

TO: Joint Steering Committee for Development of RDA
FROM: Judith A. Kuhagen, JSC Secretary
SUBJECT: Proposed Revision of RDA Instructions for Government and Non-Government
Corporate Bodies

The text below reflects the decisions made by the Joint Steering Committee during its November 2012 meeting and in subsequent email discussion. This text will be merged with reworded chapter 11 before it appears in the 2013 RDA Update of the RDA Toolkit.

Some diacritics do not display correctly in this document but will be correct in the RDA Toolkit.

**6.31.1.4 Compilations of Official Communications of More Than One
Holder of an Office**

[1st paragraph: no change except for line a) below]

- a) the authorized access point representing the office (see 11.2.2.18 or 11.2.2.26, as applicable)

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11.2.2.4 Recording the Preferred Name

[1st-2nd paragraphs unchanged]

For instructions on recording the names of subordinate and related bodies, see 11.2.2.13-11.2.2.29.

[4th-5th paragraphs deleted]

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11.2.2.5.4 Conventional Name

[instruction unchanged except for 2nd paragraph of 5th exception below]

If, however, the name is of a body to which the meeting is subordinate (e.g., the annual meeting of an association), apply the instructions given under 11.2.2.14.6.

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11.2.2.11 Number or Year of Convocation of a Conference, Etc.

Omit from the name of a conference, congress, meeting, exhibition, fair, festival, etc., (including that of a conference, etc., treated as a subordinate body, see 11.2.2.14.6), indications of its number, or year or years of convocation, etc.

[remainder of instruction unchanged]

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11.2.2.13 General Guidelines on Recording Names of Subordinate and Related Bodies

[1st paragraph unchanged]

EXAMPLE

Canadian National Railways

Association of College and Research Libraries

BBC Symphony Orchestra

Bodleian Library

NWT Geographic Names Program

Provinciale Bibliotheek Centrale voor Noord-Brabant

Harvard Law School

Informit

Consejo Superior de Investigaciones Científicas

Australia Post

[two exceptions deleted]

[last paragraph unchanged]

11.2.2.14 Subordinate and Related Bodies Recorded Subordinately

Apply the instructions below to all subordinate or related bodies.

Record the name of a subordinate or related body as a subdivision of the authorized access point representing the body to which it is subordinate or related if its name belongs to one or more of the types

listed in 11.2.2.14.1-11.2.2.14.6 or if it is a type of body listed in 11.2.2.14.7-11.2.2.14.18. Make it a direct or indirect subdivision applying the instructions given under 11.2.2.15. 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.

EXAMPLE

Stanford University. Archives
not Stanford University. Stanford University Archives
Name: Stanford University Archives

British Broadcasting Corporation. Political Research Unit
not British Broadcasting Corporation. BBC Political Research Unit
Name: BBC Political Research Unit

Canada. Department of Consumer and Corporate Affairs
not Canada. Canada Department of Consumer and Corporate Affairs
Name: Canada Department of Consumer and Corporate Affairs

but

American Library Association. Activities Committee on New Directions for ALA
not American Library Association. Activities Committee on New Directions
Name: Activities Committee on New Directions for ALA

Canada. Corporations Canada
not Canada. Corporations
Name: Corporations Canada
A major executive agency of Canada. The name of the higher body is retained because the omission would result in a name that does not make sense

In case of doubt about whether the corporate body is subordinate or whether it falls within the scope of a specific instruction, record the name of the body directly.

EXAMPLE

Human Resources Center
Name: Human Resource Center

Governor's Fellowship Program (Ind.)
not Indiana. Governor's Fellowship Program
Name: Governor's Fellowship Program

Musées de l'État (Luxembourg)
not Luxembourg. Musées de l'État
Name: Musées de l'État

National Health Institute (N.Z.)
not New Zealand. National Health Institute
Name: National Health Institute

Research & Advisory Services
Name: Research & Advisory Services

National Portrait Gallery (Australia)
not Australia. National Portrait Gallery
Name: National Portrait Gallery

11.2.2.14.1

Body Whose Name Implies It Is Part of Another

Apply the instructions given under 11.2.2.14 to a name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

