name that does not make sense.

Canada. Department of Agriculture
not Canada. Canada Department of Agriculture

but

Canada. Agriculture Canada
not Canada. Agriculture

- 11.2.6.2.2 TYPE 1. An agency with a name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*, and their equivalents in other languages).

Vermont. Department of Water Resources

Ottawa (Ont.). Department of Community
 Development

United States. Division of Wildlife Services

Oregon. Bridge Engineering Section

Prince George's County (Md.). Watershed
 Protection Branch

Kent (England). Land Use and Transport Policy
 Unit

Costa Rica. Departamento de Medicina Preventiva

Switzerland. Sektion für Arbeitskraft und
 Auswanderung

- 11.2.6.2.3 TYPE 2. An agency with a name containing a word that normally implies administrative subordination in the terminology of the government concerned (e.g., *Committee, Commission*), provided that the name of the government is required for the identification of the agency.

Australia. Bureau of Agricultural Economics

Burkina Faso. Comité national de lutte contre le SIDA

Canada. Royal Commission on Banking and Finance

Minas Gerais (Brazil). Secretaria de Indústria, Comércio e Turismo

Québec (Province). Agence métropolitaine de transport

Scotland. Chief Scientist Office

United States. Commission on Online Child Protection

Utah. State Economic Coordinating Committee

Vienna (Austria). Statistisches Amt

but

Cultural Development Authority of King County

Queensland Parks and Wildlife Service

Royal Commission on Education in Ontario

Snohomish County Office of Community Planning

Vancouver School Board

11.2.6.2.4

TYPE 3. An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of the government or of one of its agencies recorded subordinately.

United States. National Labor Relations Board.
Library
(Name: Library)

Niger. Commissariat général au développement.
Centre de documentation
(Name: Centre de documentation)

Malaysia. Customs and Excise Department. Sabah
Region
(Name: Sabah Region)

United States. General Services Administration.
Region 5
(Name: Region 5)

United States. Public Health Service. Region IX
(Name: Region IX)

11.2.6.2.5

In case of doubt, record the name of the body directly.

National Portrait Gallery (Australia)
not Australia. National Portrait Gallery

Governor's Cost Control Council
not Vermont. Governor's Cost Control Council

National Health Institute (N.Z.)
not New Zealand. National Health Institute

Musées de l'État (Luxembourg)
not Luxembourg. Musées de l'État

11.2.6.2.6

TYPE 4. An agency with a name that does not convey the idea of a corporate body and does not contain the name of the government.

Illinois. Bureau of Employment Security. Research
 & Analysis
 (*Name: Research & Analysis*)

Canada. Citizenship and Immigration Canada. Human
 Resources
 (*Name: Human Resources*)

United States. Naval Oceanography and Meteorology
 (*Name: Naval Oceanography and Meteorology*)

Canada. Ocean and Aquatic Sciences
 (*Name: Ocean and Aquatic Sciences*)

11.2.6.2.7

TYPE 5. An agency that is a ministry or similar major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question

Vanuatu. Ministry of Internal Affairs and Social
 Services

Madagascar. Ministère de la jeunesse et des
 sports

Japan. Kankyōshō

Brunei. Kementerian Perindustrian dan Sumber-
 Sumber Utama

United States. National Aeronautics and Space
 Administration

11.2.6.2.8

TYPE 6. A legislative body (see also [11.2.8](#)).

Chicago (Ill.). City Council

Dyfed (Wales). County Council

	Florida. Legislature
	France. Assemblée nationale
	Greece. Voulē
	Kiribati. Parliament
	Makah Indian Tribe of the Makah Indian Reservation, Washington. Tribal Council
	United States. Congress
11.2.6.2.9	TYPE 7. A court (see also 11.2.10).
	Dallas County (Tex.). Juvenile Court
	Ontario. High Court of Justice
	Turkey. Yargıtay
	United States. Supreme Court
11.2.6.2.10	TYPE 8. A principal service of the armed forces of a government (see also 11.2.11).
	Canada. Canadian Armed Forces
	Germany. Heer
	Haiti. Armée
	New York (State). Militia
11.2.6.2.11	TYPE 9. A head of state or head of government (see also 11.2.7).
	Adelaide (S. Aust.). Mayor
	Dublin (Ireland). Lord Mayor
	Morocco. Wazīr al-Awwal
	New Brunswick. Premier
	Norway. Sovereign
	United States. President
	Virginia. Governor
11.2.6.2.12	TYPE 10. An embassy, consulate, etc. (see also 11.2.12).
	Australia. High Commission (Fiji)

Canada. Embassy (U.S.)

Germany. Generalkonsulat (Atlanta, Ga.)

Indonesia. Kedutaan Besar (Cambodia)

United States. Consulate (Asunción, Paraguay)

11.2.6.2.13

TYPE 11. A delegation to an international or intergovernmental body (see also [11.2.13](#)).

Canada. Delegation to the General Assembly of the United Nations

11.2.6.3 Direct or indirect subdivision

11.2.6.3.1

- Record the name of an agency belonging to one or more of the types listed in 11.2.6.2 as a direct subdivision of the preferred access point for the government, unless the name of the agency has been, or is likely to be, used by another agency recorded as a subdivision of the preferred access point for the same government. In that case, interpose the name of the lowest unit in the hierarchy that will distinguish between the agencies.

United States. Office of Human Development Services

(*Hierarchy:* United States - Department of Health and Human Services - Office of Human Development Services)

Québec (Province). Service de l'économie minérale

(*Hierarchy:* Québec - Ministère de l'énergie et des ressources - Direction de la politique et de l'évaluation - Service de l'économie minérale)

United States. Agricultural and Rural History Section

(*Hierarchy:* United States - Department of Agriculture - Economic Research Service - National Economy and History Branch - Agricultural and Rural History Section)

France. Commission centrale des marchés

(*Hierarchy:* France - Ministère de l'économie et des finances - Commission centrale des marchés)

but

France. Direction générale des impôts. Service de l'administration générale

(*Hierarchy:* France - Ministère de l'économie et des finances - Direction générale des impôts - Service de l'administration générale)
(*Other units within the same ministry are called Service de l'administration générale*)

California. Employment Data and Research Division

(*Hierarchy:* California - Health and Welfare Agency - Employment Development Department - Employment Data and Research Division)

France. Ministère de la jeunesse, des sports et des loisirs. Division des études et de la statistique

(*Hierarchy*: France - Ministère de la jeunesse, des sports et des loisirs - Direction de l'administration - Division des études et de la statistique)

- 11.2.6.3.2 ➤ Record the name in the form of a subdivision of the preferred access point for its immediately superior body as a variant name when the access point does not include the name of that superior body (see [11.3.4](#)).

11.2.7 GOVERNMENT OFFICIALS

Contents

- 11.2.7.1 Scope
- 11.2.7.2 Heads of state, etc.
- 11.2.7.3 Heads of governments
- 11.2.7.4 Heads of international intergovernmental bodies
- 11.2.7.5 Governors of dependent or occupied territories
- 11.2.7.6 Other officials

11.2.7.1 Scope

- 11.2.7.1.1 ➤ Apply the instructions given under [11.2.7](#) only to officials of countries and other states that have existed in post-medieval times and to officials of international intergovernmental organizations.

11.2.7.2 Heads of state, etc.

- 11.2.7.2.1 ➤ Record the title of a sovereign, president, other head of state, or governor acting in an official capacity (see [6.33.1](#)) as a subdivision of the preferred access point for the jurisdiction. Record the title in the language preferred by the agency creating the data (unless there is no equivalent term in that language).

Indonesia. President
not Indonesia. Presiden

Chiapas (Mexico). Governor
not Chiapas (Mexico). Gobernador

- 11.2.7.2.2 ➤ If the access point is for a specific incumbent of the office, add, in parentheses, the inclusive years of the reign or incumbency and the name of the person in a brief form and in the language of the access point for that person. Separate the years of the reign or incumbency from the name of the person using a space, colon, space.

Portugal. President (1996-2006 : Sampaio)

New Jersey. Governor (2002-2004 : McGreevey)

Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)

Papal States. Sovereign (1800-1823 : Pius VII)

- 11.2.7.2.3 ➤ If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

Spain. Sovereign (1833-1868 : Isabella II)

Russia. Sovereign (1894-1917 : Nicholas II)

Spain. Sovereign (1975- : Juan Carlos I)

- 11.2.7.2.4 ➤ If there are two or more nonconsecutive periods of incumbency, create separate access points.

United States. President (1885-1889 : Cleveland)

United States. President (1893-1897 : Cleveland)

- 11.2.7.2.5 ➤ If an access point is created for an incumbent head of state, etc., as a person in addition to the access point as a head of state, etc., record the relationships between the office and the person following the instructions in [chapter 30](#).

11.2.7.3 Heads of governments

- 11.2.7.3.1 ➤ Record the title of a head of government or chief executive acting in an official capacity (see [6.33.1](#)) who is not also a head of state as a subdivision of the preferred access point for the jurisdiction. Record the title in the official language of the jurisdiction.

Swaziland. Prime Minister

Managua (Nicaragua). Alcaldía

King County (Wash.). Executive

Japan. Naikaku Sōri Daijin

Thailand. Nāyok Ratthamontri

- 11.2.7.3.2 ➤ If there is more than one official language in the jurisdiction, follow the instructions given under [11.2.1.3](#).

- 11.2.7.3.3 ➤ If the access point is for a specific incumbent of the office, add, in parentheses, the inclusive years of the incumbency and the name of the person in a brief form and in the language of the access point for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

British Columbia. Premier (2000-2001 : Dosanjh)

Central African Republic. Premier ministre (2001-2003 : Ziguèle)

Germany. Bundeskanzler (1990-1998 : Kohl)

Israel. Rosh ha-memshalah (1999–2001 : Barak)

New Zealand. Prime Minister (1999– : Clark)

Seattle (Wash.). Mayor (1978–1990 : Royer)

- 11.2.7.3.4 ➤ If there are two or more nonconsecutive periods of incumbency, create separate access points.

Canada. Prime Minister (1968–1979 : Trudeau)

Canada. Prime Minister (1980–1984 : Trudeau)

- 11.2.7.3.5 ➤ If an access point is created for an incumbent head of government as a person in addition to the access point as a head of government, record the relationships between the office and the person following the instructions in [chapter 30](#).

11.2.7.4 Heads of international intergovernmental bodies

- 11.2.7.4.1 ➤ Record the title of a head of an international intergovernmental organization acting in an official capacity as a subdivision of the preferred access point for the organization. Record the title of the official in the language of the access point for the organization.

Asociación Latinoamericana de Integración.
Secretaría General

European Commission. President

- 11.2.7.4.2 ➤ If the access point is for a specific incumbent of the office, add, in parentheses, the inclusive years of the incumbency and the name of the person in a brief form and in the language of the access point for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

United Nations. Secretary-General (1997–2006 :
Annan)

European Commission. President (2004– : Barroso)

- 11.2.7.4.3 ➤ If an access point is created for an incumbent head of an international intergovernmental organization as a person in addition to the access point as a head of an international intergovernmental organization, record the relationships between the office and the person following the instructions in [chapter 30](#).

11.2.7.5 Governors of dependent or occupied territories

- 11.2.7.5.1 ➤ Record the title of a governor of a dependent territory (e.g., a colony, protectorate) or of an occupied territory (see [11.7.0.5](#)) acting in an official capacity as a subdivision of the preferred access point for the colony, territory, etc. Record the title of the governor in the language of the governing power.

Hong Kong. Governor

French Polynesia. Gouverneur

Macau. Governador

Bechuanaland Protectorate. Prime Minister

French Polynesia. Gouverneur

France (Territory under German occupation, 1940-1944). Militärbefehlshaber in Frankreich

Norway (Territory under German occupation, 1940-1945). Reichskommissar für die Besetzten Norwegischen Gebiete

Germany (Territory under Allied occupation, 1945-1955 : U.S. Zone). Military Governor

Michigan (British military government, 1812-1813). Governor

11.2.7.6 Other officials

- 11.2.7.6.1 ➤ For any official not covered under 11.2.7.2-11.2.7.5, use the preferred access point for the ministry or agency that the official represents.

Northern Ireland Audit Office

not Northern Ireland. Comptroller and Auditor General

United States. Public Health Service. Office of the Surgeon General

not United States. Surgeon General (Public Health Service)

- 11.2.7.6.2 ➤ For an official who is not part of a ministry, etc., or who is part of a ministry, etc., that is identified only by the title of the official, record the title of the official as a subdivision of the preferred access point for the jurisdiction.

Scotland. Queen's and Lord Treasurer's Remembrancer

North Carolina. State Geologist

Alberta. Superintendent of Insurance

Northern Ireland. Commissioner for Complaints

Australia. Director of National Parks

South Africa. Minister of Public Health

Bahamas. Minister of Transport

11.2.8 LEGISLATIVE BODIES

Contents

- 11.2.8.1 Legislatures
- 11.2.8.2 Legislative committees and subordinate units
- 11.2.8.3 Legislative subcommittees of the United States Congress
- 11.2.8.4 Successive legislatures

11.2.8.1 Legislatures

- 11.2.8.1.1 ➤ Record the name of a legislature as a subdivision of the preferred access point for the jurisdiction for which it legislates.

Iceland. Alþingi

Idaho. Legislature

- 11.2.8.1.2 ➤ If a legislature has more than one chamber, create a separate access point for each, recording the name of the chamber as a subdivision of the preferred access point for the legislature.

Lesotho. Parliament. National Assembly

Lesotho. Parliament. Senate

Switzerland. Bundesversammlung. Nationalrat

Switzerland. Bundesversammlung. Ständerat

- 11.2.8.1.3 ➤ Record the name of the chamber in the form of a direct subdivision of the jurisdiction as a variant name (see [11.3.4](#)).

11.2.8.2 Legislative committees and subordinate units

- 11.2.8.2.1 ➤ Record the name of a committee or other subordinate unit as a subdivision of the preferred access point for the legislature or of a particular chamber, as appropriate.

Australia. Parliament. Joint Committee on Foreign Affairs and Defence

Australia. Parliament. House of Representatives. Standing Committee on Aboriginal and Torres Strait Islander Affairs

Australia. Parliament. Senate. Legal and Constitutional References Committee

Exception:

- 11.2.8.2.2 For instructions on legislative subcommittees of the United States Congress, see [11.2.8.3](#).

11.2.8.3 Legislative subcommittees of the United States Congress

- 11.2.8.3.1 ➤ Record the name of a legislative subcommittee of the United States Congress as a subdivision of the preferred access point for the committee to which it is subordinate.

United States. Congress. Senate. Committee on
Foreign Relations. Subcommittee on African Affairs
not United States. Congress. Senate. Subcommittee on
African Affairs

11.2.8.4 Successive legislatures

- 11.2.8.4.1 ➤ If successive legislatures are numbered consecutively, add, in parentheses, the ordinal numeral and the inclusive years to the access point for the particular legislature or one of its chambers. Separate the ordinal number from the inclusive years using a space, colon, space.

United States. Congress (87th : 1961-1962)

United States. Congress (87th : 1961-1962). House

- 11.2.8.4.2 ➤ If, in such a case, numbered sessions are involved, add the session and its number and the inclusive years of the session to the number of the legislature. Separate the ordinal number from the session number using a comma, and separate the session number from its inclusive years using a space, colon, space.

United States. Congress (87th, 2nd session :
1962). House

11.2.9 CONSTITUTIONAL CONVENTIONS

- 11.2.9.1 ➤ Record the name of a constitutional convention as a subdivision of the preferred access point for the government that convened it. Add the inclusive years in which it was held, in parentheses.

Germany. Nationalversammlung (1919-1920)

Portugal. Assembleia Constituinte (1975)

- 11.2.9.2 ➤ If there is variation in the forms of name of constitutional conventions convened by a jurisdiction using English as an official language, record *Constitutional Convention* as the subdivision for each of the conventions.

New Hampshire. Constitutional Convention (1781-
1783)

not New Hampshire. Convention for Framing a New

Constitution or Form of Government (1781-1783)

New Hampshire. Constitutional Convention (1902)

New Hampshire. Constitutional Convention (1984)
not New Hampshire. Convention to Revise the
 Constitution (1984)

- 11.2.9.3 ➤ If English is not an official language of the jurisdiction, follow the instructions given under [11.2.1](#).

11.2.10 COURTS

Contents

11.2.10.1 Civil and criminal courts

11.2.10.2 Ad hoc military courts

11.2.10.1 Civil and criminal courts

- 11.2.10.1.1 ➤ Record the name of a civil or criminal court as a subdivision of the preferred access point for the jurisdiction whose authority it exercises.

Vermont. Court of Chancery

Brazil. Supremo Tribunal de Justiça

- 11.2.10.1.2 ➤ Omit the name (or abbreviation of the name) of the place in which the court sits or the area which it serves. If the name of the place or the area served is required to distinguish a court from others of the same name, add it, in parentheses, in a conventionalized form.

Canada. Supreme Court
 (*Name:* Supreme Court of Canada)

France. Cour d'appel (Caen)
 (*Name:* Cour d'appel de Caen)

India. High Court (Himachal Pradesh, India)
 (*Name:* High Court of Himachal Pradesh)

Italy. Corte di appello (Rome)
 (*Name:* Corte di appello di Roma)

United States. Court of Appeals (2nd Circuit)
 (*Name:* United States Court of Appeals for the Second Circuit)

United States. Court of Appeals (District of
 Columbia Circuit)
 (*Name:* United States Court of Appeals for the District of Columbia
 Circuit)

United States. District Court (Delaware)
 (*Name:* United States District Court for the District of Delaware)

United States. District Court (Illinois :
Northern District : Eastern Division)
(*Name*: United States District Court for the Eastern Division of the
Northern District of Illinois)

California. Municipal Court (Los Angeles Judicial
District)
(*Name*: Municipal Court, Los Angeles Judicial District)

California. Superior Court (San Bernardino
County)
(*Name*: Superior Court of the State of California in and for San
Bernardino County)

11.2.10.2 Ad hoc military courts

- 11.2.10.2.1 > Record the name of an ad hoc military court (e.g., court-martial, court of inquiry) as a subdivision of the preferred access point for the particular military service (see [11.2.11](#)). Add, in parentheses, the surname of the defendant and the year of the trial. Separate the surname of the defendant from the year of the trial using a space, colon, space.

Massachusetts. Militia. Court-martial (Watson :
1810)

United States. Army. Court of Inquiry (Reno :
1879)

11.2.11 ARMED FORCES

Contents

- 11.2.11.1 Armed forces at the national level
11.2.11.2 Armed forces below the national level

11.2.11.1 Armed forces at the national level

- 11.2.11.1.1 > Record the name of a principal service of the armed forces of a national government as a subdivision of the preferred access point for the government. Omit the name (or abbreviation of the name) of the government in noun form unless the omission would result in objectionable distortion.

Australia. Royal Australian Air Force

Canada. Canadian Armed Forces

United States. Marine Corps⁹

Argentina. Ejército

⁹ Treat the U.S. Marine Corps as a principal service.

Romania. Marina

- 11.2.11.1.2 ➤ Record the name of a component branch, command district, or military unit, large or small, as a direct subdivision of the preferred access point for the principal service of which it is a part.

Canada. Canadian Armed Forces. Snowbirds

Canada. Canadian Army. Nova Scotia Highland Brigade

Canada. Royal Canadian Navy. Sick Berth and Medical Assistant Branch

Canada. Royal Canadian Air Force. Women's Division

Russia (Federation). Russkaia Armiia. Gvardeiskaia raketnaia Glukhovskaia diviziia

United States. Army. Corps of Engineers

United States. Army. District of Kanawha

United States. Army. Special Forces

- 11.2.11.1.3 ➤ If the component branch, etc., is identified by a number, follow the style of numbering found in the name (spelled out, roman numerals, or arabic numerals) and place the numbering after the name, preceded by a comma.