EXAMPLE

Bangalore University. Department of Botany
Name: Department of Botany

British Broadcasting Corporation. Finance Division
Name: Finance Division

Oregon. Bridge Engineering Section
Name: Bridge Engineering Section

Hamburg (Germany). Abteilung Landwirtschaft und Gartenbau
Name: Abteilung Landwirtschaft und Gartenbau

Koninklijk Instituut voor de Tropen. Afdeling Anthropologie
Name: Afdeling Anthropologie

Costa Rica. Departamento de Medicina Preventiva
Name: Departamento de Medicina Preventiva

Società italiana di psicologia. Divisione di psicologia clinica
Name: Divisione di psicologia clinica

Zhongguo yi qi yi biao xue hui. Jing mi ji xie fen hui
Name: Zhongguo yi qi yi biao xue hui jing mi ji xie fen hui

Kent (England). Land Use and Transport Policy Unit
Name: Land Use and Transport Policy Unit

11.2.2.14.2

Body Whose Name Implies Administrative Subordination

Apply the instructions given under 11.2.2.14 to a name containing a term 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.

EXAMPLE

Vienna (Austria). Statistisches Amt

Name: Statistisches Amt

Côte d'Ivoire. Agence d'études et de promotion de l'emploi

Name: Agence d'études et de promotion de l'emploi

Fundación Terram. Dirección de Estudios

Name: Dirección de Estudios

Institut sénégalais de recherches agricoles. Bureau d'analyses macro-économiques

Name: Bureau d'analyses macro-économiques

International Council for the Exploration of the Sea. Marine Chemistry Working Group

Name: Marine Chemistry Working Group

International Dairy Congress (22nd : 1986 : The Hague, Netherlands). Organizing Committee

Name: Organizing Committee

Valencia (Spain). Servicio de Investigación Arqueológica Municipal

Name: Servicio de Investigación Arqueológica Municipal

National Audubon Society. Advisory Panel on the Spotted Owl

Name: Advisory Panel on the Spotted Owl

Japan. Kishōchō

Name: Kishōchō

Canada. Royal Commission on Banking and Finance

Name: Royal Commission on Banking and Finance

Minas Gerais (Brazil). Secretaria de Indústria, Comércio e Turismo

Name: Secretaria de Indústria, Comércio e Turismo

but

ACS Office of Statistical Services

Name: ACS Office of Statistical Services

U.S. Census Bureau

Name: U.S. Census Bureau

Royal Commission on Education in Ontario

Name: Royal Commission on Education in Ontario

Honolulu Committee on Aging

Name: Honolulu Committee on Aging

National Commission on United Methodist Higher Education

Name: National Commission on United Methodist Higher Education

UW-Madison Campus Planning Committee

Name: UW-Madison Campus Planning Committee

11.2.2.14.3

Body Whose Name Is General in Nature or Merely Indicates a Geographic, Chronological, or Numbered or Lettered Subdivision of a Parent Body

Apply the instructions given under 11.2.2.14 to a name that is general in nature (e.g., contains neither distinctive proper nouns or adjectives, nor subject words) or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

EXAMPLE

American Dental Association. Research Institute

Name: Research Institute

Niger. Commissariat général au développement. Centre de documentation

Name: Centre de documentation

Jean and Alexander Heard Library. Friends of the Library

Name: Friends of the Library

United States. National Labor Relations Board. Library

Name: Library

Malaysia. Customs and Excise Department. Sabah Region

Name: Sabah Region

Canadian Jewish Congress. Central Region

Name: Central Region

Dartmouth College. Class of 1957

Name: Class of 1957

Knights of Labor. District Assembly No. 3

Name: District Assembly No. 3

11.2.2.14.4

Body Whose Name Does Not Convey the Idea of a Corporate Body and Does Not Contain the Name of the Higher Body

Apply the instructions given under 11.2.2.14 to a name that does not convey the idea of a corporate body and does not contain the name of the higher body.

EXAMPLE

British Library. Science, Technology, and Business

Name: Science, Technology, and Business

CBS Inc. Economics and Research

Name: Economics and Research

Canada. Citizenship and Immigration Canada. Human Resources

Name: Human Resources

Illinois. Bureau of Employment Security. Research & Analysis

Name: Research & Analysis

but

BC Fisheries

not British Columbia. BC Fisheries

Name: BC Fisheries

California Records & Information Management

not California. Records & Information Management

not California. Department of General Services. Records & Information Management

Name: California Records & Information Management

11.2.2.14.5

University Faculty, School, College, Institute, Laboratory, Etc., Whose Name Simply Indicates a Particular Field of Study

Apply the instructions given under 11.2.2.14 to the name of a university faculty, school, college, institute, laboratory, etc., whose name simply indicates a particular field of study.

EXAMPLE

École polytechnique fédérale de Lausanne. Laboratoire
d'experimentation architecturale

Name: Laboratoire d'experimentation architecturale

Københavns universitet. Ægyptologisk institut

Name: Ægyptologisk institut

Princeton University. Bureau of Urban Research

Name: Bureau of Urban Research

St. Patrick's College (Dublin, Ireland). Educational Research
Centre

Name: Educational Research Centre

Syracuse University. College of Medicine

Name: College of Medicine

Universidad Autónoma de Nuevo León. Facultad de Ciencias
Forestales

Name: Facultad de Ciencias Forestales

but

Australian Centre for Child Protection

not University of South Australia. Australian Centre for Child
Protection

Name: Australian Centre for Child Protection

Harvard Law School

not Harvard University. Harvard Law School

not Harvard University. Law School

Name: Harvard Law School

John F. Kennedy School of Government

not Harvard University. John F. Kennedy School of Government

Name: John F. Kennedy School of Government

McGill Institute for the Study of Canada

not McGill University. Institute for the Study of Canada

not McGill University. McGill Institute for the Study of Canada

Name: McGill Institute for the Study of Canada

11.2.2.14.6

**Non-Governmental Body Whose Name Includes the Entire
Name of the Higher or Related Body**

Apply the instructions given under 11.2.2.14 to a name of a non-governmental body whose name includes the entire name of the higher or related body.

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.

EXAMPLE

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. Annual Meeting

Name: 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

St. John's College (University of Oxford). Library

Name: St. John's College Library

but

BBC Symphony Orchestra

not British Broadcasting Corporation. Symphony Orchestra

Name: BBC Symphony Orchestra

Friends of the Corcoran

not Corcoran Gallery of Art. Friends

Name: Friends of the Corcoran

Utah Museum of Fine Arts

not University of Utah. Museum of Fine Arts

Name: Utah Museum of Fine Arts

CU-Boulder Alumni Association

not University of Colorado, Boulder. Alumni Association

Name: CU-Boulder Alumni Association

11.2.2.14.7 Ministry or Similar Major Executive Agency

Apply the instructions given under 11.2.2.14 to a government body 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.

EXAMPLE

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

11.2.2.14.8 Government Official or a Religious Official

Apply the instructions given under 11.2.2.14 to a government official (see also 11.2.2.18) or a religious official (see also 11.2.2.26).

11.2.2.14.9 Legislative Body

Apply the instructions given under 11.2.2.14 to a legislative body (see also 11.2.2.19).

11.2.2.14.10 Constitutional Convention

Apply the instructions given under 11.2.2.14 to a constitutional convention (see also 11.2.2.20).

11.2.2.14.11 Court

Apply the instructions given under 11.2.2.14 to a court (see also 11.2.2.21).

11.2.2.14.12 Principal Service of the Armed Forces of a Government

Apply the instructions given under 11.2.2.14 to a principal service of the armed forces of a government (see also 11.2.2.22).

11.2.2.14.13 Embassy, Consulate, Etc.

Apply the instructions given under 11.2.2.14 to an embassy, consulate, etc. (see also 11.2.2.23).

11.2.2.14.14 Delegation to an International or Intergovernmental Body

Apply the instructions given under 11.2.2.14 to a delegation to an international or intergovernmental body (see also 11.2.2.24).

11.2.2.14.15 Council, Etc., of a Single Religious Body

Apply the instructions given under 11.2.2.14 to a council, etc., of a single religious body (see also 11.2.2.25).

11.2.2.14.16 Religious Province, Diocese, Synod, Etc.

Apply the instructions given under 11.2.2.14 to a religious province, diocese, synod, etc. (see also 11.2.2.27).

11.2.2.14.17 Central Administrative Organ of the Catholic Church

Apply the instructions given under 11.2.2.14 to a central administrative organ of the Catholic Church (see also 11.2.2.28).