United States. Army. Infantry Division, 27th

United States. Navy. Fleet, 6th

United States. Army Air Forces. Air Force, First

United States. Marine Corps. Amphibious Corps, V

United States. Army. Engineer Combat Battalion, 1st

United States. Army. Volunteer Cavalry, 1st

United States. Navy. Torpedo Squadron, 35

Confederate States of America. Army. Tennessee Infantry Regiment, 41st

Canada. Canadian Army. French-Canadian Battalion, 22nd

France. Armée. Régiment de dragons, 26e

Germany. Heer. Panzerdivision, 11.

Germany. Heer. Armeekorps, XIII.

Germany. Luftwaffe. Fallschirmjägerdivision, 9.

Germany. Kriegsmarine. Unterseebootsflottille, 7.

Soviet Union. Raboche-Krestianskaia Krasnaia Armia. Vozdushnaia armia, 5

- 11.2.11.1.4 > If the name of such a component branch, etc., begins with the name, or an indication of the name, of the principal service, record it as a direct subdivision of the preferred access point for the government.

United States. Army Map Service

United States. Naval Air Transport Service

- 11.2.11.1.5 > If the name of such a component branch, etc., contains, but does not begin with, the name or an indication of the name of the principal service, record it as a direct subdivision of the access point for the service and omit the name or indication of the name unless objectionable distortion would result.

Canada. Canadian Army. Royal Canadian Army Medical Corps

11.2.11.2 Armed forces below the national level

- 11.2.11.2.1 > Record the name of an armed force of a government below the national level as a subdivision of the preferred access point for the government, followed by the name of the force.

New York (State). Militia

New York (State). National Guard

- 11.2.11.2.2 > Record the name of a component branch of an armed force of a government below the national level as a subdivision of the preferred access point for the force following the instructions given under [11.2.11.1](#).

New York (State). Militia. Regiment, 71st
(Name: 71st Regiment, N.Y.S.M.)

Arkansas. National Guard. Coast Artillery, 206th

- 11.2.11.2.3 > Record the name of a component branch, etc., of a force below the national level that has been absorbed into the national military forces as a component branch of the national force (see [11.2.11.1](#)).

United States. Army. New York Volunteers, 122nd

United States. Army. Regiment, California U.S. Volunteer Infantry, 1st

11.2.12 EMBASSIES, CONSULATES, ETC.

- 11.2.12.1 > Record the name of an embassy, consulate, legation, or other continuing office representing one country in another as a subdivision of the preferred access point for the country represented. Record the name in the language (see [11.2.1.3](#)) of the country represented. Omit from the subdivision the name of the country represented.

- 11.2.12.2 > If the access point is for an embassy or legation, add the name of the country to which it is accredited, in parentheses.

Canada. Embassy (Belgium)

Germany. Gesandtschaft (Chile)

India. High Commission (Trinidad and Tobago)

Serbia. Poslanstvo (Romania)

United States. Legation (Sweden)

- 11.2.12.3 > If the access point is for a consulate or other local office, add the name of the city in which it is located before the name of the country to which it is accredited. Separate the name of the city from the name of the country using a comma.

France. Consulat (Buenos Aires, Argentina)

Japan. Sōryōjikan (Portland, Or.)

Netherlands. Consulaat-Generaal (Cape Town, South Africa)

United States. Consulate (Port Louis, Mauritius)

11.2.13 DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES

- 11.2.13.1 > Record the name of a delegation, commission, etc., representing a country in an international or intergovernmental body, conference, undertaking, etc., as a subdivision of the preferred access point for the country represented. Record the subdivision in the language (see [11.2.1.3](#)) of the country represented. Omit from the subdivision the name or abbreviation of the name of the government in noun form unless such an omission would result in objectionable distortion. If the name of the delegation, etc., is uncertain, record *Delegation* [*Mission*, etc.] (or equivalent terms in the language of the country represented). If considered necessary to distinguish the delegation, etc., from others of the same name, add, in parentheses, the name, in the form and language used for it as an access point, of the international or intergovernmental body, conference, undertaking, etc., to which the delegation, etc., is accredited.

Mexico. Delegación (Inter-American Conference for

the Maintenance of Peace (1936 : Buenos Aires, Argentina))

India. Delegation (International Labour Conference)

United States. Delegation (International Monetary Conference (1892 : Brussels, Belgium))

United States. Mission to the United Nations

- 11.2.13.2 ➤ If it is uncertain that a delegation represents the government of a country, record it under its own name.

Delegation of the Parliament of Zimbabwe to Botswana, Namibia, and Zambia

RECORDING NAMES OF RELIGIOUS BODIES AND OFFICIALS

11.2.14 COUNCILS, ETC., OF A SINGLE RELIGIOUS BODY

- 11.2.14.1 ➤ Record the name of a council, etc., of the clergy and/or membership (international, national, regional, provincial, state, or local) of a single religious body as a subdivision of the preferred access point for the religious body.

Catholic Church. Antilles Episcopal Conference

Catholic Church. Bishops' Conference of Bangladesh

Mennonite Church. Lancaster Conference

United Methodist Church (U.S.). Northern Illinois Conference

- 11.2.14.2 ➤ If the name of a council, etc., of the Catholic Church is given in more than one language, use the language form presented first in the first resource received. Record other language forms of the name as variant names (see [11.3.3](#)).

Catholic Church. Canadian Conference of Catholic Bishops

not Catholic Church. Conférence des évêques catholiques du Canada

Catholic Church. Plenary Council of Baltimore (3rd : 1884)

not Catholic Church. Concilii Plenarii Baltimorensis (3rd : 1884)

Catholic Church. Concilium Plenarium Americae Latinae (1899 : Rome, Italy)

- 11.2.14.3 ➤ If a council, etc., is subordinate to a particular district of the religious body, record it as a subdivision of the preferred access point for that district (see [11.2.16.2-11.2.16.3](#)). If the name appears in more than one language, record the name in the official language of the district.

Catholic Church. Province of Baltimore (Md.).
Provincial Council (10th : 1869)

Church of England. Diocese of Exeter. Synod
(1851)

Catholic Church. Province of Mexico City
(Mexico). Concilio Provincial (3rd : 1585)

- 11.2.14.4 ➤ If there is more than one official language in the jurisdiction, follow the instructions given under [11.2.1.3](#).

11.2.15 RELIGIOUS OFFICIALS

Contents

- 11.2.15.1 Bishops, rabbis, mullahs, patriarchs, etc.
- 11.2.15.2 Popes

11.2.15.1 Bishops, rabbis, mullahs, patriarchs, etc.

- 11.2.15.1.1 ➤ Record the title of a religious official (e.g., bishop, abbot, rabbi, moderator, mullah, patriarch) acting in an official capacity (see [6.X.X](#)) as a subdivision of the preferred access point for the religious jurisdiction (e.g., diocese, order, rabbinate, synod, denomination, see [11.2.16.2-11.2.16.3](#)). Record the title of the official in the language preferred by the agency creating the data (unless there is no equivalent term in that language).

Church of England. Diocese of Winchester. Bishop

Franciscans. Minister General

United Presbyterian Church in the U.S.A. General
Assembly. Moderator

- 11.2.15.1.2 ➤ If the access point is for a specific incumbent of the office, add, in parentheses, the inclusive years of incumbency and the name of the person in a brief form and in the language of the access point for that person.

Catholic Church. Archdiocese of St. Paul and
Minneapolis. Archbishop (1995- : Flynn)

United Hebrew Congregations of the British
Empire. Chief Rabbi (1913-1946 : Hertz)

Franciscans. Minister General (1947-1951 :

Perantoni)

Dominicans. Master General (1756-1777 : Boxadors)

Catholic Church. Diocese of Winchester (England).
Bishop (1282-1304 : John, of Pontoise)

- 11.2.15.1.3 ➤ If an access point is created for the incumbent as a person in addition to the access point as a religious official, record the relationships between the office and the person following the instructions in [chapter 30](#).

11.2.15.2 Popes

- 11.2.15.2.1 ➤ Record the title of a pope acting in an official capacity (see [6.X.X](#)) as a subdivision of the preferred access point for the Catholic Church. Record the title of the office in the language preferred by the agency creating the data.

Catholic Church. Pope

- 11.2.15.2.2 ➤ If the access point is for a specific incumbent of the office, add, in parentheses, the inclusive years of the reign, and the pontifical name recorded in the form prescribed under 9.2.12. Separate the years of the incumbency from the pontifical name using a space, colon, space.

Catholic Church. Pope (1878-1903 : Leo XIII)

Catholic Church. Pope (1978-2005 : John Paul II)

- 11.2.15.2.3 ➤ If an access point is created for a pope as a person in addition to the access point as a religious official, record the relationships between the office and the person following the instructions in [chapter 30](#).

11.2.16 SUBORDINATE BODIES

Contents

- 11.2.16.1 General guidelines
- 11.2.16.2 Provinces, dioceses, synods, etc.
- 11.2.16.3 Catholic dioceses, etc.
- 11.2.16.4 Central administrative organs of the Catholic Church (Roman Curia)

11.2.16.1 General guidelines

- 11.2.16.1.1 ➤ Except as provided in [11.2.16.2-11.2.16.4](#), record the names of subordinate religious bodies according to the instructions given under [11.2.3](#).
- 11.2.16.1.2 ➤ For religious orders and societies, see [11.2.1.5c](#).

11.2.16.2 Provinces, dioceses, synods, etc.

- 11.2.16.2.1 ➤ Record the name of a province, diocese, synod, or other subordinate unit of a religious body having jurisdiction over a geographic area as a subdivision of the preferred access point for the religious body.

Church of England. Diocese of Ely

Lutheran Church in America. Florida Synod

Evangelische Kirche der Altpreussischen Union.
Kirchenprovinz Sachsen

Church of England. Archdeaconry of Surrey

Nederlandse Hervormde Kerk. Classis Rotterdam

Episcopal Church. Diocese of Central New York

Russkaia pravoslavnaia tserkov'. Moskovskaia
patriarkhiia

Svenska kyrkan. Göteborgs stift

Church in Wales. Deanery of Kidwelly

11.2.16.3 Catholic dioceses, etc.

- 11.2.16.3.1 ➤ Record the name of a Catholic patriarchate, diocese, province, etc., as a subdivision of the preferred access point for the Catholic Church. Record the name in the language preferred by the agency creating the data.

Catholic Church. Archdiocese of Santo Domingo
(Dominican Republic)

Catholic Church. Diocese of Linköping (Sweden)

Catholic Church. Deanery of Legnica (Poland)

Catholic Church. Patriarchate of Antioch
(Melchite)

Catholic Church. Patriarchate of Antioch (Syrian)

Catholic Church. Province of Nicaragua

Catholic Church. Ukrainian Catholic Archeparchy
of Philadelphia (Pa.)

Catholic Church. Vicariate Apostolic of Chaco
Paraguay

- 11.2.16.3.2 ➤ Do not apply this instruction to an ecclesiastical principality (often called *Bistum*) of the Holy Roman Empire bearing the same name as a Catholic

diocese and ruled by the same bishop.

Catholic Church. Diocese of Cologne (Germany)

but

Cologne (Ecclesiastical principality)
(*Form of name recorded for the ecclesiastical principality*)

11.2.16.4 **Central administrative organs of the Catholic Church (Roman Curia)**

- 11.2.16.4.1 ➤ Record the name of a congregation, tribunal, or other central administrative organ (i.e., one that is part of the Roman Curia) of the Catholic Church as a subdivision of the preferred access point for the Catholic Church. Record the Latin form of the name of the congregation, etc. Omit any form of the word *sacer* when it is the first word of the name.

Catholic Church. Congregatio Sacrorum Rituum

Catholic Church. Congregatio de Propaganda Fide

Catholic Church. Rota Romana

11.2.17 **PAPAL DIPLOMATIC MISSIONS, ETC.**

- 11.2.17.1 ➤ Record the name of a diplomatic mission from the pope to a secular power as a subdivision of the preferred access point for the Catholic Church. Record the name in the form *Apostolic Nunciature* or *Apostolic Internunciature*, as appropriate. Add the name of the government to which the mission is accredited, in parentheses.

Catholic Church. Apostolic Internunciature
(China)

Catholic Church. Apostolic Nunciature (Flanders,
Belgium)

- 11.2.17.2 ➤ Record the name of a nondiplomatic apostolic delegation as a subdivision of the preferred access point for the Catholic Church. Record the name in the form *Apostolic Delegation*. Add the name of the country or other jurisdiction in which the delegation functions, in parentheses.

Catholic Church. Apostolic Delegation (Loreto,
Italy)

- 11.2.17.3 ➤ Record the name of an emissary of the pope acting in an official capacity (other than a nuncio, internuncio, or apostolic delegate) as a subdivision of the preferred access point for the Catholic Church. Record the title of the emissary (in the language preferred by the agency creating the data if there is an equivalent term in that language; otherwise in Latin). Add the name of the country or region in which the emissary functions, in parentheses.

Catholic Church. Legate (France)

- 11.2.17.4 ➤ If the country or region cannot be ascertained, add the name of the emissary in brief form.

Catholic Church. Commissary Apostolic (Robertus Castellensis)

11.3 VARIANT NAME FOR THE CORPORATE BODY

OPTIONAL

Contents

- 11.3.0 Basic instructions on variant names for corporate bodies
- 11.3.1 Expanded name
- 11.3.2 Acronym / initialism / abbreviated form
- 11.3.3 Alternative linguistic form of name
- 11.3.4 Other variant name

11.3.0 BASIC INSTRUCTIONS ON VARIANT NAMES FOR CORPORATE BODIES

Contents

- 11.3.0.1 Scope
- 11.3.0.2 Sources of information
- 11.3.0.3 General guidelines

11.3.0.1 Scope

- 11.3.0.1.1 A **variant name** is a name or form of name by which a corporate body is known that differs from the name or form of name chosen as the preferred name.

11.3.0.2 Sources of information

- 11.3.0.2.1 ➤ Take variant names from resources associated with the corporate body and/or from reference sources.

11.3.0.3 General guidelines

- 11.3.0.3.1 ➤ Record variant names following the general guidelines on recording names given under [8.5](#).
- 11.3.0.3.2 ➤ Record as a variant name a name used by a corporate body, or found in reference sources, that is different from that chosen as the preferred name for the body. For corporate bodies that have established two or more identities and those that have changed their name, see the

instructions on related corporate bodies in [chapter 32](#).

- 11.3.0.3.3 ➤ Record as a variant name a form of name used by a corporate body, or found in reference sources, or resulting from a different transliteration of the name, if that form differs from the form recorded as the preferred name for the body.
- 11.3.0.3.4 ➤ Record as a variant name a direct form of the name of a corporate body if the name might reasonably be sought in that form and the preferred name is recorded as a subdivision of a higher or related body, or *vice versa*.
- 11.3.0.3.5 ➤ Follow the additional specific instructions given under [11.3.1-11.3.4](#) and those given in preceding sections of this chapter, as applicable.

11.3.1 EXPANDED NAME

OPTIONAL

Contents

- 11.3.1.1 Scope
- 11.3.1.2 Sources of information
- 11.3.1.3 Recording expanded names as variant names

11.3.1.1 Scope

- 11.3.1.1.1 An **expanded name** is a fuller form of the name chosen as the preferred name.

11.3.1.2 Sources of information

- 11.3.1.2.1 ➤ Take expanded names from resources associated with the corporate body and/or from reference sources.

11.3.1.3 Recording expanded names as variant names

- 11.3.1.3.1 ➤ If the name chosen as the preferred name for the corporate body consists of or includes an acronym, initialism, or an abbreviated form of name, record the expanded form of the name as a variant name.

United States Distance Learning Association
(*Initialism recorded as preferred name: USDLA*)

Guyana Agricultural and General Workers' Union
(*Initialism recorded as preferred name: G.A.W.U.*)

European Atomic Energy Community
(*Acronym recorded as preferred name: Euratom*)

International Business Machines Canada
(*Initialism recorded in preferred name: IBM Canada*)

United Kingdom Advocacy Network

(Initialism recorded in preferred name: U.K. Advocacy Network)

Alabama A and M University
Alabama Agricultural and Mechanical University
(Abbreviated form recorded in preferred name: Alabama A & M University)

- 11.3.1.3.2 ➤ If the name chosen as the preferred name begins with an abbreviation or contains an abbreviation in such a position that it affects access, and in the catalogue abbreviations are accessed differently from words written in full, record the name with any abbreviated words written in full (in the language of the preferred name) as a variant name.

Sankt Annen-Museum
(Form beginning with an abbreviation recorded as preferred name: St. Annen-Museum)

International Arab Aluminum Conference
(Form beginning with an abbreviation recorded as preferred name: Int'l Arab Aluminum Conference)

Abbey of Saint Peter and Saint Paul
(Form containing an abbreviation recorded as preferred name: Abbey of St. Peter and St. Paul)

Mount Tamalpais and Muir Woods Railroad Company
(Form beginning with and containing an abbreviation recorded as preferred name: Mt. Tamalpais and Muir Woods Railroad Co.)

11.3.2 ACRONYM / INITIALISM / ABBREVIATED FORM

OPTIONAL

Contents

- 11.3.2.1 Scope
- 11.3.2.2 Sources of information
- 11.3.2.3 Recording acronyms, initialisms, and abbreviated forms as variant names

11.3.2.1 Scope

- 11.3.2.1.1 An **acronym** is a word formed from the initial letters of words in the full form of a name.
- 11.3.2.1.2 An **initialism** is a string of initial letters of words taken from the full form of a name read as separate letters.
- 11.3.2.1.3 An **abbreviated form** is a shortened form of the full form of a name.

11.3.2.2 Sources of information

- 11.3.2.2.1 ➤ Take acronyms, initialism, and abbreviated forms from resources associated with the corporate body and/or from reference sources.

11.3.2.3 Recording acronyms, initialisms, and abbreviated forms as variant names

- 11.3.2.3.1 ➤ If the name chosen as the preferred name for the corporate body is a full form of the name, record an acronym, initialism, or abbreviated form of the name as a variant name.

EEC
(Full form recorded as preferred name: European Economic Community)

IBM
 I . B . M .
(Full form recorded as preferred name: International Business Machines Corporation)

- 11.3.2.3.2 ➤ If the name chosen as the preferred name consists of an acronym or initialism, and in the catalogue initials with full stops are accessed differently from those without full stops, record the form not chosen as the preferred name as a variant name.

U . N . E . S . C . O .
(Form recorded as preferred name: Unesco)

TOE
(Form recorded as preferred name: T.O.E.)

- 11.3.2.3.3 ➤ In the context of such a catalogue, if the full name is chosen as the preferred name, record initials without full stops, as well as with full stops as variant names.

NATO
 N . A . T . O .
(Full form recorded as preferred name: North Atlantic Treaty Organization)

US
 USA
 U . S .
 U . S . A .
(Full form recorded as preferred name: United States)

11.3.3 ALTERNATIVE LINGUISTIC FORM OF NAME

OPTIONAL

Contents

- 11.3.3.1 Scope
- 11.3.3.2 Sources of information
- 11.3.3.3 Recording alternative linguistic forms as variant names

11.3.3.1 Scope

- 11.3.3.1.1 An **alternative linguistic form of name** is a form of name in a different language, script, spelling, or transliterated form than the form recorded as the preferred name.

11.3.3.2 Sources of information

- 11.3.3.2.1 **➤** Take alternative linguistic forms of names from resources associated with the corporate body and/or from reference sources.

11.3.3.3 Recording alternative linguistic forms as variant names

- 11.3.3.3.1 **➤** If the name recorded as the preferred name for a corporate body has one or more alternative linguistic forms, record them as variant names.

Different language form

Croce-rossa svizzera
 Croix-Rouge suisse
(German language form recorded as preferred name: Schweizerisches Rotes Kreuz)

Chiang Mai University
 Chiangmai University
 Đạì học tộ̀ng hợ̣p Chiang Mai
(Thai transliterated form recorded as preferred name: Mahāwitthayālai Chāng Mai)

Hēnōmena Ethnē
 Naciones Unidas
 Nations Unies
 Nazioni Unite
 Perserikatan Bangsa-Bangsa
 Sjuninejal Konob' laq
(English language form recorded as preferred name: United Nations)

Qatar. Embassy (U.S.)
(Arabic language form recorded in preferred name: Qatar. Safārah (U.S.))

Different script

Македонска Православна Црква
(Macedonian transliterated form recorded as preferred name: Makedonska pravoslavna crkva)

มหาวิทยาลัยเชียงใหม่
(Thai transliterated form recorded as preferred name: Mahāwitthayālai Chāng Mai)

中央研究院
(Chinese transliterated form recorded as preferred name: Zhong yang yan jiu yuan)

موزه ملي ايران

(*Persian transliterated form recorded as preferred name: Mūzih-i Millī-i Īrān*)

日本弁護士連合会 . 公害対策環境保全委員会

(*Japanese transliterated form recorded as preferred name: Nihon Bengoshi Rengōkai. Kōgai Taisaku Kankyō Hozen Iinkai*)

Οργανισμός Ηνωμένων Εθνών

Организация Объединенных Наций

Організація Об'єднаних Націй

Уједињене нације

ਸਮਾਜਿਕਾਜੀ

ஐக்கிய நாடுகள் அவை

لأمم المتحدة

سازمان ملل متحد

אומות המאוחדות

联合国

聯合國

국제연합

國際連合

(*English language form recorded as preferred name: United Nations*)

Different spelling

Organization for Economic Cooperation and
Development

(*Different spelling recorded as preferred name: Organisation for
Economic Co-operation and Development*)

International Color Vision Society

(*Different spelling recorded as preferred name: International Colour
Vision Society*)

Different transliteration

Akademija nauk SSSR

(*Different transliteration recorded as preferred name: Akademija nauk
SSSR*)

Hsin hua t'ung hsün she

(*Different transliteration recorded as preferred name: Xin hua tong xun
she*)

- 11.3.3.3.2 ➤ If the name recorded as the preferred name begins with a number expressed as a numeral or contains a number expressed as a numeral in such a position that it affects access, and in the catalogue numbers expressed as words are accessed differently from numbers expressed as numerals, record the form with the number expressed as a word as a variant name.

Three Rivers Connect

(*Form beginning with a number expressed as a numeral recorded as
preferred name: 3 Rivers Connect*)

27 Knygos megeju draugija
 Dvidešimt septynių Knygos megeju draugija
 (Form beginning with a number expressed as a numeral recorded as preferred name: XXVII Knygos megeju draugija)

Group of Seventy-seven
 (Form containing a number expressed as a numeral recorded as preferred name: Group of 77)

September Eleventh Fund
 (Form containing a number expressed as an ordinal number recorded as preferred name: September 11th Fund)

- 11.3.3.3.3 ➤ If the name recorded as the preferred name begins with a number expressed as a word or contains a number expressed as a word in such a position that it affects access, and in the catalogue numbers expressed as words are accessed differently from numbers expressed as numerals, record the form with the number expressed as a numeral as a variant name.

4 Corners Interpretive Center
 (Form beginning with a number expressed as a word recorded as preferred name: Four Corners Interpretive Center)

11.3.4 OTHER VARIANT NAME

OPTIONAL

Contents

- 11.3.4.1 Scope
- 11.3.4.2 Sources of information
- 11.3.4.3 Recording other variant names

11.3.4.1 Scope

- 11.3.4.1.1 **Other variant names** are names or forms of name other than expanded names, acronyms, initialisms, abbreviated forms, pseudonyms, and alternative linguistic forms of name that differ from the name or form of name recorded as the preferred name.

11.3.4.2 Sources of information

- 11.3.4.2.1 ➤ Take other variant names from resources associated with the corporate body and/or from reference sources.

11.3.4.3 Recording other variant names

- 11.3.4.3.1 ➤ Record other variants and variant forms of the name recorded as the preferred name not covered under 11.3.1–11.3.3 as required.

Different name

Common Market

(Name recorded as preferred name: European Economic Community)

Friars Minor

Gray Friars

Minorites

Order of Friars Minor

(Name recorded as preferred name: Franciscans)

Corps of Discovery Expedition

(Name recorded as preferred name: Lewis and Clark Expedition)

Museo Nacional de Pintura y Escultura

Museo Nacional del Prado

Real Museo de Pinturas y Esculturas

(Name recorded as preferred name: Museo del Prado)

General name of a conference, etc.

Governor's Conference on Conservation (2nd : 1969 : Portland, Or.)

(Specific name recorded as preferred name: Northwest Conference on the Role of Nuclear Energy (1969 : Portland, Or.))

European Conference on Smart Sensing and Context (1st : 2006 : Enschede, Netherlands)

(Specific name recorded as preferred name: EuroSSC 2006 (2006 : Enschede, Netherlands))

European Conference on Smart Sensing and Context (2nd : 2007 : Kendal, England)

(Specific name recorded as preferred name: EuroSSC 2007 (2007 : Kendal, England))

Name as subdivision of preferred access point for a higher or related body

American Library Association. American Association of School Librarians

(Form recorded as preferred name: American Association of School Librarians)

University of Oxford. Bodleian Library

(Form recorded as preferred name: Bodleian Library)

London School of Economics and Political Science. British Library of Political and Economic Science

(Form recorded as preferred name: British Library of Political and Economic Science)

University of London. London School of Economics and Political Science

(Form recorded as preferred name: London School of Economics and Political Science)

Tasmania. State Library

(Form recorded as preferred name: State Library of Tasmania)

United States. Tennessee Valley Authority

(Form recorded as preferred name: Tennessee Valley Authority)

Name as subdivision of preferred access point for immediately superior body

American Library Association. Resources and Technical Services Division. Cataloging and Classification Section

(Form recorded as preferred name: American Library Association. Cataloging and Classification Section)

Québec (Province). Ministère de l'énergie et des ressources. Direction de la politique et de l'évaluation. Service de l'économie minérale

(Form recorded as preferred name: Québec (Province). Service de l'économie minérale)

Name of a subordinate body whose name does not suggest subordination recorded directly

Burdette Tomlin Memorial Hospital Auxiliary

(Form recorded as preferred name: Burdette Tomlin Memorial Hospital. Auxiliary)

Friends of the Ellen Clarke Bertrand Library

(Form recorded as preferred name: Ellen Clarke Bertrand Library. Friends)

Other variants (including shorter, fuller, and inverted forms)

William Hayes Fogg Art Museum

(Shorter form recorded as preferred name: Fogg Art Museum)

Alabama Agricultural and Mechanical University

(Shorter form recorded as preferred name: Alabama A & M University)

Roman Catholic Church

(Shorter form recorded as preferred name: Catholic Church)

M.E. Kolagbodi Memorial Foundation

Kolagbodi Memorial Foundation

(Fuller form recorded as preferred name: Dr. M.E. Kolagbodi Memorial Foundation)

United States. State Department

(Form recorded as preferred name: United States. Department of State)

Canada. Canadian Armed Forces. Air Demonstration Squadron, 431

Snowbirds

(Form recorded as preferred name: Canada. Canadian Armed Forces. Snowbirds)

International Conference on Low-cost Planetary Missions, IAA

Conference on Low-cost Planetary Missions, IAA International

(Form recorded as preferred name: IAA International Conference on

Low-cost Planetary Missions)

Academia de Bellas Artes de San Fernando, Real
(*Form recorded as preferred name: Real Academia de Bellas Artes de San Fernando*)

Australia. Environment and Water Resources,
Department of the
(*Form recorded as preferred name: Australia. Department of the Environment and Water Resources*)

Other identifying attributes

11.4 PLACE ASSOCIATED WITH THE CORPORATE BODY

REQUIRED¹⁰

Contents

- 11.4.0 Basic instructions on recording places associated with corporate bodies
- 11.4.1 Location of conference, etc.
- 11.4.2 Location of headquarters, etc.

11.4.0 BASIC INSTRUCTIONS ON RECORDING PLACES ASSOCIATED WITH CORPORATE BODIES

Contents

- 11.4.0.1 Scope
- 11.4.0.2 Sources of information
- 11.4.0.3 General guidelines

11.4.0.1 Scope

- 11.4.0.1.1 A **place associated with the corporate body** is a significant location associated with a corporate body (e.g., location of a conference, etc., location of the headquarters of an organization).

11.4.0.2 Sources of information

- 11.4.0.2.1 Take information on places associated with the corporate body from any source.

¹⁰ A place associated with the corporate body is required for conferences, etc. (see [11.4.1](#)). For other corporate bodies, a place is required when needed to distinguish an access point representing the body from another access point (see [11.1.1.3](#)).

11.4.0.3 General guidelines

- 11.4.0.3.1 > Record place names in the form prescribed in [chapter 16](#).

11.4.1 LOCATION OF CONFERENCE, ETC.

REQUIRED

Contents

- 11.4.1.1 Scope
- 11.4.1.2 Sources of information
- 11.4.1.3 Recording location of conference, etc.

11.4.1.1 Scope

- 11.4.1.1.1 A **location of conference, etc.**, is a local place in which a conference, congress, meeting, exhibition, fair, festival, etc., was held.
- 11.4.1.1.2 For instructions on recording an institution associated with a conference, see [11.7.0.6](#).

11.4.1.2 Sources of information

- 11.4.1.2.1 > Take information on the location of conference, etc., from any source.

11.4.1.3 Recording location of conference, etc.

- 11.4.1.3.1 > Record the name of the local place in which the conference, etc., was held following the basic instructions on recording places associated with corporate bodies given under [11.4.0](#).

Columbia Falls, Me.

(Preferred name of the conference recorded as: Clambake Conference on the Nature and Source of Human Error)

Moscow, Russia

(Preferred name of the conference recorded as: Mezhdunarodnyĭ simpozium "Global'noe rasselenie gominid")

Vancouver, B.C.

(Preferred name of the event recorded as: Olympic Winter Games)

Hannover, Germany

(Preferred name of the fair recorded as: Expo 2000)

11.4.2 LOCATION OF HEADQUARTERS, ETC.

REQUIRED¹¹

Contents

- 11.4.2.1 Scope
- 11.4.2.2 Sources of information
- 11.4.2.3 Recording location of headquarters, etc.
- 11.4.2.4 Change of name of jurisdiction or locality

11.4.2.1 Scope

- 11.4.2.1.1 A **location of headquarters** is a country, state, province, etc., or local place in which an organization has its headquarters.
- 11.4.2.1.2 Alternatively, location of headquarters may indicate the geographic area (state, province, city, etc.) in which a corporate body carries out its activities.

11.4.2.2 Sources of information

- 11.4.2.2.1 ➤ Take information on location of headquarters from any source.

11.4.2.3 Recording location of headquarters, etc.

- 11.4.2.3.1 ➤ If a body has a character that is national, state, provincial, etc., record the name of the country, state, province, etc., in which it is located following the basic instructions on recording places associated with corporate bodies given under [11.4.0](#).

Ill.

(Preferred name recorded as: Republican Party)

Mont.

(Preferred name recorded as: Republican Party)

Chile

(Preferred name recorded as: Sociedad Nacional de Agricultura)

Peru

(Preferred name recorded as: Sociedad Nacional de Agricultura)

Australia

(Preferred name recorded as: National Measurement Laboratory)

U.S.

(Preferred name recorded as: National Measurement Laboratory)

¹¹ The location of the headquarters, etc., of the corporate body is required when needed to distinguish an access point representing the body from another access point (see [11.1.1.3](#)).

B.C.

(Preferred name recorded as: Provincial Intermediate Teachers' Association)

Wales

(Preferred name recorded as: National Entrepreneurship Observatory)

Exception

11.4.2.3.2

If the name of such a location does not provide sufficient identification or is inappropriate (as in the case of national, state, provincial, etc., universities of the same name serving the same country, state, province, etc.), record the local place name as instructed below.

11.4.2.3.3

➤ In the case of any other body, record the name of the local place, whether it is a jurisdiction or not, that is commonly associated with the name of the body.

Salem, W. Va.

(Preferred name recorded as: Salem College)

Winston-Salem, N.C.

(Preferred name recorded as: Salem College)

Washington County, Ark.

(Preferred name recorded as: Washington County Historical Society)

Newport, Ky.

(Preferred name recorded as: Newport High School)

Newport, R.I.

(Preferred name recorded as: Newport High School)

Newport, Wash.

(Preferred name recorded as: Newport High School)

Washington County, Ind.

(Preferred name recorded as: Washington County Historical Society)

Washington County, N.Y.

(Preferred name recorded as: Washington County Historical Society)

Hope, England

(Preferred name recorded as: St. Peter's Church)

Limpsfield, England

(Preferred name recorded as: St. Peter's Church)

Stourton, Wiltshire, England

(Preferred name recorded as: St. Peter's Church)

Florence, Italy

(Preferred name recorded as: Grand Hotel)

Mackinac Island, Mich.

(Preferred name recorded as: Grand Hotel)

Stockholm, Sweden
(Preferred name recorded as: Grand Hôtel)

Chittenden County, Vt.
(Preferred name recorded as: Project HOME)

Brixworth, England
(Preferred name recorded as: All Saints' Church)

Abberley, England
(Preferred name recorded as: St. Mary)

Saint Kilda, Vic.
(Preferred name recorded as: Temple Beth Israel)

Cape May County, N.J.
(Preferred name recorded as: First Baptist Church)

Gleninagh Heights, Galway, Ireland
(Preferred name recorded as: St. James' Church)

Kathmandu, Nepal
(Preferred name recorded as: Bhadrakāli)

Isfahān, Iran
(Preferred name recorded as: Masjid-i Jum'ah)

Havana, Cuba
(Preferred name recorded as: CMQ)

Brisbane, Qld.
(Preferred name recorded as: Radio 4EBFM)

Prague, Czech Republic
(Preferred name recorded as: Televize Nova)

- 11.4.2.3.4 > If further distinction is necessary, give the name of a particular area within the local place before the name of the local place.

Georgetown, Washington, D.C.
(Preferred name recorded as: St. John's Church)

Lafayette Square, Washington, D.C.
(Preferred name recorded as: St. John's Church)

11.4.2.4 Change of name of jurisdiction or locality

- 11.4.2.4.1 > If the name of the local jurisdiction or geographic locality changes during the lifetime of the body, record the latest name in use in the lifetime of the body.

Harare, Zimbabwe
not Salisbury, Zimbabwe
(Preferred name recorded as: School of Social Work. School established in 1968. Place name changed from Salisbury to Harare in 1982)

but

Kristiania, Norway

(Preferred name recorded as: Skulpturmuseet. Founded 1882, closed 1902. Ceased to exist before Kristiania became Oslo in 1925)

11.5 DATE ASSOCIATED WITH THE CORPORATE BODY

REQUIRED¹²

Contents

- 11.5.0 Basic instructions on recording dates associated with corporate bodies
- 11.5.1 Date of conference, etc.
- 11.5.2 Date of establishment
- 11.5.3 Date of termination

11.5.0 BASIC INSTRUCTIONS ON RECORDING DATES ASSOCIATED WITH CORPORATE BODIES

Contents

- 11.5.0.1 Scope
- 11.5.0.2 Sources of information
- 11.5.0.3 General guidelines

11.5.0.1 Scope

- 11.5.0.1.1 A **date associated with the corporate body** is the date or range of dates on which a conference, etc. is held, or a date with which the corporate body is otherwise associated (e.g., date of founding).

11.5.0.2 Sources of information

- 11.5.0.2.1 Take information on dates associated with the corporate body from any source.

11.5.0.3 General guidelines

- 11.5.0.3.1 Record dates in terms of the calendar preferred by the agency creating the data.¹³
- 11.5.0.3.2 Record a date associated with a corporate body by giving the year alone.

¹² A date associated with the corporate body is required for conferences, etc. (see [11.5.1](#)). For other corporate bodies, a date is required when needed to distinguish an access point representing the body from another access point (see [11.1.1.5](#)).

¹³ For details on the Gregorian calendar see [appendix H](#).

- 11.5.0.3.3 **Exception:**
For instructions on recording dates for two or more conferences, etc., with the same name held in the same year, see [11.5.1.3](#).

11.5.1 DATE OF CONFERENCE, ETC.

REQUIRED

Contents

- 11.5.1.1 Scope
- 11.5.1.2 Sources of information
- 11.5.1.3 Recording date of conference, etc.

11.5.1.1 Scope

- 11.5.1.1.1 A **date of conference, etc.**, is the date or range of dates on which a conference, congress, meeting, exhibition, fair, festival, was held.

11.5.1.2 Sources of information

- 11.5.1.2.1 ➤ Take information on the date of a conference, etc., from any source.

11.5.1.3 Recording date of conference, etc.

- 11.5.1.3.1 ➤ Record the year or years in which the conference, etc., was held following the basic instructions on recording dates associated with corporate bodies given under [11.5.0](#). Record a span of two or more years in the form *[year]–[year]*.
- 1995
(Preferred name recorded as: International Conference on Georgian Psalmody)
- 2010
(Preferred name recorded as: Olympic Winter Games)
- 1911–1912
(Preferred name recorded as: Deutsche Antarktische Expedition)
- 11.5.1.3.2 ➤ Record specific dates if necessary to distinguish between two or more conferences, etc., with the same name held in the same year. Record the date in the form *[year] [month] [day]*.
- 1978 February 13–15
(Preferred name recorded as: Federal Provincial Conference of First Ministers)
- 1978 November 27–29
(Preferred name recorded as: Federal Provincial Conference of First Ministers)

11.5.2 DATE OF ESTABLISHMENT

REQUIRED¹⁴

Contents

- 11.5.2.1 Scope
- 11.5.2.2 Sources of information
- 11.5.2.3 Recording date of establishment

11.5.2.1 Scope

- 11.5.2.1.1 A **date of establishment** is the date on which an organization was established or founded.

11.5.2.2 Sources of information

- 11.5.2.2.1 ➤ Take information on the date of establishment from any source.

11.5.2.3 Recording date of establishment

- 11.5.2.3.1 ➤ If the preferred name for the corporate body is the same as that recorded for another body, record the year of establishment following the basic instructions on recording dates associated with corporate bodies given under [11.5.0](#).

1868

(Preferred name recorded as: Gesellschaft für Musikforschung)

1946

(Preferred name recorded as: Gesellschaft für Musikforschung)

- 11.5.2.3.2 ➤ If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), record the year of establishment of the government, as appropriate.

1940

(Preferred name recorded as: France. Access point represents the territory under German occupation from 1940 to 1944)

1945

(Preferred name recorded as: Germany. Access point represents the territory under Allied occupation from 1945-1955)

1958

(Preferred name recorded as: Algeria. Access point represents the provisional government that was in power from 1958 to 1962)

¹⁴ A date of establishment is required when needed to distinguish an access point representing the corporate body from another access point (see [11.1.1.5](#)).

11.5.3 DATE OF TERMINATION

REQUIRED¹⁵

Contents

- 11.5.3.1 Scope
- 11.5.3.2 Sources of information
- 11.5.3.3 Recording date of termination

11.5.3.1 Scope

- 11.5.3.1.1 A **date of termination** is the date on which an organization was terminated or dissolved.

11.5.3.2 Sources of information

- 11.5.3.2.1 ➤ Take information on the date of termination from any source.

11.5.3.3 Recording date of termination

- 11.5.3.3.1 ➤ If the preferred name for the corporate body is the same as that recorded for another body, record the year of termination, as appropriate, following the basic instructions on recording dates associated with corporate bodies given under [11.5.0](#).

1906

(Preferred name recorded as: Gesellschaft für Musikforschung)

- 11.5.3.3.2 ➤ If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), record the year of termination of the government, as appropriate.