11.2.2.14.18 Papal Diplomatic Mission, Etc.

Apply the instructions given under 11.2.2.14 to a papal diplomatic mission, etc. (see also 11.2.2.29).

11.2.2.15 Direct or Indirect Subdivision

Unless instructed otherwise under 11.2.2.16-11.2.2.29, record the name of a body belonging to one or more of the types listed under 11.2.2.14 as a subdivision of the authorized access point representing 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 authorized access point representing 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.

EXAMPLE

Public Library Association. Audiovisual Committee

Hierarchy: American Library Association - Public Library Association - Audiovisual Committee

France. Commission centrale des marchés

Hierarchy: France - Ministère de l'économie et des finances - Commission centrale des marchés

University of Texas at Austin. Petroleum Extension Service

Hierarchy: University of Texas at Austin - Division of Continuing Education - Petroleum Extension Service

El Salvador. Servicio de Parques Nacionales y Vida Silvestre

Hierarchy: El Salvador - Ministerio de Agricultura y Ganaderia - Dirección General de Recursos Naturales Renovables - Servicio de Parques Nacionales y Vida Silvestre

but

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
Intervening units are not omitted because the name seems likely to be used by another body in the organization

California. Department of Corrections. Research Division

Hierarchy: California - Health and Welfare Agency - Department of Corrections - Research Division

Other California departments have units called 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

[2nd paragraph unchanged]

[11.2.2.16-11.2.2.17 unchanged]

11.2.2.18 Government Officials

Apply the instructions given under 11.2.2.18.1-11.2.2.18.5 to officials of political jurisdictions and of international intergovernmental organizations.

11.2.2.18.1 Heads of State, Heads of Government, Etc.

Record the title of a sovereign, president, other head of state, governor, head of government, or chief executive acting in an official capacity (see 6.31.1) as a subdivision of the authorized access point representing the jurisdiction. Record the title in the language preferred by the agency creating the data (unless there is no equivalent term in that language).

EXAMPLE

Indonesia. President
not Indonesia. Presiden

Chiapas (Mexico). Governor
not Chiapas (Mexico). Gobernador

Swaziland. Prime Minister

Managua (Nicaragua). Mayor
not Managua (Nicaragua). Alcalde

King County (Wash.). Executive

Japan. Prime Minister
not Japan. Naikaku Sōri Daijin

Thailand. Prime Minister
not Thailand. Nāyok Ratthamontri

If the official being identified is 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 preferred name for that person. Separate the years of the reign or incumbency from the name of the person using a space, colon, space.

EXAMPLE

Portugal. President (1996–2006 : Sampaio)

New Jersey. Governor (2002–2004 : McGreevey)

Iran. Shah (1941–1979 : Mohammed Reza Pahlavi)

Brunei. Sultan (1967– : Hassanal Bolkiah Mu'izzaddin Waddaulah)

Papal States. Sovereign (1800–1823 : Pius VII)

British Columbia. Premier (2000–2001 : Dosanjh)

Central African Republic. Prime Minister (2001–2003 : Ziguéle)

Germany. Chancellor (1990–1998 : Kohl)

Germany. Chancellor (2005– : Merkel)

Israel. Prime Minister (1999–2001 : Barak)

New Zealand. Prime Minister (2008– : Key)

Seattle (Wash.). Mayor (1978–1990 : Royer)

If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

EXAMPLE

Scotland. Sovereign (1649–1685 : Charles II)

Scotland. Sovereign (1542–1567 : Mary)

Spain. Sovereign (1833–1868 : Isabella II)

Spain. Sovereign (1975– : Juan Carlos I)

Spain. Sovereign (1479–1504 : Ferdinand V and Isabella I)

If there are two or more nonconsecutive periods of incumbency, create separate access points.

EXAMPLE

United States. President (1885–1889 : Cleveland)

United States. President (1893–1897 : Cleveland)

Canada. Prime Minister (1867–1873 : Macdonald)

Canada. Prime Minister (1878–1891 : Macdonald)

Record the relationships between the office and the person applying the instructions in chapters 30 and 32.

11.2.2.18.2 Ruling Executive Bodies

Record the name of a ruling executive body (e.g., a military junta) (see 6.31.1) as a subdivision of the authorized access point representing the jurisdiction. Record the title in the official language of the jurisdiction.

EXAMPLE

Argentina. Junta Militar

Somalia. Golaha Sare ee Kacaanka

Thailand. Khana Patiwat

Ghana. Armed Forces Revolutionary Council

If there is more than one official language in the jurisdiction, apply the instructions given under 11.2.2.5.2.

If necessary for identification, add, in parentheses, the inclusive years of the ruling executive body.

EXAMPLE

Chile. Junta de Gobierno (1813)

Chile. Junta de Gobierno (1973-1990)

11.2.2.18.3 Heads of International Intergovernmental Bodies

Record the title of a head of an international intergovernmental organization acting in an official capacity as a subdivision of the authorized access point representing the organization. Record the title of the official in the language of the preferred name for the organization.

EXAMPLE

Asociación Latinoamericana de Integración. Secretaría General

European Commission. President

If the official being identified is 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 preferred name for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

EXAMPLE

United Nations. Secretary-General (1997–2006 : Annan)

European Commission. President (2004– : Barroso)

Record the relationships between the office and the person applying the instructions in chapters 30 and 32.

11.2.2.18.4

Governors of Dependent or Occupied Territories

Record the title of a governor of a dependent territory (e.g., a colony, protectorate) or of an occupied territory (see 11.17.1.5) acting in an official capacity as a subdivision of the authorized access point representing the colony, territory, etc. Record the title of the governor in the language of the governing power.

EXAMPLE

Hong Kong. Governor

French Polynesia. Gouverneur

Macau. Governador

Bechuanaland Protectorate. Prime Minister

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

If there is more than one official language in the jurisdiction of the governing power, apply the instructions given under 11.2.2.5.2.

If the official being identified is 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 preferred name

for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

EXAMPLE

Macau. Governador (1951–1956 : Esparteiro)

11.2.2.18.5 Other Officials

For any official not covered under 11.2.2.18.1-11.2.2.18.4, use the preferred name for the ministry or agency that the official represents.

EXAMPLE

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)

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 authorized access point representing the jurisdiction.

EXAMPLE

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

11.2.2.19 Legislative Bodies

Record the names of legislative bodies as instructed under 11.2.2.19.1-11.2.2.19.3, as applicable.

11.2.2.19.1 Legislatures

Record the name of a legislature as a subdivision of the authorized access point representing the jurisdiction for which it legislates.

EXAMPLE

Iceland. Alþingi

Idaho. Legislature

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 authorized access point representing the legislature.

EXAMPLE

Lesotho. Parliament. National Assembly

Lesotho. Parliament. Senate

Switzerland. Bundesversammlung. Nationalrat

Switzerland. Bundesversammlung. Ständerat

Record as a variant name the name of the chamber in the form of a direct subdivision of the authorized access point representing the jurisdiction (see 11.2.3.7).

11.2.2.19.2 Legislative Committees and Subordinate Units

Record the name of a committee or other subordinate unit as a subdivision of the authorized access point representing the legislature or of a particular chamber, as appropriate.

EXAMPLE

Australia. Parliament. Joint Committee on Foreign Affairs and Defence

Australia. Parliament. Sub-committee on Industrial Support for Defence Needs and Allied Matters

not Australia. Parliament. Joint Committee on Foreign Affairs and Defence. Sub-committee on Industrial Support for Defence Needs and Allied Matters

Australia. Parliament. House of Representatives. Standing Committee on Aboriginal and Torres Strait Islander Affairs

Australia. Parliament. Senate. Legal and Constitutional
References Committee

Exception

Record the name of a legislative subcommittee of the United States Congress as a subdivision of the authorized access point representing the committee to which it is subordinate.

EXAMPLE

United States. Congress. Senate. Committee on Foreign
Relations. Subcommittee on African Affairs
not United States. Congress. Senate. Subcommittee on African
Affairs

11.2.2.19.3

Successive Legislatures

If successive legislatures are numbered consecutively, add, in parentheses, the ordinal numeral and the inclusive years for the particular legislature or one of its chambers. Separate the ordinal number from the inclusive years using a space, colon, space.

EXAMPLE

United States. Congress (107th : 2001–2002)

United States. Congress (107th : 2001–2002). Senate

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.