1944

(Preferred name recorded as: France. Access point represents the territory under German occupation from 1940 to 1944)

1955

(Preferred name recorded as: Germany. Access point represents the territory under Allied occupation from 1945-1955)

1962

(Preferred name recorded as: Algeria. Access point represents the provisional government that was in power from 1958 to 1962)

11.6 TYPE OF CORPORATE BODY

OPTIONAL

¹⁵ A date of termination is required when needed to distinguish an access point representing the corporate body from another access point (see [11.1.1.5](#)).

Contents

- 11.6.0 Basic instructions on recording type of corporate body

11.6.0 BASIC INSTRUCTIONS ON RECORDING TYPE OF CORPORATE BODY

Contents

- 11.6.0.1 Scope
- 11.6.0.2 Sources of information
- 11.6.0.3 General guidelines

11.6.0.1 Scope

- 11.6.0.1.1 **Type of corporate body** is a categorization or generic descriptor for the corporate body.

11.6.0.2 Sources of information

- 11.6.0.2.1 ➤ Take information on type of corporate body from any source.

11.6.0.3 General guidelines

- 11.6.0.3.1 ➤ Record the type of corporate body using an appropriate term from the list below.

conference
government body
religious body
other

11.7 OTHER DESIGNATION ASSOCIATED WITH THE CORPORATE BODY

REQUIRED¹⁶*Contents*

- 11.7.0 Basic instructions on recording other designations associated with corporate bodies

¹⁶ A number of a conference, etc., is required (see [11.1.1.8](#)). A designation associated with the corporate body is required for a body with a name that does not convey the idea of a corporate body (see [11.1.1.2](#)). For other corporate bodies, a designation is required when needed to distinguish an access point representing the body from another access point (see [11.1.1.6](#) and [11.1.1.7](#)).

11.7.0 BASIC INSTRUCTIONS ON RECORDING OTHER DESIGNATIONS ASSOCIATED WITH CORPORATE BODIES

Contents

- 11.7.0.1 Scope
- 11.7.0.2 Sources of information
- 11.7.0.3 General guidelines
- 11.7.0.4 Names not conveying the idea of a corporate body
- 11.7.0.5 Type of jurisdiction
- 11.7.0.6 Associated institution
- 11.7.0.7 Number of a conference, etc.
- 11.7.0.8 Other designation

11.7.0.1 Scope

- 11.7.0.1.1 **Other designation associated with the corporate body** is a word, phrase, or abbreviation indicating incorporation or legal status of the body, or any term serving to differentiate the body from other corporate bodies, persons, etc.

11.7.0.2 Sources of information

- 11.7.0.2.1 ➤ Take information on other designations associated with the corporate body from any source.

11.7.0.3 General guidelines

- 11.7.0.3.1 ➤ Record other designations associated with the corporate body following the instructions given under [11.7.0.4-11.7.0.8](#), as applicable.

11.7.0.4 Names not conveying the idea of a corporate body

- 11.7.0.4.1 ➤ If the preferred name for the body does not convey the idea of a corporate body, record a suitable designation in the language preferred by the agency creating the data.

Spacecraft
(Preferred name recorded as: Apollo 11)

Sloop
(Preferred name recorded as: Rachel Ann)

Organization
(Preferred name recorded as: Children in Wales)

Fraternal order
(Preferred name recorded as: Elks)

Program
(Preferred name recorded as: Health of the Public)

Firm
(Preferred name recorded as: Johann Traeg)

Musical group
(Preferred name recorded as: Red Hot Chili Peppers)

Church
(Preferred name recorded as: St. Mary)

- 11.7.0.4.2 ➤ If the name of a radio or television station does not convey the idea of a radio or television station, or if its name consists solely or principally of its call letters, record *Radio station* or *Television station*.

Radio station
(Preferred name recorded as: CMQ)

Radio station
(Preferred name recorded as: KBS Kyōto)

Television station
(Preferred name recorded as: KUON)

11.7.0.5 Type of jurisdiction

- 11.7.0.5.1 ➤ For a government other than a city or a town, record the type of jurisdiction in the language preferred by the agency creating the data. If there is no equivalent term for the type of jurisdiction in the language preferred by the agency, or in case of doubt, record it in the official language of the jurisdiction.

County
(Preferred name recorded as: Cork (Ireland))

Landkreis
(Preferred name recorded as: Darmstadt (Germany))

Regierungsbezirk
(Preferred name recorded as: Darmstadt (Germany))

Kingdom
(Preferred name recorded as: Georgia)

Republic
(Preferred name recorded as: Georgia)

Province
(Preferred name recorded as: Guadalajara (Spain))

Powiat
(Preferred name recorded as: Lublin (Poland))

Voivodeship
(Preferred name recorded as: Lublin (Poland))

State

(Preferred name recorded as: New York)

Federation

(Preferred name recorded as: Russia)

Judet

(Preferred name recorded as: Tulcea (Romania))

Ecclesiastical principality

(Preferred name recorded as: Cologne)

- 11.7.0.5.2 ➤ If the type of jurisdiction does not provide a satisfactory distinction, add an appropriate word or phrase.

Brazzaville

(Preferred name recorded as: Congo)

Democratic Republic

(Preferred name recorded as: Congo)

North

(Preferred name recorded as: Korea)

South

(Preferred name recorded as: Korea)

- 11.7.0.5.3 ➤ If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), record suitable designation to distinguish one from the other, as appropriate.

Territory under German occupation

(Preferred name recorded as: France. Access point represents the territory under German occupation from 1940 to 1944)

Territory under Allied occupation

(Preferred name recorded as: Germany. Access point represents the territory under Allied occupation from 1945-1955)

Provisional government

(Preferred name recorded as: Algeria. Access point represents the provisional government that was in power from 1958 to 1962)

11.7.0.6 Associated institution

- 11.7.0.6.1 ➤ Record the name of an institution if the institution's name is commonly associated with the name of the body. Record the name of the institution in the form and language recorded as the preferred name for the institution.

University of Cincinnati

(Preferred name recorded as: B'nai B'rith Hillel Federation Jewish Student Center)

University of Maryland, College Park

(Preferred name recorded as: B'nai B'rith Hillel-Federation Jewish Student Center)

Akademiia nauk SSSR. Karelskii nauchnyi tsentr
(Preferred name recorded as: Institut geologii)

Akademiia nauk SSSR. Komi nauchnyi tsentr
(Preferred name recorded as: Institut geologii)

Practising Law Institute
(Preferred name recorded as: Computer Law Institute)

University of Southern California. Law School
(Preferred name recorded as: Computer Law Institute)

National Museum of Natural History
(Preferred name recorded as: Arctic Studies Center)

Cornell University
(Preferred name recorded as: Delta Tau Delta Fraternity. Beta Omicron Chapter)

11.7.0.7 Number of a conference, etc.

- 11.7.0.7.1 ➤ If a conference, etc., is stated or inferred to be one of a series of numbered meetings of the same name, record the ordinal numeral in the form preferred by the agency creating the data.

1st
(Preferred name recorded as: International Conference on Georgian Psalmody)

48th
(Preferred name recorded as: International Whaling Commission. Meeting)

- 11.7.0.7.2 ➤ If the numbering is irregular, do not record it.

- 11.7.0.7.3 ◇ *Optional addition.* Provide an explanation of the irregularities in a cataloguer's annotation (see [8.13](#)) or as an explanation of relationship (see [32.2](#)).

11.7.0.8 Other designation

- 11.7.0.8.1 ➤ If neither a place nor date associated with the body, nor an associated institution, is sufficient or appropriate for distinguishing between two or more bodies, record an appropriate general designation in the language preferred by the agency creating the data.

Holiness
(Preferred name recorded as: Church of God)

Seventh Day
(Preferred name recorded as: Church of God)

Cricket
(Preferred name recorded as: World Cup)

Soccer
(Preferred name recorded as: World Cup)

11.8 LANGUAGE OF THE CORPORATE BODY

OPTIONAL

Contents

- 11.8.0 Basic instructions on recording language of the corporate body

11.8.0 BASIC INSTRUCTIONS ON RECORDING LANGUAGE OF THE CORPORATE BODY

Contents

- 11.8.0.1 Scope
- 11.8.0.2 Sources of information
- 11.8.0.3 Recording the language of the corporate body

11.8.0.1 Scope

- 11.8.0.1.1 **Language of the corporate body** is a language a corporate body uses in its communications.

11.8.0.2 Sources of information

- 11.8.0.2.1 ➤ Take information on the language or languages of the corporate body from any source.

11.8.0.3 Recording the language of the corporate body

- 11.8.0.3.1 ➤ Record the language or languages the body uses in its communications using an appropriate term or terms from the list of languages specified in ISO 639-2 (<http://www.loc.gov/standards/iso639-2/langhome.html>).

Russian
(Language used by the corporate body Institut geologii)

English
French
(Languages used by the corporate body Canadian Standards Association)

- 11.8.0.3.2 ➤ Indicate the source from which the information on language was derived following the instructions given under [8.12](#).

11.9 ADDRESS OF THE CORPORATE BODY

OPTIONAL

Contents

- 11.9.0 Basic instructions on recording address of the corporate body

11.9.0 BASIC INSTRUCTIONS ON RECORDING ADDRESS OF THE CORPORATE BODY

Contents

- 11.9.0.1 Scope
- 11.9.0.2 Sources of information
- 11.9.0.3 Recording the address of the corporate body

11.9.0.1 Scope

- 11.9.0.1.1 **Address of the corporate body** is the address of the corporate body's headquarters or offices, or an e-mail or Internet address for the body.

11.9.0.2 Sources of information

- 11.9.0.2.1 ➤ Take information on the address of the corporate body from any source.

11.9.0.3 Recording the address of the corporate body

- 11.9.0.3.1 ➤ Record the address of the corporate body's place of business and/ or an e-mail or Internet address for the body.

Suite 600, 119 Spadina Avenue, Toronto, ON M5V
2L1 Canada
(Postal address for Community Legal Education Ontario)

cleo@cleo.on.ca
(E-mail address for Community Legal Education Ontario)

http://www.cleo.on.ca/
(Web address for Community Legal Education Ontario)

- 11.9.0.3.2 ➤ Indicate the source from which the information on address was derived following the instructions given under [8.12](#).

11.10 FIELD OF ACTIVITY OF THE CORPORATE BODY

OPTIONAL

Contents

- 11.10.0 Basic instructions on recording field of activity of the corporate body

11.10.0 BASIC INSTRUCTIONS ON RECORDING FIELD OF ACTIVITY OF THE CORPORATE BODY

Contents

- 11.10.0.1 Scope
 11.10.0.2 Sources of information
 11.10.0.3 Recording the field of activity of the corporate body

11.10.0.1 Scope

- 11.10.0.1.1 **Field of activity of the corporate body** is a field of business in which the corporate body is engaged, its area of competence, responsibility, jurisdiction, etc.

11.10.0.2 Sources of information

- 11.10.0.2.1 ➤ Take information on the field of activity of the corporate body from any source.

11.10.0.3 Recording the field of activity of the corporate body

- 11.10.0.3.1 ➤ Record the field or fields of business in which the corporate body is or was engaged, its area of competence, responsibility, jurisdiction, etc.

The North Atlantic Treaty Organization (NATO) is a political and military alliance of 26 countries from North America and Europe committed to fulfilling the goals of the North Atlantic Treaty signed on 4 April 1949

(Note describing the field of activity of the North Atlantic Treaty Organization)

CSA Group consists of 3 divisions: Canadian Standards Association, which develops and aids in the application of standards; CSA International, which provides testing and certification services; and Quality Management Institute (QMI), which delivers management system registration and training services

(Note describing the fields of activity of CSA Group and its subordinate bodies, Canadian Standards Association, CSA International, and Quality Management Institute)

- 11.10.0.3.2 ➤ Indicate the source from which the information on field of activity was derived following the instructions given under [8.12](#).

11.11 CORPORATE HISTORY

OPTIONAL

Contents

- 11.11.0 Basic instructions on recording corporate history

11.11.0 BASIC INSTRUCTIONS ON RECORDING CORPORATE HISTORY

Contents

- 11.11.0.1 Scope
- 11.11.0.2 Sources of information
- 11.11.0.3 Recording corporate history

11.11.0.1 Scope

- 11.11.0.1.1 **Corporate history** is information pertaining to the history of the corporate body.

11.11.0.2 Sources of information

- 11.11.0.2.1 ➤ Take information on corporate history from any source.

11.11.0.3 Recording corporate history

- 11.11.0.3.1 ➤ Record information pertaining to the history of the corporate body.

Established 28 January (8 February) 1724 in Saint Petersburg by decree of Peter I; opened in 1725. According to regulation of 1747 officially called Imperatorskaia akademīia nauk i khudozhestv; 1803-1855 called Imperatorskaia akademīia nauk; 1836-1917 officially named Imperatorskaia Sankt-Peterburgskaia akademīia nauk. From 1724 to 1917 conventional name was Peterburgskaia akademīia nauk. Name changed May 1917 to Rossiiskaia akademīia nauk. Renamed Akademīia nauk SSSR June 1925
(*Corporate history for Akademīia nauk SSSR*)

The Salem Female Academy was originally founded in 1772 and chartered as Salem Female Academy and College in 1866. In 1907 name was changed to Salem Academy and College, and in 1912, the institution was separated into Salem College and Salem Academy
(*Corporate history for Salem College*)

- 11.11.0.3.2 ➤ As appropriate, incorporate information pertaining to specific identifying elements (see [11.4-11.10](#)) into a corporate history element.

- 11.11.0.3.3 ➤ Indicate the source from which the information on corporate history was derived following the instructions given under [8.12](#).

11.12 IDENTIFIER FOR THE CORPORATE BODY

REQUIRED

Contents

- 11.12.0 Basic instructions on recording identifiers for corporate bodies

11.12.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR CORPORATE BODIES

Contents

- 11.12.0.1 Scope
 11.12.0.2 Sources of information
 11.12.0.3 Recording identifiers for corporate bodies

11.12.0.1 Scope

- 11.12.0.1.1 An **identifier for the corporate body** is number or code uniquely associated with a corporate body that serves to differentiate that corporate body from other corporate bodies.

11.12.0.2 Sources of information

- 11.12.0.2.1 ➤ Take information on identifiers for corporate bodies from any source.

11.12.0.3 Recording identifiers for corporate bodies

- 11.12.0.3.1 ➤ If the identifier for the corporate body is one for which there is a prescribed format, record it in accordance with that format.
- no 88000581
(Library of Congress control number for American Academy of Actuaries)
- 0067B4875
(Library and Archives Canada control number for American Academy of Actuaries)
- 11.12.0.3.2 ➤ If there is no prescribed format for the identifier for the corporate body, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).



Union List of Artist Names ID: 5000033242
(*Identifier for Barton Myers Associates, Architects & Planners*)

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CHAPTER 16

IDENTIFYING PLACES

Contents

16.0 Purpose, scope, etc.

- 16.0.1 Purpose and scope
- 16.0.2 Sources of information

16.1 Constructing access points to represent places

- 16.1.1 Preferred access point
- 16.1.2 Variant access point

Name

16.2 Preferred name for the place

- 16.2.0 Basic instructions on preferred names for places

Choosing the preferred name

- 16.2.1 Different language forms of the name
- 16.2.2 Changes of name

Recording the preferred name

- 16.2.3 Place names for jurisdictions
- 16.2.4 Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia
- 16.2.5 Places in the British Isles
- 16.2.6 Places in other jurisdictions
- 16.2.7 Places with identical names
- 16.2.8 Places within cities, etc.

16.3 Variant name for the place

- 16.3.0 Basic instructions on variant names for places
- 16.3.1 Expanded name
- 16.3.2 Initialism / abbreviated form
- 16.3.3 Alternative linguistic form of name
- 16.3.4 Other variant name

Other identifying attributes

16.4 Coordinates

16.5 Other geographical information

16.6 Identifier for the place

16.6.0 Basic instructions on recording identifiers for places

16.0 PURPOSE, SCOPE, ETC.

Contents

- 16.0.1 Purpose and scope
- 16.0.2 Sources of information

16.0.1 PURPOSE AND SCOPE

16.0.1.1 This chapter provides general guidelines and instructions on choosing and recording preferred and variant names for places, and on recording other identifying attributes of the place.¹

16.0.1.2 The names of places are commonly used as the names of governments (see [11.2.1.5d](#)) and communities that are not governments. The names of places are also used as additions to the names of corporate bodies to distinguish between bodies with the same name (see [11.1.1.3](#)), as additions to conference names (see [11.1.1.8](#)), and in recording place associated with a corporate body (see [11.4](#)).

16.0.2 SOURCES OF INFORMATION

- 16.0.2.1 ➤ Determine the preferred name for a place from (in order of preference):
- a) gazetteers and other reference sources published in the language preferred by the agency creating the data
 - b) gazetteers and other reference sources published in the jurisdiction in which the place is located in the official language(s) of that jurisdiction.
- 16.0.2.2 ➤ Take variant names from any source.
- 16.0.2.3 ➤ Take information on other identifying attributes of the place from any source.

16.1 CONSTRUCTING ACCESS POINTS TO REPRESENT PLACES

Contents

- 16.1.1 Preferred access point
- 16.1.2 Variant access point

¹ *Place*, as used in this chapter, refers to a location identified by a name.

16.1.1 PREFERRED ACCESS POINT

[To be added in a later release]

16.1.2 VARIANT ACCESS POINT

[To be added in a later release]

Name

16.2 PREFERRED NAME FOR THE PLACE

REQUIRED

Contents

16.2.0 Basic instructions on preferred names for places

Choosing the preferred name

16.2.1 Different language forms of the name

16.2.2 Changes of name

Recording the preferred name

16.2.3 Place names for jurisdictions

16.2.4 Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia

16.2.5 Places in the British Isles

16.2.6 Places in other jurisdictions

16.2.7 Places with identical names

16.2.8 Places within cities, etc.

16.2.0 BASIC INSTRUCTIONS ON PREFERRED NAMES FOR PLACES

Contents

16.2.0.1 Scope

16.2.0.2 Sources of information

16.2.0.3 Choosing the preferred name

16.2.0.4 Recording the preferred name

16.2.0.5 Transliteration

16.2.0.1 Scope

- 16.2.0.1.1 The **preferred name** is the name or form of name chosen to represent a place when a place name is used as the name of a government, etc. (see [11.2.1.5d](#)), as an addition to the name of a corporate body (see [11.1.1.3](#)), as an addition to a conference name (see [11.1.1.8](#)), or when recording a place associated with a corporate body (see [11.4](#)).

16.2.0.2 Sources of information

- 16.2.0.2.1 ➤ Determine the preferred name for a place from (in order of preference):
- a) gazetteers and other reference sources published in the language preferred by the agency creating the data
 - b) gazetteers and other reference sources published in the jurisdiction in which the place is located in the official language(s) of that jurisdiction.

16.2.0.3 Choosing the preferred name

- 16.2.0.3.1 ➤ Choose as the preferred name of a place (in this order):
- a) the form of the name in the language preferred by the agency preparing the data, if there is one in general use
 - b) the form of the name in the official language of the jurisdiction in which the place is located.
- 16.2.0.3.2 ➤ For additional instructions on choosing between different language forms of the name, see [16.2.1](#).
- 16.2.0.3.3 ➤ For instructions on changes of name, see [16.2.2](#).

16.2.0.4 Recording the preferred name

- 16.2.0.4.1 ➤ Record the name of a place in the form most commonly found in gazetteers or other reference sources used in choosing the name, unless the instructions given under [16.2.3–16.2.8](#) indicate otherwise.
- 16.2.0.4.2 ➤ Record as part of the name of a place (other than a country or a state, etc., listed in [16.2.4.1](#) or [16.2.5.1](#)) the name of the larger place in which it is located or the larger jurisdiction to which it belongs following the instructions given under [16.2.4–16.2.8](#).
- 16.2.0.4.3 ➤ If the place name is being used as the conventional name for a government (see [11.2.1.5d](#)), enclose the name of the larger place in parentheses.