EXAMPLE

United States. Congress (107th, 1st session : 2001)

United States. Congress (107th, 1st session : 2001). Senate

11.2.2.20

Constitutional Conventions

Record the name of a constitutional convention as a subdivision of the authorized access point representing the government that convened it. Add the inclusive years in which it was held, in parentheses.

EXAMPLE

Germany. Nationalversammlung (1919–1920)

Portugal. Assembleia Constituinte (1975)

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.

EXAMPLE

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)

If English is not an official language of the jurisdiction, apply the instructions given under 11.2.2.5.2.

11.2.2.21

Courts

Record the names of courts as instructed under 11.2.2.21.1 (civil and criminal courts) or 11.2.2.21.2 (ad hoc military courts) as applicable.

11.2.2.21.1

Civil and Criminal Courts

Record the name of a civil or criminal court as a subdivision of the authorized access point representing the jurisdiction whose authority it exercises.

EXAMPLE

Vermont. Court of Chancery

Brazil. Supremo Tribunal de Justiça

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.

EXAMPLE

Canada. Supreme Court
Name: Supreme Court of Canada

France. Cour d'appel (Grenoble)
Name: Cour d'appel de Grenoble

France. Cour d'appel (Lyon)
Name: Cour d'appel de Lyon

India. High Court (Himachal Pradesh, India)
Name: High Court of Himachal Pradesh

India. High Court (Karnataka, India)
Name: High Court of Karnataka

Italy. Corte di appello (Rome)
Name: Corte di appello di Roma

Italy. Corte di appello (Trieste)
Name: Corte di appello di Trieste

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

11.2.2.21.2

Ad Hoc Military Courts

Record the name of an ad hoc military court (e.g., court-martial, court of inquiry) as a subdivision of the authorized access point representing the particular military service (see 11.2.2.22). 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.

EXAMPLE

Massachusetts. Militia. Court-martial (Watson : 1810)

United States. Army. Court of Inquiry (Reno : 1879)

11.2.2.22 Armed Forces

Record the names of armed forces as instructed under 11.2.2.22.1 (armed forces at the national level) or 11.2.2.22.2 (armed forces below the national level) as applicable.

11.2.2.22.1 Armed Forces at the National Level

Record the name of a principal service of the armed forces of a national government as a subdivision of the authorized access point representing the government. Omit the name (or abbreviation of the name) of the government in noun form unless the omission would result in objectionable distortion.

EXAMPLE

Australia. Royal Australian Air Force

Canada. Canadian Armed Forces

United States. Marine Corps

Argentina. Ejército

Romania. Marina

Record the name of a component branch, command district, or military unit, large or small, as a direct subdivision of the authorized access point representing the principal service of which it is a part.

EXAMPLE

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). Russkaiā Armiiā. Gvardeiskaiā raketnaiā
Glukhovskaiā diviziā

United States. Army. Corps of Engineers

United States. Army. District of Kanawha

United States. Army. Special Forces

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.

EXAMPLE

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-Krestianskaiā Krasnaiā Armiiā.
Vozdushnaiā armiiā, 5

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 authorized access point representing the government.

EXAMPLE

United States. Army Broadcasting Service
Name: Army Broadcasting Service

United States. Naval Air Ferry Service
Name: Naval Air Ferry Service

Australia. Australian Army Psychology Corps
Name: Australian Army Psychology Corps

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 authorized access point representing the service and omit the name or indication of the name unless objectionable distortion would result.

EXAMPLE

South Africa. Army. Service Corps
not South Africa. Army. Army Service Corps
not South Africa. Army. South African Army Service Corps
Name: South African Army Service Corps

but

Canada. Canadian Army. Royal Canadian Army Medical Corps
not Canada. Canadian Army. Medical Corps
Name: Royal Canadian Army Medical Corps

11.2.2.22.2

Armed Forces below the National Level

Record the name of an armed force of a government below the national level as a subdivision of the authorized access point representing the government, followed by the name of the force.

EXAMPLE

New York (State). Militia

New York (State). National Guard

Record the name of a component branch of an armed force of a government below the national level as a subdivision of the authorized access point representing the force applying the instructions given under 11.2.2.22.1.

EXAMPLE

New York (State). Militia. Regiment, 71st
Name: 71st Regiment, N.Y.S.M.

Arkansas. National Guard. Coast Artillery, 206th

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 11.2.2.22.1).

EXAMPLE

United States. Army. New York Volunteers, 122nd

United States. Army. Regiment, California U.S. Volunteer Infantry,
1st

11.2.2.23

Embassies, Consulates, Etc.

Record the name of an embassy, consulate, legation, or other continuing office representing one country in another as a subdivision of the authorized access point representing the country represented. Record the name in the language of the country represented (see 11.2.2.5.2). Omit from the subdivision the name of the country represented.

For an embassy or legation, add the name of the country to which it is accredited, in parentheses.

EXAMPLE

Canada. Embassy (Belgium)

Germany. Gesandtschaft (Chile)

India. High Commission (Trinidad and Tobago)

Serbia. Poslanstvo (Romania)

United States. Legation (Sweden)

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.

EXAMPLE

France. Consulat (Buenos Aires, Argentina)

Japan. Sōryōjikan (Portland, Or.)

Netherlands. Consulaat-Generaal (Cape Town, South Africa)

United States. Consulate (Port Louis, Mauritius)

11.2.2.24

Delegations to International and Intergovernmental Bodies

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 authorized access point representing the country represented. Record the subdivision in the language (see 11.2.2.5.2) 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 of the international or intergovernmental body, conference, undertaking, etc., to which the delegation, etc., is accredited, in the form and language of the preferred name for that body.

EXAMPLE

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

If it is uncertain that a delegation represents the government of a country, record it under its own name.

EXAMPLE

Delegation of the Parliament of Zimbabwe to Botswana, Namibia, and Zambia

11.2.2.25

Councils, Etc., of a Single Religious Body

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 authorized access point representing the religious body.

EXAMPLE

Catholic Church. Antilles Episcopal Conference

Catholic Church. Bishops' Conference of Bangladesh

Catholic Church. International Council for Catechesis

Central Conference of American Rabbis. Social Justice Commission

Mennonite Church. Lancaster Conference

United Methodist Church (U.S.). Northern Illinois Conference

If the name of a council, etc., of a religious body 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 11.2.3.6).

EXAMPLE

Catholic Church. Canadian Conference of Catholic Bishops
not Catholic Church. Conférence des évêques catholiques du Canada

Form of name presented first in first resource received:
Canadian Conference of Catholic Bishops. **Form presented second in same resource:** Conférence des évêques catholiques du Canada

Catholic Church. Plenary Council of Baltimore
not Catholic Church. Concilium Plenarium Baltimorensis
Form of name presented in resource received first: Third Plenary Council of Baltimore. **Form presented in resource received later:** Concilii Plenarii Baltimorensis Tertii

Catholic Church. Concilium Plenarium Americae Latinae
not Catholic Church. Concilio Plenario de la América Latina
not Catholic Church. Concilio Plenario de América Latina
not Catholic Church. Concílio Plenário da América Latina
not Catholic Church. Concilio Plenario dell'America Latina

Form of name presented in first resource received:
Concilium Plenarium Americae Latinae. **Forms presented in
resources received later:** Concilio Plenario de la América
Latina; Concilio Plenario de América Latina; Concílio Plenário da
América Latina; Concilio Plenario dell'America Latina

If a council, etc., is subordinate to a particular district of the religious body, record it as a subdivision of the authorized access point representing that district (see 11.2.2.27)). If the name appears in more than one language, record the name in the official language of the district.

EXAMPLE

Catholic Church. Province of Baltimore. Provincial Council

Church of England. Diocese of Exeter. Synod

Catholic Church. Province of Mexico City. Concilio Provincial

If there is more than one official language in the jurisdiction, apply the instructions given under 11.2.2.5.2.

11.2.2.26

Religious Officials

Record the names of religious officials as instructed under 11.2.26.1 (bishops, rabbis, mullahs, patriarchs, etc.) or 11.2.2.26.2 (popes) as applicable.

11.2.2.26.1

Bishops, Rabbis, Mullahs, Patriarchs, Etc.

Record the title of a religious official (e.g., bishop, abbot, rabbi, moderator, mullah, patriarch) acting in an official capacity (see 6.31.1) as a subdivision of the authorized access point representing the religious jurisdiction (see 11.2.2.27).