Budapest (Hungary)

- 16.2.0.4.4 ➤ If the place name is being used as an addition to the name of a corporate body (see [11.1.1.3](#)) or a conference (see [11.1.1.8](#)), precede the name of the larger place by a comma.

Leöwey Klára Gimnázium (Budapest, Hungary)

16.2.0.5 Transliteration

- 16.2.0.5.1 ➤ If the name of the place is in a language written in a script that differs from the preferred script of the agency creating the data, transliterate the name according to the table for that language adopted by the agency creating the data.

‘Aqabah

(Arabic script name *عقبة* transliterated according to the ALA-LC Romanization Tables)

Alternative

16.2.0.5.2

If the name of the place is in a language written in a script that differs from the preferred script of the agency creating the data and a transliterated form appears in reference sources, use that transliterated form. If more than one transliterated form is found, use the form resulting from transliteration according to the table for that language adopted by the agency creating the data.

Tétouan
not Titwān
 (Transliterated form of Arabic script name *تطوان* that appears in reference sources)

16.2.0.5.3

- Record other transliterated forms of the name as variant names (see [16.3.3](#)), as required.

CHOOSING THE PREFERRED NAME

16.2.1 DIFFERENT LANGUAGE FORMS OF THE NAME

16.2.1.1

- Choose as the preferred name for a place a form in the language preferred by the agency preparing the data if there is one in general use. Determine this from gazetteers and other reference sources published in the language preferred by the agency.

Austria
not Österreich

Copenhagen
not København

Florence
not Firenze

Ghent
not Gent
not Gand

East Timor
not Timor Lorosa'e
not Timor-Leste

16.2.1.2

- If the form of name for a place in the language preferred by the agency is the name of the government that has jurisdiction over the place, choose that form.

Soviet Union
not Sovetskiĭ Soiuz
not Russia

16.2.1.3

- If there is no form in the language preferred by the agency in general

use, choose the form in the official language of the jurisdiction in which the place is located.

Buenos Aires

Horlivka

Tallinn

Livorno

not Leghorn

(English form no longer in general use)

- 16.2.1.4 ➤ If the jurisdiction has more than one official language, choose the form most commonly found in sources in the language preferred by the agency.

Louvain

not Leuven

Helsinki

not Helsingfors

16.2.2 CHANGES OF NAME

- 16.2.2.1 ➤ If the name of a place changes, choose as many of the names as are required by:
- a) the instructions on government names (see [11.2.1.5d](#)) (e.g., use *Nyasaland* or *Malawi*, as appropriate)
 - or b) the instructions on additions to corporate names (see [11.1.1.3](#)) and conference names (see [11.1.1.8](#)) (e.g., use *Leopoldville* or *Kinshasa*, as appropriate)
 - or c) other relevant instructions in [chapter 11](#).

RECORDING THE PREFERRED NAME

16.2.3 PLACE NAMES FOR JURISDICTIONS

Contents

16.2.3.1 Place names that include a term indicating type of jurisdiction

16.2.3.2 Place names that require a term indicating type of jurisdiction

16.2.3.1 Place names that include a term indicating type of jurisdiction

- 16.2.3.1.1 ➤ If the first part of a place name is a term indicating a type of jurisdiction and the place is commonly listed under another part of its name in lists published in the language of the country in which it is located, omit the term indicating the type of jurisdiction.

Kerry (Ireland)
not County Kerry (Ireland)

Ostholstein (Germany)
not Kreis Ostholstein (Germany)

- 16.2.3.1.2 ➤ In all other cases, include the term indicating the type of jurisdiction.

Città di Castello (Italy)

Ciudad Juárez (Mexico)

District of Columbia

Distrito Federal (Brazil)

Mexico City (Mexico)

16.2.3.2 **Place names that require a term indicating type of jurisdiction**

- 16.2.3.2.1 ➤ If a place name other than the name for a city or town does not include a term indicating a type of jurisdiction, and the place name is being used as the conventional name for a government, follow the instructions given under [11.1.1.6](#).

16.2.4 **PLACES IN AUSTRALIA, CANADA, MALAYSIA, UNITED STATES, U.S.S.R., OR YUGOSLAVIA**

Contents

- 16.2.4.1 States, etc.
- 16.2.4.2 Other places

16.2.4.1 **States, etc.**

- 16.2.4.1.1 ➤ Do not record the name of the larger jurisdiction as part of the name of a state, province, territory, etc., of Australia, Canada, Malaysia, the United States, the U.S.S.R., or Yugoslavia.

Northern Territory

Prince Edward Island

Sarawak

Oregon

District of Columbia

Guam

Puerto Rico

16.2.4.2 Other places

- 16.2.4.2.1 ➤ If the place is in a state, province, territory, etc., of one of the countries listed under [16.2.4.1](#), record the name of the state, etc., in which it is located as part of the name, following the instructions given under [16.2.0.4](#).

Darwin (N.T.)

Jasper (Alta.)

Clayoquot Land District (B.C.)

George Town (Penang)

Cook County (Ill.)

Alexandria (Va.)

Latah Soil and Water Conservation District
(Idaho)

Washington (D.C.)

San Juan (P.R.)

Kiev (Ukraine)

Split (Croatia)

16.2.5 PLACES IN THE BRITISH ISLES

Contents

- 16.2.5.1 England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, and the Channel Islands
- 16.2.5.2 Other places

16.2.5.1 England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, and the Channel Islands

- 16.2.5.1.1 ➤ Do not record the name of the larger jurisdiction as part of the names of the following parts of the British Isles: England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, the Channel Islands.

England

Ireland

Isle of Man

16.2.5.2 Other places

- 16.2.5.2.1 ➤ If a place is located in England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, or the Channel Islands, record *England, Ireland, Northern Ireland, Scotland, Wales, Isle of Man, or Channel Islands*, as appropriate, as part of the name, following the instructions given under [16.2.0.4](#).

Dorset (England)

Waterville (Ireland)

Bangor (Northern Ireland)

Melrose (Scotland)

Powys (Wales)

Ramsey (Isle of Man)

Jersey (Channel Islands)

16.2.6 PLACES IN OTHER JURISDICTIONS

- 16.2.6.1 ➤ Record as part of the name of a place not covered by [16.2.4–16.2.5](#) the name of the country in which the place is located.

Formosa (Argentina)

Maputo (Mozambique)

Lucca (Italy)

Madras (India)

Palawan (Philippines)

Region Sjælland (Denmark)

Paris (France)

Spanish Town (V.I.)

Papeete (French Polynesia)

16.2.7 PLACES WITH IDENTICAL NAMES

- 16.2.7.1 ➤ If recording the name of the larger place or jurisdiction as part of the name as instructed in [16.2.4–16.2.6](#) is insufficient to distinguish between two or more places with the same name, include a word or phrase commonly used to distinguish them.

Alhama de Almería (Spain)

Alhama de Granada (Spain)

- 16.2.7.2 ➤ If there is no such word or phrase, record the name of an appropriate smaller place before the name of the larger place.

Friedberg (Bavaria, Germany)

Friedberg (Hesse, Germany)

Tarbert (Argyll and Bute, Scotland)

Tarbert (Western Isles, Scotland)

Farnham (Dorset, England)

Farnham (Essex, England)

Oakdale (Stearns County, Minn.)

Oakdale (Washington County, Minn.)

16.2.8 PLACES WITHIN CITIES, ETC.

- 16.2.8.1 ➤ When recording the name of a place within a city, etc., record the name of the city, etc., and the larger place within which the city, etc., is located, as prescribed in the instructions given under [16.2.3–16.2.7](#).

Hyde Park (Chicago, Ill.)

Chelsea (London, England)

Tamaki (Auckland, N.Z.)

Las Condes (Santiago, Chile)

Cabbagetown (Toronto, Ont.)

11e Arrondissement (Paris, France)

Minato-ku (Tokyo, Japan)

16.3 VARIANT NAME FOR THE PLACE

Contents

- 16.3.0 Basic instructions on variant names for places
- 16.3.1 Expanded name
- 16.3.2 Initialism / abbreviated form
- 16.3.3 Alternative linguistic form of name
- 16.3.4 Other variant name

16.3.0 BASIC INSTRUCTIONS ON VARIANT NAMES FOR PLACES

Contents

- 16.3.0.1 Scope
- 16.3.0.2 Sources of information
- 16.3.0.3 General guidelines

16.3.0.1 Scope

- 16.3.0.1.1 A **variant name** is a name or form of name by which a place is known that differs from the name or form of name chosen as the preferred name.

16.3.0.2 Sources of information

- 16.3.0.2.1 ➤ Take variant names from any source.

16.3.0.3 General guidelines

- 16.3.0.3.1 ➤ Record as a variant name a name found in reference sources that is significantly different from that chosen as the preferred name of the place.
- 16.3.0.3.2 ➤ Record as a variant name a form of name found in reference sources, or resulting from a different transliteration of the name, if that form differs significantly from the form recorded as the preferred name of the place.
- 16.3.0.3.3 ➤ Follow the additional specific instructions given under [16.3.1–16.3.4](#) and those given in preceding sections of this chapter, as applicable.

16.3.1 EXPANDED NAME

Contents

- 16.3.1.1 Scope
- 16.3.1.2 Sources of information
- 16.3.1.3 Recording expanded names as variant names

16.3.1.1 Scope

- 16.3.1.1.1 An **expanded name** is a fuller form of the name chosen as the preferred name.

16.3.1.2 Sources of information

- 16.3.1.2.1 ➤ Take expanded names from any source.

16.3.1.3 Recording expanded names as variant names

- 16.3.1.3.1 ➤ If the name chosen as the preferred name of the place is an initialism or an abbreviated or shortened form of name, record the expanded form of the name as a variant name.

Saint John's (N.L.)
(*Abbreviated form recorded as preferred name: St. John's (N.L.)*)

Armenian Soviet Socialist Republic
(*Abbreviated form recorded as preferred name: Armenian S.S.R.*)

- 16.3.1.3.2 ➤ If the name chosen as the preferred name begins with an abbreviated word or contains an abbreviated word in such a position that it affects access, and in the catalogue abbreviated words are accessed differently from words written in full, record the name with the abbreviated word written in full (in the language of the preferred name) as a variant name.

Sankt Veit im Pongau (Austria)
(*Abbreviated form recorded as preferred name: St. Veit im Pongau (Austria)*)

Thorpe Saint Andrew (England)
(*Abbreviated form recorded as preferred name: Thorpe St. Andrew (England)*)

16.3.2 INITIALISM / ABBREVIATED FORM

Contents

- 16.3.2.1 Scope
- 16.3.2.2 Sources of information
- 16.3.2.3 Recording initialisms and abbreviated forms as variant names

16.3.2.1 Scope

- 16.3.2.1.1 An **initialism** is a string of initial letters of words taken from the full form of a name read as separate letters.
- 16.3.2.1.2 An **abbreviated form** is a shortened form of the full form of a name.

16.3.2.2 Sources of information

- 16.3.2.2.1 ➤ Take acronyms, initialism, and abbreviated forms from any source.

16.3.2.3 Recording initialisms and abbreviated forms as variant names

- 16.3.2.3.1 ➤ If the name chosen as the preferred name of the place is a full form of the name, record an initialism or abbreviated form of the name as a variant name.

P.E.I.

(Full form recorded as preferred name: Prince Edward Island)

So. Daytona (Fla.)

(Full form recorded as preferred name: South Daytona (Fla.))

Mt. Morgan (Qld.)

(Full form recorded as preferred name: Mount Morgan (Qld.))

SOMA (San Francisco, Calif.)

(Full form recorded as preferred name: South of Market (San Francisco, Calif.))

- 16.3.2.3.2 ➤ If the name chosen as the preferred name consists of an initialism, and in the catalogue initials with full stops are accessed differently from those without full stops, record the form not chosen as the preferred name as a variant name.

RAF Kenley (England)

(Preferred form recorded as initials with full stops: R.A.F. Kenley (England))

- 16.3.2.3.3 ➤ In the context of such a catalogue, if the full name is chosen as the preferred name, record initials without full stops, as well as with full stops as variant names.

US

USA

U.S.

U.S.A.

(Full form recorded as preferred name: United States)

16.3.3 ALTERNATIVE LINGUISTIC FORM OF NAME

Contents

16.3.3.1 Scope

16.3.3.2 Sources of information

16.3.3.3 Recording alternative linguistic forms as variant names

16.3.3.1 Scope

- 16.3.3.1.1 ☐ An **alternative linguistic form of name** is a form of name in a different language, script, spelling, or transliterated form than the form recorded as the preferred name.

16.3.3.2 Sources of information

- 16.3.3.2.1 ➤ Take alternative linguistic forms of names from any source.

16.3.3.3 Recording alternative linguistic forms as variant names

- 16.3.3.3.1 ➤ If the name recorded as the preferred name of a place has an alternative linguistic form(s), record the alternative linguistic form(s) as a variant name(s).

Different language form

Danmark
(*English language form recorded as preferred name: Denmark*)

Sak'art'velo
(*English language form recorded as preferred name: Georgia*)

Albaanje
Albanie
Albanija
Albánsko
Arbinishia
Arnavutluk
Arubania
Elbanya
Shkiperiya
Shqipëria
(*English language form recorded as preferred name: Albania*)

Aix-la-Chapelle (Germany)
Aken (Germany)
Akwizgran (Germany)
Aquisgrão (Germany)
Cáchy (Germany)
Oche (Germany)
(*German language form recorded as preferred name: Aachen (Germany)*)

Different script

Србија
(*English language form recorded as preferred name: Serbia*)

日本
(*English language form recorded as preferred name: Japan*)

საქართველო
(*English language form recorded as preferred name: Georgia*)

تطوان (مغرب)
(*French language form recorded as preferred name: Tétouan (Morocco)*)

אשדוד (ישראל)
(*Hebrew transliterated form recorded as preferred name: Ashdod (Israel)*)

Αλβανία

Албанија

Албания

Албанія

אלבניה

ألبانيا

آلبانى

阿尔巴尼亚

アルバニア

알바니아

अल्बानिया

আলবানিয়া

அல்பேனியா

ແອລເບເນີຍ

(English language form recorded as preferred name: Albania)

Different spelling

Rumania

(Different spelling recorded as preferred name: Romania)

Allapatah (Miami, Fla.)

(Different spelling recorded as preferred name: Allapattah (Miami, Fla.))

Different transliteration

Aqaba

Akaba

(Different transliteration recorded as preferred name: ʿAqabah)

Titwān (Morocco)

(Different transliteration recorded as preferred name: Tétouan (Morocco))

Halandri (Athens, Greece)

Khalandri (Athens, Greece)

(Different transliteration recorded as preferred name: Chalandri (Athens, Greece))

- 16.3.3.3.2 ➤ If the name recorded as the preferred name begins with a number expressed as a numeral or contains a number expressed as a numeral in such a position that it affects access, and in the catalogue numbers expressed as words are accessed differently from numbers expressed as numerals, record the form with the number expressed as a word as a variant name.

Onzième Arrondissement (Paris, France)

(Preferred name begins with a number expressed as a numeral: 11e Arrondissement (Paris, France))

- 16.3.3.3.3 ➤ If the name recorded as the preferred name begins with a number expressed as a word or contains a number expressed as a word in such a position that it affects access, and in the catalogue numbers expressed as words are accessed differently from numbers expressed as numerals, record the form with the number expressed as an arabic

numeral as a variant name.

District 6 (Cape Town, South Africa)
*(Preferred name contains a number expressed as a word: District Six
 (Cape Town, South Africa))*

16.3.4 OTHER VARIANT NAME

Contents

- 16.3.4.1 Scope
- 16.3.4.2 Sources of information
- 16.3.4.3 Recording other variant names

16.3.4.1 Scope

- 16.3.4.1.1 **Other variant names** are names or forms of name other than expanded names, initialisms, abbreviated forms, and alternative linguistic forms of name that differ from the name or form of name recorded as the preferred name.

16.3.4.2 Sources of information

- 16.3.4.2.1 ➤ Take other variant names from any source.

16.3.4.3 Recording other variant names

- 16.3.4.3.1 ➤ Record other variants and variant forms of the name recorded as the preferred name not covered under [16.3.1–16.3.3](#) as required.

Different name

People's Republic of Albania
 People's Socialist Republic of Albania
 Republic of Albania
 República d'Albània
 Republika e Shqipërisë
 Republika Popullore e Shqipërisë
 Republika Popullore Socialiste e Shqipërisë
(Name recorded as preferred name: Albania)

The Dalles (Or.)
(Name recorded as preferred name: Dalles (Or.))

Region 7 (Guyana)
 Region Seven (Guyana)
*(Name recorded as preferred name: Cuyuni-Mazaruni Region
 (Guyana))*

Little Dominican Republic (Miami, Fla.)
(Name recorded as preferred name: Allapattah (Miami, Fla.))

Camden Town (London, England)
 London Borough of Camden (England)

(Name recorded as preferred name: Camden (London, England))

Other identifying attributes

16.4 COORDINATES

[To be added in a later release]

16.5 OTHER GEOGRAPHICAL INFORMATION

[To be added in a later release]

16.6 IDENTIFIER FOR THE PLACE

REQUIRED

Contents

16.6.0 Basic instructions on recording identifiers for places

16.6.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR PLACES

Contents

16.6.0.1 Scope
 16.6.0.2 Sources of information
 16.6.0.3 Recording identifiers for places

16.6.0.1 Scope

16.6.0.1.1 An **identifier for the place** is a number or code uniquely associated with a place that serves to differentiate that place from other places.

16.6.0.2 Sources of information

16.6.0.2.1 ➤ Take information on identifiers for places from any source.

16.6.0.3 Recording identifiers for places

16.6.0.3.1 ➤ If the identifier for the place is one for which there is a prescribed format, record it in accordance with that format.

n 82094788

(Library of Congress control number for the place Whitehorse (Yukon))

0002C2524

(Library and Archives Canada control number for the place Whitehorse (Yukon))

- 16.6.0.3.2 ➤ If there is no prescribed format for the identifier for the place, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).

Getty Thesaurus of Geographic Names Online ID:
1016206
(Identifier for the place Whitehorse, Yukon Territory)

- 16.6.0.3.2 ➤ If there is no prescribed format for the identifier for the place, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in [appendix B](#).

Getty Thesaurus of Geographic Names Online ID:
1016206
(Identifier for the place Whitehorse, Yukon Territory)

CHAPTER 29

GENERAL GUIDELINES ON RECORDING RELATIONSHIPS BETWEEN PERSONS, FAMILIES, AND CORPORATE BODIES

Contents

29.0 Purpose and scope

29.1 Terminology

- 29.1.0 Explanation of key terms
- 29.1.1 Person, family, and corporate body
- 29.1.2 Related persons, families, or corporate bodies
- 29.1.3 Access point
- 29.1.4 Relationship designator

29.2 Functional objectives and principles

29.3 Required elements

29.4 Recording relationships between persons, families, and corporate bodies

29.5 Relationship designator

29.6 Source consulted

- 29.6.0 Basic instructions on recording sources consulted

29.7 Cataloguer's annotation

- 29.7.0 Basic instructions on making cataloguer's
annotations

29.0 PURPOSE AND SCOPE

- 29.0.1 This chapter sets out the functional objectives and principles underlying the guidelines and instructions in chapters 30–32 on recording relationships between persons, families, and corporate bodies, and specifies required elements for recording those relationships.

29.0.2 The chapter provides general guidelines and instructions on recording relationships between a person, family, or corporate body represented by a preferred access point and related persons, families, and corporate bodies.

29.0.3 The chapter also provides instructions on recording relationship designators, on citing sources from which relationship information was derived, and on making annotations to assist in the use or revision of the relationship data.