EXAMPLE

Church of England. Diocese of Winchester. Bishop

Franciscans. Minister General

United Hebrew Congregations of the Commonwealth. Chief Rabbi

United Presbyterian Church in the U.S.A. General Assembly.
Moderator

If the official being identified is 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 preferred name for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

EXAMPLE

Catholic Church. Archdiocese of St. Paul and Minneapolis.
Archbishop (1995–2008 : Flynn)

United Hebrew Congregations of the Commonwealth. Chief Rabbi
(1991– : Sacks)

Franciscans. Minister General (1947–1952 : Perantoni)

Dominicans. Master General (1756–1777 : Boxadors)

Catholic Church. Diocese of Winchester. Bishop (1282–1304 :
John, of Pontoise)

Record the relationships between the office and the person applying the instructions in chapters 30 and 32.

11.2.2.26.2

Popes

Record the title of a pope acting in an official capacity (see 6.31.1) as a subdivision of the authorized access point representing the Catholic Church. Record the title of the office in the language preferred by the agency creating the data.

EXAMPLE

Catholic Church. Pope

If the official being identified is 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 9.2.2.18. Separate the years of the incumbency from the pontifical name using a space, colon, space.

EXAMPLE

Catholic Church. Pope (1878–1903 : Leo XIII)

Catholic Church. Pope (1978–2005 : John Paul II)

Catholic Church. Pope (2005– : Benedict XVI)

Record the relationships between the office and the person applying the instructions in chapters 30 and 32.

11.2.2.27

Religious Provinces, Dioceses, Synods, Etc.

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 authorized access point representing the religious body.

EXAMPLE

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

Russkaiā pravoslavnaiā tserkov'. Moskovskaiā patriarkhiā

Svenska kyrkan. Göteborgs stift

Church in Wales. Deanery of Kidwelly

Exceptions

Record the name of a Catholic patriarchate, diocese, province, etc., as a subdivision of the authorized access point representing the Catholic Church. Record the name in the language preferred by the agency creating the data.

EXAMPLE

Catholic Church. Archdiocese of Santo Domingo

Catholic Church. Diocese of Würzburg

Catholic Church. Deanery of Legnica

Catholic Church. Patriarchate of Cilicia

Catholic Church. Province of Nicaragua

Catholic Church. Ukrainian Catholic Archeparchy of Philadelphia

Catholic Church. Vicariate Apostolic of Chaco Paraguayo

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.

EXAMPLE

Würzburg

Name of ecclesiastical principality: Würzburg. **Also called:** Bistum Würzburg; Hochstift Würzburg

Bremen

Name of ecclesiastical principality: Erzstift Bremen

11.2.2.28

Central Administrative Organs of the Catholic Church (Roman Curia)

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 authorized access point representing 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.

EXAMPLE

Catholic Church. Congregatio Sacrorum Rituum

Catholic Church. Congregatio de Propaganda Fide

Catholic Church. Signatura Gratiae

Catholic Church. Rota Romana

not Catholic Church. Sacra Rota Romana

not Catholic Church. Sac. Rota Romana

11.2.2.29

Papal Diplomatic Missions

Record the name of a diplomatic mission from the pope to a secular power as a subdivision of the authorized access point representing 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.

EXAMPLE

Catholic Church. Apostolic Delegation (Malta)

Catholic Church. Apostolic Delegation (Loreto, Italy)

Catholic Church. Apostolic Delegation (West Africa)

Record the name of a nondiplomatic apostolic delegation as a subdivision of the authorized access point representing the Catholic Church. Record the name in the form *Apostolic Delegation*. Add the name of the country, region, or other location in which the delegation functions, in parentheses.

EXAMPLE

Catholic Church. Apostolic Delegation (Malta)

Catholic Church. Apostolic Delegation (Loreto, Italy)

Catholic Church. Apostolic Delegation (West Africa)

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 authorized access point representing 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, region, or other location in which the emissary functions, in parentheses.

EXAMPLE

Catholic Church. Legate (France)

If the country, region, or other location in which the emissary functions cannot be ascertained, add the name of the emissary in brief form.

EXAMPLE

Catholic Church. Commissary Apostolic (Robertus Castellensis)