29.1 TERMINOLOGY

Contents

- 29.1.0 Explanation of key terms
- 29.1.1 Person, family, and corporate body
- 29.1.2 Related persons, families, or corporate bodies
- 29.1.3 Access point
- 29.1.4 Relationship designator

29.1.0 EXPLANATION OF KEY TERMS

29.1.0.1 There are a number of terms used in this chapter and in chapters 30–32 that carry meanings specific to their use in RDA. The meanings of a number of key terms are explained below under [29.1.1–29.1.4](#). Terms used as data element names in chapters 30–32 are defined at the beginning of the instructions for the specific element. In addition, all terms used in those chapters with a specific technical meaning are defined in the glossary.

29.1.1 PERSON, FAMILY, AND CORPORATE BODY

29.1.1.1 The terms *person*, *family*, and *corporate body* are used as follows:

- 29.1.1.2 The term **person** refers to an individual or to an identity established by an individual.
- 29.1.1.3 The term **family** refers to two or more persons identified as a family unit.
- 29.1.1.4 The term **corporate body** refers to 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.

29.1.2 RELATED PERSONS, FAMILIES, OR CORPORATE BODIES

29.1.2.1 The terms *related person*, *related family*, and *related corporate body* are used as follows:

- 29.1.2.2 The term **related person** refers to a person who is associated with the person, family, or corporate body represented by a preferred access point (e.g., a collaborator, a member of a family, a founder of a corporate body). Related persons include separate identities established by an individual.

29.1.2.3 The term **related family** refers to a family that is associated with the person, family, or corporate body represented by a preferred access point (e.g., a person's family, a family that owns the controlling interest in a corporate body).

29.1.2.4 The term **related corporate body** refers to a corporate body that is associated with the person, family, or corporate body represented by a preferred access point (e.g., a musical group to which a person belongs, a subsidiary company). Related corporate bodies include corporate bodies that precede or succeed the body represented by a preferred access point as the result of a change of name.

29.1.3 ACCESS POINT

29.1.3.1 The terms *access point* and *preferred access point* are used as follows:

29.1.3.2 The term **access point** refers to a name, term, code, etc., under which information pertaining to a specific person, family, or corporate body will be found.

29.1.3.3 The term **preferred access point** refers to an access point representing a person, family, or corporate body that is constructed using the preferred name for that person, family, or corporate body.

29.1.4 RELATIONSHIP DESIGNATOR

29.1.4.1 The term **relationship designator** refers to a designator that indicates the nature of the relationship between persons, families, or corporate bodies represented by preferred access points and/or identifiers.

29.2 FUNCTIONAL OBJECTIVES AND PRINCIPLES

29.2.1 The data recorded to reflect relationships between persons, families, and corporate bodies should enable the user to:

- a) *find* information on persons, families, or corporate bodies that are related to the person, family, or corporate body represented by the access point retrieved in response to the user's search
- b) *clarify* the relationship between two or more persons, families, or corporate bodies represented by preferred access points.

29.2.2 To ensure that the data created using RDA meet those functional objectives, the data should reflect all significant relationships between persons, families, and corporate bodies represented by preferred access points.

29.3 REQUIRED ELEMENTS

29.3.1 ➤ When recording relationships between persons, families, and corporate bodies, include as a minimum the elements listed below that are applicable to the related person, family, or corporate body.

Name

Preferred name for the [person, family, or corporate body]

Identifier

Identifier for the [person, family, or corporate body]

- 29.3.2 ➤ If the preferred name for the related person, family, or corporate body is the same as or similar to a name by which another person, family, or corporate body is known, record as many of the additional identifying elements listed below as necessary to differentiate them.

Other identifying attributes of persons

Date associated with the person

Title of the person

Fuller form of name

Other designation associated with the person

Profession or occupation

Other identifying attributes of families

Type of family

Date associated with the family

Place associated with the family

Prominent member of the family

Other identifying attributes of corporate bodies

Place associated with the body

Date associated with the body

Other designation associated with the body

- 29.3.3 ➤ When identifying a related person, family, or corporate body more fully, include additional elements designated in chapters 9–11 as *optional* in accordance with the policy of the agency creating the data, or as judged appropriate by the cataloguer.

29.4 RECORDING RELATIONSHIPS BETWEEN PERSONS, FAMILIES, AND CORPORATE BODIES

- 29.4.1 ➤ Record the relationship between the person, family, or corporate body, represented by a preferred access point and a related person, family, or corporate body using one or more of the following conventions, as applicable.

a) Identifier for the related person, family, or corporate body

- 29.4a.1 Provide an identifier for the related person, family, or corporate body, formulated according to the instructions given under [9.19](#) (identifiers for persons), [10.10](#) (identifiers for families), or [11.12](#) (identifiers for corporate bodies), as applicable.

1007F6454

(Library and Archives Canada control number for Nicholas Blake, pseudonym of the related person C. Day Lewis)

n 79065003

(Library of Congress control number for I.M. Pei, person related to the corporate body I.M. Pei & Partners)

Union List of Artist Names ID: 500114961

(Identifier for Medici family, related family to Lorenzo de'Medici)

nr 95008045

(Library of Congress control number for Newport Jazz Festival, later name for the corporate body American Jazz Festival)

b) Preferred access point representing the related person, family, or corporate body

29.4b.1

Provide a preferred access point representing the related person, family, or corporate body, constructed according to the guidelines and instructions given under [9.1.1](#) (preferred access point representing a person), [10.1.1](#) (preferred access point representing a family), or [11.1.1](#) (preferred access point representing a corporate body), as applicable.

Blake, Nicholas, 1904-1972

(Preferred access point representing the person related to: Day Lewis, C. (Cecil), 1904-1972)

Pei, I. M., 1917-

(Preferred access point representing the person related to: I.M. Pei & Partners)

Medici (Family)

(Preferred access point representing the family related to: Medici, Lorenzo de', 1449-1492)

Newport Jazz Festival

(Preferred access point representing the later name of the corporate body American Jazz Festival)

- 29.4.2 ➤ Record an appropriate relationship designator (see [29.5](#)) in conjunction with the identifier and/or preferred access point representing the related person, family, or corporate body to indicate explicitly the nature of the relationship.

- 29.4.3 ➤ For guidelines on using the preferred access point representing a related person, family, or corporate body to generate a *see also* reference, see [appendix E](#).

29.5 RELATIONSHIP DESIGNATOR

OPTIONAL

Contents

- 29.5.0 Basic instructions on recording relationship designators

29.5.0 BASIC INSTRUCTIONS ON RECORDING RELATIONSHIP DESIGNATORS

Contents

- 29.5.0.1 Scope
- 29.5.0.2 Sources of information
- 29.5.0.3 Recording relationship designators

29.5.0.1 Scope

- 29.5.0.1.1 A **relationship designator** is a designator that indicates the nature of the relationship between persons, families, or corporate bodies represented by preferred access points and/or identifiers.

29.5.0.2 Sources of information

- 29.5.0.2.1 Take information on the nature of the relationship between persons, families, or corporate bodies represented by preferred access points from any source.

29.5.0.3 Recording relationship designators

- 29.5.0.3.1 Record an appropriate term(s) from the list in [appendix L](#) in conjunction with an identifier and/or preferred access point representing the related person, family, or corporate body to indicate explicitly the nature of the relationship.

[Example]

29.6 SOURCE CONSULTED

OPTIONAL

Contents

- 29.6.0 Basic instructions on recording sources consulted

29.6.0 BASIC INSTRUCTIONS ON RECORDING SOURCES CONSULTED

Contents

- 29.6.0.1 Scope
- 29.6.0.2 Sources of information
- 29.6.0.3 Recording sources consulted

29.6.0.1 Scope

- 29.6.0.1.1 **Sources consulted** are publications or reference sources used in determining the relationship between persons, families, or corporate bodies represented by preferred access points.

29.6.0.2 Sources of information

- 29.6.0.2.1 ➤ Take information on sources consulted from any source.

29.6.0.3 Recording sources consulted

- 29.6.0.3.1 ➤ Cite sources used to determine a relationship, followed by a brief statement of the information found.

Somerville, W. A history of the Department of Anesthesiology, 1942-1997, c1998: title page (Wake Forest University School of Medicine) page 79 (name changed from Bowman Gray School of Medicine to Wake Forest University School of Medicine in 1997)

Wikipedia, Dec. 2, 2007 (Howard Fast; Howard Melvin Fast (Nov. 11, 1914-Mar. 12, 2003) was a Jewish American novelist and television writer, who wrote also under the pen names E.V. Cunningham and Walter Ericson)

29.7 CATALOGUER'S ANNOTATION

OPTIONAL*Contents*

- 29.7.0 Basic instructions on making cataloguer's annotations

29.7.0 BASIC INSTRUCTIONS ON MAKING CATALOGUER'S ANNOTATIONS

Contents

- 29.7.0.1 Scope
29.7.0.2 Sources of information
29.7.0.3 General guidelines

29.7.0.1 Scope

- 29.7.0.1.1 A **cataloguer's annotation** is an annotation that might be helpful to a cataloguer using or revising the relationship data, or creating a preferred access point for a related person, family, or corporate body.

29.7.0.2 Sources of information

- 29.7.0.2.1 ➤ Take information for use in cataloguer's annotations from any source.

29.7.0.3 General guidelines

- 29.7.0.3.1 ➤ Make any annotations that might be helpful to a cataloguer using or revising the relationship data, or creating a preferred access point for a related person, family, or corporate body.

Real name: Ngô Thế Thái; pseudonym: Thanh Nam

Pseudonyms not found on published works: Ivor Jorgenson; Walter Drummond; David Osborne

Valid for 1949-1991. Publications by and about the museum after the German reunification can be found under the access point: Neue Nationalgalerie (Germany)

Census Office is valid name for U.S. censuses up to and including the twelfth (1900); the thirteenth census (1910) and those subsequent were conducted by the Bureau of the Census

Access point valid for period from 1958 (when est.) to Mar. 23, 1972 (name changed to Defense Advanced Research Projects Agency); also valid from Mar. 15, 1993 to Mar. 11, 1996, when body resumed earlier name

Do not use Luftwaffe in a heading for air force units prior to 1933; use instead "Germany. Heer. Luftstreitkräfte" to cover the period 1910-1920

CHAPTER 30

RELATED PERSONS

Contents

30.0 Purpose, scope, etc.

- 30.0.1 Purpose and scope
- 30.0.2 Sources of information

30.1 Related person

- 30.1.0 Basic instructions on referencing a related person

30.2 Explanation of relationship

- 30.2.0 Basic instructions on recording explanations of relationships

30.0 PURPOSE, SCOPE, ETC.

Contents

- 30.0.1 Purpose and scope
- 30.0.2 Sources of information

30.0.1 PURPOSE AND SCOPE

- 30.0.1.1 This chapter provides general guidelines and instructions on recording relationships between a person, family, or corporate body represented by a preferred access point and related persons.

30.0.2 SOURCES OF INFORMATION

- 30.0.2.1 ➤ Take information on persons related to a person, family, or corporate body represented by a preferred access point from any source.

30.1 RELATED PERSON

Contents

30.1.0 Basic instructions on referencing a related person

30.1.0 BASIC INSTRUCTIONS ON REFERENCING A RELATED PERSON

Contents

30.1.0.1 Scope

30.1.0.2 Sources of information

30.1.0.3 Referencing a related person

30.1.0.1 Scope

30.1.0.1.1 A **related person** is a person who is associated with the person, family, or corporate body represented by a preferred access point (e.g., a collaborator, a member of a family, a founder of a corporate body).

30.1.0.1.2 Related persons include separate identities for the same individual.

30.1.0.2 Sources of information

30.1.0.2.1 ➤ Take information on related persons from any source.

30.1.0.3 Referencing a related person

30.1.0.3.1 ➤ Record the relationship between a person, family, or corporate body represented by a preferred access point and a related person using one or more of the following conventions, as applicable.

30.1.0.3a a) Identifier for the related person

30.1.0.3a.1 Provide an identifier for the related person following the general guidelines given under [29.4](#).

n 79056546

(Library of Congress control number for Lewis Carroll, the persona established by Charles Lutwidge Dodgson for his literary works)

Union List of Artist Names ID: 500017044

(Identifier for Titian Ramsay Peale, a member of the Peale family)

n 50035608

(Library of Congress control number for Miles Davis, person related to the corporate body Miles Davis Quartet)

1013B3788E

(Library and Archives Canada control number for Paul Martin, person related to the government official Prime Minister of Canada, 2003-2006)

30.1.0.3b

30.1.0.3b.1

b) Preferred access point representing the related person

Provide a preferred access point representing the related person following the general guidelines given under [29.4](#).

Innes, Michael, 1906-1994

(Preferred access point representing the identity established by J.I.M. Stewart for his detective novels)

Carroll, Lewis, 1832-1898

(Preferred access point representing the identity established by Charles L. Dodgson for his literary works)

Dannay, Frederic, 1905-1982

Lee, Manfred B. (Manfred Bennington), 1905-1971

(Preferred access points representing the individuals who also wrote under the joint pseudonym Ellery Queen)

Brutus, Marcus Junius, 85?-42 B.C.

(Preferred access point representing the person whose name forms part of the appellation for an unknown person identified as Pseudo-Brutus)

Peale, Titian Ramsay, 1799-1885

(Preferred access point for a member of the Peale family)

Davis, Miles

(Preferred access point for person related to the Miles Davis Quartet)

Bono, Sonny

Cher, 1946-

(Preferred access points for the persons related to the corporate body Sonny & Cher)

Martin, Paul, 1938-

(Preferred access point representing the person related to the government official: Canada. Prime Minister (2003-2006 : Martin))

30.1.0.3.2

- Record an appropriate relationship designator (see [29.5](#)) in conjunction with the identifier and/or preferred access point representing the related person to indicate explicitly the nature of the relationship.

30.2 EXPLANATION OF RELATIONSHIP

Contents

- 30.2.0 Basic instructions on recording explanations of relationships

30.2.0 BASIC INSTRUCTIONS ON RECORDING EXPLANATIONS OF RELATIONSHIPS

Contents

- 30.2.0.1 Scope
- 30.2.0.2 Sources of information
- 30.2.0.3 General guidelines

30.2.0.1 Scope

- 30.2.0.1.1 An **explanation of a relationship** is information elaborating on or clarifying the relationship between a person, family, or corporate body represented by a preferred access point and a related person.

30.2.0.2 Sources of information

- 30.2.0.2.1 ➤ Take information explaining a relationship from any source.

30.2.0.3 General guidelines

- 30.2.0.3.1 ➤ Record information elaborating on or clarifying the relationship between a person, family, or corporate body represented by a preferred access point and a related person, as necessary.

Greek letters by the person identified as Pseudo-Brutus were erroneously attributed to Marcus Junius Brutus.

- 30.2.0.3.2 ➤ For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see [appendix E](#).

CHAPTER 31

RELATED FAMILIES

Contents

31.0 Purpose, scope, etc.

- 31.0.1 Purpose and scope
- 31.0.2 Sources of information

31.1 Related family

- 31.1.0 Basic instructions on referencing a related family

31.2 Explanation of relationship

- 31.2.0 Basic instructions on recording explanations of relationships

31.0 PURPOSE, SCOPE, ETC.

Contents

- 31.0.1 Purpose and scope
- 31.0.2 Sources of information

31.0.1 PURPOSE AND SCOPE

- 31.0.1.1 This chapter provides general guidelines and instructions on recording relationships between a person, family, or corporate body represented by a preferred access point and related families.

31.0.2 SOURCES OF INFORMATION

- 31.0.2.1 ➤ Take information on families related to a person, family, or corporate body represented by a preferred access point from any source.

31.1 RELATED FAMILY

Contents

31.1.0 Basic instructions on referencing a related family

31.1.0 BASIC INSTRUCTIONS ON REFERENCING A RELATED FAMILY

Contents

31.1.0.1 Scope

31.1.0.2 Sources of information

31.1.0.3 Referencing a related family

31.1.0.1 Scope

- 31.1.0.1.1 A **related family** is a family who is associated with the person, family, or corporate body represented by a preferred access point (e.g., a person's family, a family that owns the controlling interest in a corporate body).

31.1.0.2 Sources of information

- 31.1.0.2.1 ➤ Take information on related families from any source.

31.1.0.3 Referencing a related family

- 31.1.0.3.1 ➤ Record the relationship between a person, family, or corporate body represented by a preferred access point and a related family using one or more of the following conventions, as applicable.

31.1.0.3a a) Identifier for the related family

31.1.0.3a.1 Provide an identifier for the related family following the general guidelines given under [29.4](#).

sh 96007973

(Library of Congress control number for Chola dynasty, the family related to Kulottunga I, Chola King)

sh 90005088

(Library of Congress control number for House of Wettin, related family to House of Windsor)

sh 96000997

(Library of Congress control number for McMahon family, family associated with World Wrestling Entertainment, Inc.)

31.1.0.3b b) Preferred access point representing the related family

31.1.0.3b.1 Provide a preferred access point representing the related family

following the general guidelines given under [29.4](#).

Romanov (Royal house)
(Preferred access point representing the family related to: Peter I, Emperor of Russia, 1672-1725)

Chola (Dynasty), 850-1279
(Preferred access point representing the family related to: Kulottunga I, Chola King, flourished 1070-1118)

Wettin (Royal house)
(Preferred access point representing the family related to: Windsor (Royal house))

McMahon (Family)
(Preferred access point representing the family associated with: World Wrestling Entertainment, Inc.)

- 31.1.0.3.2 ➤ Record an appropriate relationship designator (see [29.5](#)) in conjunction with the identifier and/or preferred access point representing the related family to indicate explicitly the nature of the relationship.

31.2 EXPLANATION OF RELATIONSHIP

Contents

31.2.0 Basic instructions on recording explanations of relationships

31.2.0 BASIC INSTRUCTIONS ON RECORDING EXPLANATIONS OF RELATIONSHIPS

Contents

31.2.0.1 Scope
31.2.0.2 Sources of information
31.2.0.3 General guidelines

31.2.0.1 Scope

- 31.2.0.1.1 An **explanation of a relationship** is information elaborating on or clarifying the relationship between a person, family, or corporate body represented by a preferred access point and a related family.

31.2.0.2 Sources of information

- 31.2.0.2.1 ➤ Take information explaining a relationship from any source.

31.2.0.3 General guidelines

- 31.2.0.3.1 ➤ Record information elaborating on or clarifying the relationship between

a person, family, or corporate body represented by a preferred access point and a related family, as necessary.

Founder of the du Pont family of Delaware

31.2.0.3.2

- For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see [appendix E](#).

CHAPTER 32

RELATED CORPORATE BODIES

Contents

32.0 Purpose, scope, etc.

- 32.0.1 Purpose and scope
- 32.0.2 Sources of information

32.1 Related corporate body

- 32.1.0 Basic instructions on referencing a related corporate body

32.2 Explanation of relationship

- 32.2.0 Basic instructions on recording explanations of relationships

32.0 PURPOSE, SCOPE, ETC.

Contents

- 32.0.1 Purpose and scope
- 32.0.2 Sources of information

32.0.1 PURPOSE AND SCOPE

- 32.0.1.1 This chapter provides general guidelines and instructions on recording relationships between a person, family, or corporate body represented by a preferred access point and related corporate bodies.

32.0.2 SOURCES OF INFORMATION

- 32.0.2.1 ➤ Take information on corporate bodies related to a person, family, or corporate body represented by a preferred access point from any source.

32.1 RELATED CORPORATE BODY

Contents

- 32.1.0 Basic instructions on referencing a related corporate body

32.1.0 BASIC INSTRUCTIONS ON REFERENCING A RELATED CORPORATE BODY

Contents

- 32.1.0.1 Scope
 32.1.0.2 Sources of information
 32.1.0.3 Referencing a related corporate body

32.1.0.1 Scope

- 32.1.0.1.1 A **related corporate body** is a corporate body that is associated with the person, family, or corporate body represented by a preferred access point (e.g., a musical group to which a person belongs, a subsidiary company).
- 32.1.0.1.2 Related corporate bodies include corporate bodies that precede or succeed the body represented by a preferred access point as the result of a change of name.

32.1.0.2 Sources of information

- 32.1.0.2.1 ➤ Take information on related corporate bodies from any source.

32.1.0.3 Referencing a related corporate body

- 32.1.0.3.1 ➤ Record the relationship between a person, family, or corporate body represented by a preferred access point and a related corporate body using one or more of the following conventions, as applicable.

32.1.0.3a a) Identifier for the related corporate body

- 32.1.0.3a.1 Provide an identifier for the related corporate body following the general guidelines given under [29.4](#).

1009J7378E

(Library and Archives Canada control number for CSA Group, parent body of Quality Management Institute, CSA International, and Canadian Standards Association)

n 85375529

(Library of Congress control number for College of Surgeons of Australasia, the earlier name of Royal Australasian College of Surgeons)

n 85375527

(Library of Congress control number for Royal Australasian College of Surgeons, the later name of College of Surgeons of Australasia)

Union List of Artist Names ID: 500033103

(Identifier for I.M. Pei & Partners, related corporate body to I.M. Pei)

no2007001419

(Library of Congress control number for Miles Davis Quartet, related corporate body to Miles Davis)

no 96050543

(Library of Congress control number for Heinz Family Foundation, related corporate body to Heinz family)

32.1.0.3b

b) Preferred access point representing the related corporate body

32.1.0.3b.1

Provide a preferred access point representing the related corporate body following the general guidelines given under [29.4](#).

Canadian Standards Association

CSA International

Quality Management Institute

(Preferred access points representing corporate bodies related to: CSA Group)

College of Surgeons of Australasia

(Preferred access point representing corporate body related to: Royal Australasian College of Surgeons)

Royal Australasian College of Surgeons

(Preferred access point representing corporate body related to: College of Surgeons of Australasia)

Miles Davis Quartet

(Preferred access point representing the body related to: Davis, Miles)

Heinz Family Foundation

(Preferred access point representing the body related to: Heinz (Family))

Lewis and Clark Expedition (1804-1806)

(Preferred access point representing the corporate body related to: Lewis, Meriwether, 1774-1809; and to: Clark, William, 1770-1838)

Canada. Prime Minister (2003-2006 : Martin)

(Preferred access point representing the government official related to: Martin, Paul, 1938-)

32.1.0.3.2

- Record an appropriate relationship designator (see [29.5](#)) in conjunction with the identifier and/or preferred access point representing the related corporate body to indicate explicitly the nature of the relationship.

32.2 EXPLANATION OF RELATIONSHIP

Contents

- 32.2.0 Basic instructions on recording explanations of relationships

32.2.0 BASIC INSTRUCTIONS ON RECORDING EXPLANATIONS OF RELATIONSHIPS

Contents

- 32.2.0.1 Scope
- 32.2.0.2 Sources of information
- 32.2.0.3 General guidelines

32.2.0.1 Scope

- 32.2.0.1.1 An **explanation of a relationship** is information elaborating on or clarifying the relationship between a person, family, or corporate body represented by a preferred access point and a related corporate body.

32.2.0.2 Sources of information

- 32.2.0.2.1 ➤ Take information explaining a relationship from any source.

32.2.0.3 General guidelines

- 32.2.0.3.1 ➤ Record information elaborating on or clarifying the relationship between a person, family, or corporate body represented by a preferred access point and a related corporate body, as necessary.

The National Library of Canada and the National Archives of Canada merged in 2003 to form Library and Archives Canada. Works of these bodies are entered under the name used at the time of publication.

The American-Asian Educational Exchange was founded in 1957. In 1962 the name was changed to American Afro-Asian Educational Exchange. In 1967 the name American-Asian Educational Exchange was resumed.

As per the family genealogy committee, the official form of the surname of all of the American descendants of Pierre Samuel du Pont de Nemours is "du Pont" with a space. Some, but not all, institutions founded by family members have since

- 32.2.0.3.2 ➤ changed the spelling to "duPont" or "DuPont"
- For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see [appendix E](#).

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APPENDIX F

 ADDITIONAL INSTRUCTIONS ON NAMES OF PERSONS

Contents

F.0 Scope

F.1 Names in the Arabic alphabet

F.2 Burmese and Karen names

F.3 Chinese names containing a non-Chinese given name

F.4 Icelandic names

F.5 Indic names

F.6 Indonesian names

F.7 Malay names

F.8 Roman names

F.9 Romanian names containing a patronymic

F.10 Thai names

F.11 Recording surnames that include an article and/or preposition

F.0 SCOPE

F.0.1 The instructions in [chapter 9](#) give general guidance on choosing and recording names of persons. Follow the additional instructions given in this appendix for names in the following categories:

names in the Arabic alphabet (see [F.1](#))

Burmese and Karen names (see [F.2](#))

Chinese names containing a non-Chinese given name (see [F.3](#))

Icelandic names (see [F.4](#))
 Indic names (see [F.5](#))
 Indonesian names (see [F.6](#))
 Malay names (see [F.7](#))
 Roman names (see [F.8](#))
 Romanian names containing a patronymic (see [F.9](#))
 Thai names (see [F.10](#))

F.0.2 For more detailed treatment of names in other languages, see the IFLA UBCIM Programme's survey of personal names.¹

F.0.3 This appendix also summarizes listing practices for surnames in various languages that include an article or preposition or combination of the two (see [F.11](#)).

F.1 NAMES IN THE ARABIC ALPHABET

Contents

F.1.1 Additional instructions on names in the Arabic alphabet

F.1.1 ADDITIONAL INSTRUCTIONS ON NAMES IN THE ARABIC ALPHABET²

Contents

F.1.1.1 Scope
 F.1.1.2 First element
 F.1.1.3 Essential parts of the name
 F.1.1.4 Order of parts

F.1.1.1 Scope

- F.1.1.1.1 ➤ Apply the instructions below only to names (regardless of their origin) originally written in the Arabic alphabet that do not contain a surname or a name performing the function of a surname. In case of doubt, assume that a name of a person active in the twentieth century includes a surname (see [9.2.5–9.2.9](#)) and that other names do not.

F.1.1.2 First element

- F.1.1.2.1 ➤ For a name made up of a number of parts, record the part or combination of parts by which the person is best known as the first element of the preferred name. Determine this from reference sources. When there is insufficient evidence available, record the first part of the

¹ *Names of Persons : National Usages for Entry in Catalogues / IFLA Universal Bibliographic Control and International MARC Programme*. – 4th revised and enlarged edition. – München : K.G. Saur, 1996 (IFLA Series on Bibliographic Control, v. 16).

² For a list of major reference sources for names written in the Arabic alphabet and their treatment, see [hyperlinked listing of cataloguing resources].

name as the first element.

- F.1.1.2.2 ➤ Record as a variant name a form using a different part of the name as the first element if the name might reasonably be sought under that part.

- F.1.1.2.3 ➤ Record variant transliterated forms as variant names, as necessary (see [9.3.7](#)).

F.1.1.3 Essential parts of the name

- F.1.1.3.1 ➤ If the first element is not the given name (ism) or a patronymic derived from the name of the father (a name usually following the given name and compounded with *ibn*), include these names unless they are not customarily used in the name by which the person is known. Include an additional name, descriptive epithet, or term of honour that is treated as part of the name if it aids in identifying the individual. Generally omit other parts of the name, particularly patronymics derived from anyone other than the father.

F.1.1.4 Order of parts

- F.1.1.4.1 ➤ When the parts of the name to be included have been determined, place the best-known part or combination of parts first. Give the other parts in the following order: *khitāb*, kunyah, ism, patronymic, any other name. Insert a comma after the first element unless it is the first part of the name.

KHITĀB (honorific compound of which the last part is typically *al-Din*)

Rashīd al-Dīn Tabīb

Ṣadr al-Dīn al-Qunawī, Muḥammad ibn Ishaq

KUNYAH (typically a compound with *Abu* as the first word)

Abū al-Barakāt Hibat Allāh ibn ʿAlī

Abū Hayyān al-Tawhīdī, ʿAlī ibn Muḥammad

Abū Hurayrah

ISM (given name)

ʿAlī ibn Abī Talīb, Caliph

Bashshār ibn Burd

Mālik ibn Anas

Nashwān ibn Saʿīd al-Himyārī

Muḥammad Ismaʿīl Panipatī

Nadirah Khatun

PATRONYMIC (typically a compound with *Ibn* as the first word)

Ibn Hisham, 'Abd al-MMalik

Ibn Hazm, 'Ali ibn Ahmad

Ibn Sana'' al-Mulk, Hibat Allah ibn Jafar

Ibn al-Mutazz, 'Abd Allah

Ibn al-Muqaffa'

OTHER NAMES

Laqab (descriptive epithet)

Jahiz

Abu Shamah, 'Abd al-Rahman ibn Isma'il

Katib al-Isfahani, 'Imad al-Din Muhammad ibn Muhammad

Qadi al-Fadil, 'Abd al-Rahim ibn 'Ali

Nisbah (proper adjective ending in *i*, indicating origin, residence, or other circumstances)

Bukhari, Muhammad ibn Isma'il

Hilali, Muhammad Khan Mir

Takhalluṣ (pen name)

Qa''ani, Habib Allah Shirazi

Ghalib, Mirza Asadullah Khan

F.2 BURMESE AND KAREN NAMES

Contents

F.2.1 Additional instructions on Burmese and Karen names

F.2.1 ADDITIONAL INSTRUCTIONS ON BURMESE AND KAREN NAMES

Contents

F.2.1.1 First element

F.2.1.2 Term of address, etc.

F.2.1.1 First element

- F.2.1.1.1 ➤ For a Burmese or Karen name that includes a Western given name preceding the vernacular name(s), record the vernacular name(s) as the first element. Transpose the Western name to the end.

Aung Din, Margaret
(Name: Margaret Aung Din)

F.2.1.2 Term of address, etc.

- F.2.1.2.1 ➤ Treat the term of address that usually accompanies a Burmese or Karen name as an integral part of the name. If the name of the same person is found with different terms of address, use the term of highest honour. Distinguish terms of address from the same words used as names.

Ba U, U

Mya Sein, Daw

Hla, Ludu U

Tin, Maung

- F.2.1.2.2 ➤ Record any other distinguishing terms generally associated with the name following the instructions given under [9.7](#).

F.3 CHINESE NAMES CONTAINING A NON-CHINESE GIVEN NAME

Contents

- F.3.1 Additional instructions on Chinese names containing a non-Chinese given name

F.3.1 ADDITIONAL INSTRUCTIONS ON CHINESE NAMES CONTAINING A NON-CHINESE GIVEN NAME

- F.3.1.1 ➤ If a name of Chinese origin contains a non-Chinese given name and the name is found in the order [*non-Chinese given name*] [*surname*] [*Chinese given names*], record the name as [*surname*], [*non-Chinese given name*] [*Chinese given names*]. Record all other names following the instructions given under [9.2.5](#).

Loh, Philip Fook Seng
(Name appears as: Philip Loh Fook Seng)

F.4 ICELANDIC NAMES

Contents

F.4.1 Additional instructions on Icelandic names

F.4.1 ADDITIONAL INSTRUCTIONS ON ICELANDIC NAMES

- F.4.1.1 ➤ For Icelandic names, record the first given name as the first element, followed by the other given names (if present), by the patronymic, and by the family name, in direct order. If a phrase naming a place follows the given name(s), patronymic, or family name, treat it as an integral part of the name.

Svava Jakobsdóttir
(Given name: Svava)
(Patronymic: Jakobsdóttir)

Halldór Laxness
(Given name: Halldór)
(Family name: Laxness)

Bjarni Benediktsson frá Hofteigi
(Given name: Bjarni)
(Patronymic: Benediktsson)
(Words denoting place: frá Hofteigi)

Jóhannes úr Kötlum
(Given name: Jóhannes)
(Words denoting place: úr Kötlum)

- F.4.1.2 ➤ Record as variant names a form using the patronymic as the first element and a form using the family name as the first element (see [9.3.8](#)).

F.5 INDIC NAMES

Contents

F.5.1 Additional instructions on Indic names

F.5.1 ADDITIONAL INSTRUCTIONS ON INDIC NAMES

Contents

F.5.1.1 Early names
 F.5.1.2 Modern names

F.5.1.1 Early names

- F.5.1.1.1 ➤ For an Indic name borne by a person who flourished before the middle of the nineteenth century, record the first part of the personal name as the first element, ignoring honorifics and religious terms of address that may precede it (e.g., *Shri (Sri), Swami, Acharya, Muni, Bhikkhu*). For the treatment of such terms as integral parts of names, see below. Do not include the enclitic *-ji* (or *-jee*) sometimes added to the personal element of the name.

Kalidasa

Panini

- F.5.1.1.2 ➤ For the name of an ancient or medieval Sanskrit author or an author (usually Jain) of a Prakrit text, record the Sanskrit form of the name as the preferred name.

Aryabhata

Asvaghosa

Bhattoji Diksita

Karnapura

- F.5.1.1.3 ➤ Include a title (e.g., *Shri (Sri), Swami, Sastri, Acharya, Bhatta, Saraswati, Muni, Ganī*) as an integral part of the name if it usually appears with the name in reference sources.

Narain Swami

Sankaracarya

Sriharsa

Sridharasvamin

but

Ramanuja

(Sometimes appears as: Ramanujacarya)

- F.5.1.1.4 ➤ For the name of a Buddhist author of a Pali text, record the Pali form of the name as the preferred name.

Dhammakitti

Nanamoli, Bhikkhu

- F.5.1.1.5 ➤ Record any significantly different form as a variant name (see [9.3.8](#)).

F.5.1.2 Modern names

- F.5.1.2.1 ➤ With the exceptions specified in a)–c) below, for an Indic name of a person flourishing after the middle of the nineteenth century, record the surname or the name that the person is known to have used as a surname as the first element of the preferred name. If there is no surname, record the last name as the first element.

Dutt, Romesh Chunder

Krishna Menon, V. K.

Singh, Indrajit
(For Sikh names ending in Singh, see exception b) below)

Das Gupta, Hemendra Nath

Shastri,³ Lal Bahadur

Exceptions:**a) Kannada, Malayalam, Tamil, and Telugu names**

F.5.1.2.1a.1

If a name in one of these languages does not contain a surname or a name known to have been used by the person who bears the name as a surname, record the given name as the first element of the preferred name. Given names in these languages are normally preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

Kirusna Ayyankar, Tittai

(Given name: Kirusna)

(Caste name: Ayyankar)

(Place name: Tittai)

Sankaran Nair, C.

(Given name: Sankaran)

(Caste name: Nair)

(House name: C. (Chettur))

Ranganathan, S. R.

(Given name: Ranganathan)

(Initials of place name and of father's given name: S. R. (Shiyali Ramamrita))

Radhakrishnan, S.

(Given name: Radhakrishnan)

(Initial of place name: S. (Sarvepalli))

b) Sikh names

F.5.1.2.1b.1

For the Sikh name of a person who does not use *Singh* or *Kaur* as a surname, record the first of his or her names (the given name) as

³ *Sastri* (*Shastri*) is sometimes used as a surname, sometimes as a religious title, sometimes as an appendage to a personal name, and sometimes as a reinforcement to another surname.

the first element of the preferred name.

Surjit Kaur

Khushwant Singh

c) Religious names

F.5.1.2.1c.1

For a modern person of religious vocation (whether Hindu, Buddhist, or Jain), record the religious name as the first element of the preferred name, followed by a comma and the religious title.

Chinmayananda, Swami

Ramana, Maharshi

Punyavijaya, Muni

Sangharakshita, Bhikshu

F.5.1.2.2

➤ Record any significantly different form as a variant name (see [9.3.8](#)).

F.6 INDONESIAN NAMES

Contents

F.6.1 Additional instructions on Indonesian names

F.6.1 ADDITIONAL INSTRUCTIONS ON INDONESIAN NAMES

Contents

F.6.1.1 Scope

F.6.1.2 First element

F.6.1.3 First part of the name recorded as the first element

F.6.1.4 Names consisting of given name(s) plus *adat* title

F.6.1.5 Names containing place names

F.6.1.6 Names of Chinese origin

F.6.1.7 Titles

F.6.1.1 Scope

F.6.1.1.1

➤ Apply the following instructions to Indonesian names of Arabic, Chinese, Dutch, Indic, Javanese, Malayan, Sumatran, or other origin.

F.6.1.2 First element

F.6.1.2.1

➤ With the exceptions specified in F.6.1.3–F.6.1.6, record the last part of an Indonesian name consisting of more than one part as the first element.

Hatta, Mohammad
(Compound given name)

Salim, Emil
(Given name plus surname)

Purbatjaraka, Purnadi
(Given name plus father's name)

Nasution, Amir Hamzah
(Given name plus clan name)

Andika, Nyoman
(Balinese name containing a part indicating seniority of children)

Djelantik, I Gusti Ketut
(Balinese name)

Hanafie, Sitti Hawang
(Married woman's name; last part may be the husband's or the father's name)

- F.6.1.2.2 ➤ Record the name in direct order as a variant name unless the first part is a European name (see [9.3.8](#)).

F.6.1.3 First part of the name recorded as the first element

- F.6.1.3.1 ➤ Record the first part of the name as the first element for the following categories of names:
- a) a name consisting of a given name followed by a part denoting filial relationship (e.g., *bin*, *binti*, *ibni*) plus the father's name
 - b) a name that may be written as one word or as separate words and that begins with one of the following elements: *Adi*, *Budi* (*Boedi*), *Joko* (*Djoko*), *Karta*, *Kusuma* (*Koesoema*), *Mangku* (*Mangkoe*), *Noto*, *Prawira*, *Pura* (*Poera*), *Sastra*, *Sri*, *Surya* (*Soerya*, *Surja*, *Suria*), and *Tri* (if the name of a particular person sometimes appears as one word and sometimes as separate words, use the one-word form)
 - c) a name containing an initial or abbreviation as the last element.

Rohani binti Abdul Rahim

Budi Agustono

Djokomodjirahardjo

Sri Mulyono

Suman Hs.

- F.6.1.3.2 ➤ Record as a variant name a form using the last part of the name as the first element. If that part is an initial, record also as a variant name a form using the next to the last part of the name as the first element

(see [9.3.8](#)).

F.6.1.4 Names consisting of given name(s) plus *adat* title

- F.6.1.4.1 ➤ For a name that includes one or more of the terms *gelar* (sometimes abbreviated as *gl.* or *glr.*), *Daeng*, *Datuk*, or *Sutan*, record the part of the name introduced by such words as the first element.

Palindih, Rustam Sutan

Matutu, Mustamin Daeng

Radjo Endah, Sjamsuddin Sutan

- F.6.1.4.2 ➤ Record the name in direct order as a variant name (see [9.3.8](#)).

F.6.1.5 Names containing place names

- F.6.1.5.1 ➤ For a name consisting of personal names followed by a place name, record the part preceding the place name as the first element. Treat the place name as an integral part of the name.

Abubakar Aceh

Daud Beureuh, Muhammad

F.6.1.6 Names of Chinese origin

- F.6.1.6.1 ➤ For a name of Chinese origin that follows the normal Chinese order (surname first), record the first part of the name as the first element.

Lim, Yauw Tjin
(*Name appears as:* Lim Yauw Tjin)

Oei, Hong Djien
(*Name appears as:* Oei Hong Djien)

- F.6.1.6.2 ➤ Record as a variant name a form using the last element of the name as the first element.

F.6.1.7 Titles

- F.6.1.7.1 ➤ Record titles and honorific words⁴ following the instructions given under [9.5.0.5](#).

Poerbatjaraka, Raden Mas Ngabei

- F.6.1.7.2 ➤ Distinguish titles used as such from the same words adopted by a person as elements of his or her name. When in doubt, treat the words as a title.

⁴ See appendix J for a list of Indonesian titles and honorific words.

Djuanda, H.
(*Name and title* hadji Djuanda *appears as*: Dr. H. Djuanda)

- F.6.1.7.3 ➤ Record the direct form of title plus name (even when the title is not recorded as a title of the person) as a variant name (see [9.3.8](#)).

F.7 MALAY NAMES

Contents

F.7.1 Additional instructions on Malay names

F.7.1 ADDITIONAL INSTRUCTIONS ON MALAY NAMES

Contents

- F.7.1.1 Scope
- F.7.1.2 General guidelines
- F.7.1.3 Filial indicators
- F.7.1.4 Titles

F.7.1.1 Scope

- F.7.1.1.1 ➤ Apply the instructions below to Malay names, including names of Arabic origin beginning with the element *al-*, borne by persons living in Malaysia, Singapore, or Brunei.
- F.7.1.1.2 ➤ Apply the instructions below also to names from other ethnic groups native to Malaysia such as Ibans, Kedazans, etc.
- F.7.1.1.3 ➤ For names from an ethnic group of non-Malay origin (e.g., Indian, Chinese) borne by a person living in Malaysia, Singapore, or Brunei according to the instructions for the language of the name.

F.7.1.2 General guidelines

- F.7.1.2.1 ➤ Record the first part of a Malay name as the first element unless it is known that the bearer of the name treats another part of the name as a surname. In that case, record the surname as the first element.

A. Samad Said

Rejab F. I.

Shahnon Ahmad

A. Samad Said

but

Merican, Zahara

(*Surname: Merican*)

- F.7.1.2.2 ➤ If the first part of the name is recorded as the first element, record as a variant name a form using the last part of the name as the first element (see [9.3.8](#)).

- F.7.1.2.3 ➤ If the surname is recorded as the first element, record as a variant name a form using the first part of the name as the first element (see [9.3.8](#)).

F.7.1.3 Filial indicators

- F.7.1.3.1 ➤ Omit words or abbreviations denoting filial relationship⁵ unless consistently used by the person.

Adibah Amin
(*Sometimes appears as: Khalidah Adibah binti Haji Amin*)

but

Abdullah Sanusi bin Ahmad

- F.7.1.3.2 ➤ If the filial relationship is shown beyond one generation, include only the first unless more are required to distinguish between names that are otherwise identical.

Ali bin Ahmad
(*Name appears as: Ali bin Ahmad bin Hussein*)

- F.7.1.3.3 ➤ Record any significantly different form as a variant name (see [9.3.8](#)).

F.7.1.4 Titles

- F.7.1.4.1 ➤ Record titles of honour, rank, or position⁶ that are commonly associated with the name following the instructions given under [9.5](#).

Abdul Majid bin Zainuddin, Haji

Hamzah Sendut, Tan Sri Datuk

- F.7.1.4.2 ➤ Record the direct form of title plus name as a variant name (see [9.3.8](#)).

⁵ Words denoting filial relationship are:

anak (a., ak, or ak.)—child of

bin (b.)—son of

binte (bte.)—daughter of

binti (bt.)—daughter of

ibni—son of (royalty)

⁶ See [appendix G](#) for a list of Iban titles of honour, etc.

F.8 ROMAN NAMES

Contents

F.8.1 Additional instructions on Roman names

F.8.1 ADDITIONAL INSTRUCTIONS ON ROMAN NAMES

- F.8.1.1 ➤ If the name of a Roman of classical times has become well established in a form in the language preferred by the agency creating the data in reference sources in that language, choose that form of name as the preferred name.

Horace

not Quintus Horatius Flaccus

Pliny the Elder

not C. Plinius Secundus

- F.8.1.2 ➤ For a Roman active before, or mostly before, A.D. 476, record the part of the name under which the person is most commonly listed in reference sources as the first element.

Caesar, Julius

Messalina, Valeria

Messalla Corvinus, Marcus Valerius

Antoninus Pius

- F.8.1.3 ➤ In case of doubt, record the name in direct order.

Martianus Capella

- F.8.1.4 ➤ Record as a variant name a form using a different part of the name as the first element if the name might reasonably be sought under that part.

F.9 ROMANIAN NAMES CONTAINING A PATRONYMIC

Contents

F.9.1 Additional instructions on Romanian names containing a patronymic

F.9.1 ADDITIONAL INSTRUCTIONS ON ROMANIAN NAMES CONTAINING A PATRONYMIC

- F.9.1.1 ➤ If a name of a person whose language is Romanian contains a

patronymic with the suffix *ade*, record that patronymic as the first element.

Heliade Rădulescu, Ion

F.10 THAI NAMES

Contents

F.10.1 Additional instructions on Thai names

F.10.1 ADDITIONAL INSTRUCTIONS ON THAI NAMES

Contents

F.10.1.1 General guidelines

F.10.1.2 Royalty

F.10.1.3 Nobility (*Khunnang*)

F.10.1.4 Buddhist monastics, ecclesiastics, and patriarchs

F.10.1.1 General guidelines

- F.10.1.1.1 ➤ Record the first part of a Thai name as the first element. Omit a term of address (e.g., *Khun*, *Nai*, *Nang*, *Nangsao*) unless it is a title of nobility. In case of doubt, include it.

Dhanit Yupho

Prayut Sitthiphan

S. Kanlayanarat

K^o. Khaosuanlueang

- F.10.1.1.2 ➤ Record as a variant name a form using the last part of the name, which is normally a surname, as the first element.⁷

F.10.1.2 Royalty

- F.10.1.2.1 ➤ Record the title of a king or queen of Thailand (and of a consort of a king or queen) following the instructions given under [9.5.0.4](#).

Bhumibol Adulyadej, King of Thailand

Chulalongkorn, King of Siam

Ramphaiphanni, Queen, consort of Prajadhipok,
King of Siam

⁷ Surnames became a legal requirement for most persons in 1915.

Thapthim, Chaochommanda, consort of
Chulalongkorn, King of Siam

- F.10.1.2.2 ➤ For the name of a person of royal descent, record the first part of the name, or latest name, that he or she uses as the first element.
- F.10.1.2.3 ➤ Record *Prince* or *Princess* for those of the ranks Chaofā and *Phra'ong C*hao. Record *M.C.*, *M.R.*, and *M.L.* for *M*om Chao, *M*om Ratchawong, and *M*om Luuang, respectively. If the person also bears a *krom* rank, do not add it.

Damrongrachanuphap, Prince

Seni Pramoj, M.R.

- F.10.1.2.4 ➤ Record any earlier names, together with associated ranks and titles, borne by the person as variant names (see [9.3.5](#)).

F.10.1.3 Nobility (*Khunnang*)

- F.10.1.3.1 ➤ For a name containing a title of nobility, record that title in the vernacular (*ratchathinanam*) as the first element. If a person has more than one title, use the latest. Add the given name, when ascertainable, in parentheses. Add the vernacular rank (*yot bandasak*) associated with the title.

Prachakitkorachak (Cham), Phraya

Prachakitkorachak (Chup), Phraya

Thammasakmontrii (Sanan), Chaophraya

- F.10.1.3.2 ➤ Record as variant names forms using the given name, the surname, and any earlier titles borne by the person (see [9.3.8](#)).
- F.10.1.3.3 ➤ For the name of the wife of a man bearing a title of nobility, record her own name as the first element, followed by the husband's title and the wife's conferred rank, if any.

Sangiam Phrasadetsurentharathibodi, Thanphuying

F.10.1.4 Buddhist monastics, ecclesiastics, and patriarchs

- F.10.1.4.1 ➤ Record the name of a Buddhist monastic, ecclesiastic, or patriarch as instructed below.

a) Monastics

F.10.1.4.1a.1

For the name of a Buddhist monastic, record the Pali name in religion as the first element unless the monastic is better known under the given name. Follow a Pali name in religion by a comma and *Phikkhu*. If the monastic is better known by the given name, record the given name as the first element followed by a comma and the rank (*samanasak*) *Phra Maha* or *Phra Khu*.

Thammasaro, Phikkhu

F.10.1.4.1a.2

If the given name is recorded as the first element, record as a variant name a form using the Pali name in religion as the first element, if known.

b) Ecclesiastics

F.10.1.4.1b.1

For the name of a Buddhist ecclesiastic, record the latest title as the first element. Record the given name in parentheses following the title. Also record any word indicating rank. **[22.28D2]**

Phra Thammathatsanathon (Thongsuk)

F.10.1.4.1b.2

Record as variant names forms using the distinctive word in the title, the given name, and the surname as the first element (see [9.3.8](#)).

c) Supreme patriarchs

F.10.1.4.1c.1

For the name of a supreme patriarch who is a commoner, record the given name as the first element. Follow the given name by a comma and *Supreme Patriarch*.

Plot, Supreme Patriarch

F.10.1.4.1c.2

Record as variant names forms using the surname (see [9.3.8](#)), and any earlier names or titles by which the person is identified as the first element (see [9.3.5](#)).

F.10.1.4.1c.3

For the name of a supreme patriarch of royal descent, record the conferred name as the first element. Follow the conferred name by a comma and the secular and ecclesiastical titles in that order.

Wachirayanawong, Prince, Supreme Patriarch

F.10.1.4.1c.4

Record as variant names any earlier names or titles by which the person is identified (see [9.3.5](#)).

F.11 RECORDING SURNAMENES THAT INCLUDE AN ARTICLE AND/OR PREPOSITION

Contents

- F.11.1 Africaans
- F.11.2 Czech and Slovak
- F.11.3 Dutch and Flemish
- F.11.4 English
- F.11.5 French
- F.11.6 German
- F.11.7 Italian
- F.11.8 Portuguese
- F.11.9 Romanian
- F.11.10 Scandinavian (Danish, Norwegian, Swedish)
- F.11.11 Spanish

F.11.1 AFRICAANS

- F.11.1.1 ➤ Record the prefix as the first element.

De Wet, Reza

Du Toit, Stefanus Jacobus

Van der Post, C. W. H.

Von Breitenbach, Friedrich

F.11.2 CZECH AND SLOVAK

- F.11.2.1 ➤ If the surname consists of a place name in the genitive case preceded by *z*, record the part following the prefix as the first element.

Zerotína, Karel z

F.11.3 DUTCH AND FLEMISH

- F.11.3.1 ➤ If the surname is Dutch, record the part following the prefix as the first element unless the prefix is *ver*. In that case, record the prefix as the first element.

Aa, Pieter van der

Beeck, Jan op de

Beijerse, Jolande uit

Braak, Menno ter

Brink, Jan ten

Driessche, André van

Duurstede, Wijk bij

Hertog, Gerard Cornelis den

Hoff, J. H. van 't

Reve, Gerard Kornelis van het

Wijngaert, Frank van den

Winter, Adriaan de

Ver Boven, Daisy

- F.11.3.2 ➤ If the surname is not Dutch, record the part following the prefix as the first element for the name of a Netherlander and follow the instructions for the language of the name for the name of a Belgian.

Faille, J.-B. de la
(*Netherlander*)

Long, Isaäc le
(*Netherlander*)

Du Jardin, Thomas
(*Belgian who wrote in Dutch; French name*)

F.11.4 ENGLISH

- F.11.4.1 ➤ Record the prefix as the first element.

À Beckett, Gilbert Abbott

D'Anvers, Knightley

De Morgan, Augustus

De la Mare, Walter

Du Maurier, Daphne

Le Gallienne, Richard

Van Buren, Martin

Van der Post, Laurens

Von Braun, Wernher

F.11.5 FRENCH

- F.11.5.1 ➤ If the prefix consists of an article or of a contraction of an article and a preposition, record the prefix as the first element.

Le Rouge, Gustave

La Bruyère, René

Du Méril, Édélestand

Des Granges, Charles-Marc

- F.11.5.2 ➤ Otherwise, record the part of the name following the preposition as the first element.

Aubigné, Agrippa d'

Musset, Alfred de

La Fontaine, Jean de

F.11.6 GERMAN

- F.11.6.1 ➤ If the name is German and the prefix consists of an article or of a contraction of an article and a preposition, record the prefix as the first element.

Am Acher, Paul

Aus'm Weerth, Ernst

Vom Ende, Erich A.

Zum Busch, J. P.

Zur Linde, Otto

- F.11.6.2 ➤ Follow the same instruction for Dutch names with a prefix consisting of an article or of a contraction of an article and a preposition.

De Boor, Hans Otto
(Name of Dutch origin)

Ten Cate, Maria
(Name of Dutch origin)

- F.11.6.3 ➤ For other German and Dutch names, record the part of the name following the prefix as the first element.

Goethe, Johann Wolfgang von

Mayenberg, Wilhelm Anton Wolfgang von und zu

Mühl, Peter von der

- F.11.6.4 ➤ For names that are neither German nor Dutch, follow the instructions for the language of the name.

Du Bois-Reymond, Emil Heinrich

Le Fort, Gertrud

F.11.7 ITALIAN

- F.11.7.1 ➤ For modern names, record the prefix as the first element.

A Prato, Giovanni

D'Arienzo, Nicola

Da Ponte, Lorenzo
 De Amicis, Vincenzo
 Del Lungo, Isidoro
 Della Volpaia, Eufrosino
 Di Costanzo, Angelo
 Li Gotti, Ettore
 Lo Sapio, Francesco Paolo

- F.11.7.2 ➤ For medieval and early modern names, consult reference sources about whether a prefix is part of a name. If a preposition is sometimes omitted from the name, record the part following the preposition as the first element. *De, de', degli, dei, and de li* occurring in names of the period are rarely part of the surname.

Alberti, Antonio degli
 Anghiera, Pietro Martire d'
 Medici, Lorenzo de'

- F.11.7.3 ➤ Do not treat the preposition in an Italian title of nobility used as the first element (see [9.2.10–9.2.13](#)) as a prefix.

F.11.8 PORTUGUESE

- F.11.8.1 ➤ Record the part of the name following the prefix as the first element.

Canedo, Eneida Vieira da Silva Ostria de
 Fonseca, Martinho da
 Santos, João Antonio Correia dos

F.11.9 ROMANIAN

- F.11.9.1 ➤ Record the prefix as the first element unless it is *de*. In that case, record the part of the name following the prefix as the first element.

A Mariei, Vasile
 Hurmuzaki, Eudoxiu de

F.11.10 SCANDINAVIAN (DANISH, NORWEGIAN, SWEDISH)

- F.11.10.1 ➤ Record the part of the name following the prefix as the first element if the prefix is of Scandinavian, German, or Dutch origin (except for the

Dutch *de*). If the prefix is the Dutch *de* or is of another origin, record the prefix as the first element.

Hallström, Gunnar af

Linné, Carl von

De Geer, Gerard

De la Gardie, Jakob

La Cour, Jørgen Karl

F.11.11 SPANISH

- F.11.11.1 ➤ If the prefix consists of an article only, record the article as the first element.

El Bravo, Pancho

La Torre Lagares, Elidio

Las Heras, José María

- F.11.11.2 ➤ For all other Spanish names, record the part following the prefix as the first element.

Figueroa, Francisco de

Casas, Bartolomé de las

Río, Antonio del

APPENDIX G

TITLES OF NOBILITY, TERMS OF RANK, ETC.

TERMS OF RANK IN THE UNITED KINGDOM PEERAGE

The terms of rank in the United Kingdom peerage are *duke*, *duchess*, *marquess* (*marquis*), *marchioness*, *earl*, *countess*, *viscount*, *viscountess*, *baron*, and *baroness*. The heir of a British peer above the rank of baron usually takes the next to highest title of the peer during the peer's lifetime.

INDONESIAN TITLES AND HONORIFIC WORDS

The following list of Indonesian titles and honorific words is incomplete as only some of the more commonly used titles are listed. A few variant spellings are also noted.

adipati	ide bagus (ide bagoes)	ratu (ratoe, ratoh)
anak agung (<i>or</i> agoeng) gde	imam	sidi
anak agung (<i>or</i> agoeng) istri	marah	siti
andi	mas	sultan (soeltan)
aria (arja, arya, arjo, aryo, ardjueh, arjueh)	ngabei (ngabehi, ngabeui)	susuhunan (soesoehoenan)
datuk (datoek, dato, datok)	nganten	sutan (soetan)
desak	pangeran	tengku (tungku, teuku, teungku)
dewa gde (<i>or</i> gede)	pedanda	tjokorde (cokorde)
gusti aju (gusti ayu, goesti ajoe)	raden	tjokorde (<i>or</i> cokorde) gde
gusti gde (goesti gede)	raden adjeng (<i>or</i> ajeng)	tjokorde (<i>or</i> cokorde) istri
hadji (haji)	raden aju (<i>or</i> ayu)	tubagus (<i>or</i> toebagoes)
ide (ida)	raden aria (<i>or</i> arya)	tumenggung (toemenggoeng)
ide aju (ide ayu, ide ajoe)	raden mas	tunku (toenkoe)
	raden nganten	
	raden pandji (<i>or</i> panji)	
	raden roro	
	radja (raja)	

Gelar, meaning "titled," often precedes an Indonesian title. Do not use the following terms of address in access points:

- bung (boeng)–brother, when used as a term of respect
- empu (mpu)–mister
- engku (ungku)–mister

entjik (encik che, entje, inche, the)–mister or mistress
 ibu (boe, bu, iboe)–mother, when used as a term of respect
 njonja (yonya)–mistress
 nona–miss
 pak (pa')–father, when used as a term of respect
 tuan (toean)–mister
 wan–mister

IBAN TITLES OF HONOUR, ETC.

Iban titles are:

TITLES OF HONOUR

Tuai Serang
 Tuai Kayau
 Kepala Manok Sabong
 Manok Sabong
 Kepala Pugu Menoa
 Tuai Menoa
 Orang Kaya
 Orang Kaya Panglima
 Orang Kaya Pemanca
 Orang Kaya Temenggong
 Patinggi
 Temenggong
 Radin
 Pateh

TITLES OF OFFICE

Penghulu Dalam
 Pengarah
 Penghulu
 Mandal
 Tuai rumah

RELIGIOUS TITLES

Kepala Lemambang
 Saut Lemambang
 Lemambang
 Manang Bali
 Manang Mansau
 Manang Mengeris

APPENDIX H

CONVERSION OF DATES TO THE GREGORIAN CALENDAR

When recording dates in terms of the Christian era, record dates from 1582 on in terms of the Gregorian calendar. The Gregorian calendar was adopted in France, Italy, Portugal, and Spain in 1582; by the Catholic states of Germany in 1583; by the United Kingdom in 1752; by Sweden in 1753; by Prussia in 1774; and by the Russian Republic in 1918. Convert dates from 1582 on from the Julian calendar to the Gregorian as set out in the following tables.

Table I

The following dates in December under the Julian calendar fall in January of the next year under the Gregorian calendar:

YEAR (JULIAN)	DAYS (JULIAN)
1582–1699	Dec. 9–31
1700–1799	Dec. 21–31
1800–1899	Dec. 20–31
1900–1999	Dec. 19–31

Table II

Table II. The following days in the “old style” calendar used in the British Isles fall in the next later year under the Gregorian calendar:

BRITISH ISLES (EXCEPT SCOTLAND) AND COLONIES	
YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582–1699	Jan. 1–31
	Feb. 1–28 [29]
	Mar. 1–24
	Dec. 9–31
1700–1750	Jan. 1–31
	Feb. 1–28 [29]
	Mar. 1–24
	Dec. 21–31
1751	Dec. 21–31
SCOTLAND	
YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582–1599	Jan. 1–31
	Feb. 1–28 [29]
	Mar. 1–24
	Dec. 9–31
1600–1699	Dec. 9–31
1700–1751	Dec. 21–31