Downloading Authority Records from the LC/NAF Database

CONTENTS

1   Basic information

The COBISS software enables you to download authority records from the LC/NAF database.

The LC/NAF – Library of Congress/NACO Authority File[1] is an extensive database of names, contributed by the libraries that participate in the Name Authority Cooperative Program (NACO), an international Program for Cooperative Cataloguing (PCC) coordinated by the Library of Congress (LC). The LC/NAF database contains records for personal names, corporate body names, names of meetings and territorial names, as well as records for uniform titles, titles of book series and access points for name/title.

The procedure for downloading authority records from the LC/NAF database is described in chapter *9.7* of the *COBISS3/Cataloguing* manual. The cataloguing rules for selecting and forming access points are described in the relevant national rule books. When establishing access points, you can also turn to different sources, such as the VIAF[2] service, national authority databases, catalogues and bibliographies of national libraries (some libraries and authority bases can be accessed through VIAF), the Internet, general manuals (encyclopaedias, biographical and bibliographical lexicons, etc.) and so on.

The rules for entering data in the format are described in the *COMARC/A Format* manual, the rules for working with the software are described in the *COBISS3/Cataloguing* manual, and you can also help yourself with the material from the CONOR course[3].

2   General information about downloading records from the LC/NAF database

Basis for downloading

Downloading records for personal names and corporate body names from the LC/NAF database is only possible if the cataloguer has the CAT_NEWPN privilege (for persons) or the CAT_NEWCB privilege (for corporate bodies) for creating full authority records.

Downloading records from the LC/NAF database is not mandatory. When you are deciding whether to download a record or create a new record from scratch, assess if the record from the LC/NAF database is complete and of suitable quality. If you think correcting or updating a record would be too time consuming, do not download the record but instead create a new one. A record from the LC/NAF database can be helpful even if you only transfer it to the clipboard of the CONOR.XX database and use it to copy and transfer data to a new record in the editor.

When downloading records, you must be careful to download the record for the correct entity. If you establish that the record in the LC/NAF database does not represent the same entity, you are not allowed to change that record into a record for another entity but must instead create a new record from scratch.

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[1] LC Name Authority File (LCNAF). Available at http://id.loc.gov/authorities/names.html (acquired on 10 June 2019).
[2] VIAF: The Virtual International Authority File. Available at https://viaf.org/ (acquired on 28 August 2019).
[3] Material from the CONOR course.

You are also not allowed to download an undifferentiated name record[4] if the person you are describing can be differentiated from other persons with the same name.

A record from the LC/NAF database can only be downloaded once. Downloading a record that has already been downloaded is blocked by the software control that checks the number in field *035 – Other System Control Numbers* to see if the record with the same number already exists in the CONOR.XX database.

In a record, downloaded from the LC/NAF database, the username of the person that downloaded the record is followed by an underscore and the ending LC: <authority database acronym>::<library acronym_username_LC> (e.g. *CONOR::IZUM_BRIGITAF_LC*).

Conversion of a LC/NAF source record

The source record in the LC/NAF database is in the MARC 21 format and is created in accordance with the Anglo-American cataloguing rules (AACR2, RDA). When downloading, the data in the record is automatically converted from the MARC 21 format to the COMARC/A format and the input mask is set according to the coded data in the record.

After the conversion, correct or update the record data in accordance with the cataloguing rules of the COBISS.XX system. Depending on the available data, also add the fields/subfields that were not downloaded from the LC/NAF database. Fill in the missing coded data in the 1XX block (e.g. subfields *102a – Nationality of the Entity* and *105b – Conference or meeting code*, etc.) and add textual notes in blocks 3XX and 8XX (e.g. enter a note in field 820 about namesakes if there is more that one person with the same name in the CONOR.XX database, etc.).

It is advisable to correct or update the record to the extent that it contains all necessary data: check and verify the authorized access point, add sources for the authorized access point and variant access points, if necessary delete the variant access points and/or add missing ones, supplement the records with related access points if needed, enter notes for users in the 3XX block, add notes for cataloguers in the 8XX block, and fill in all coded fields.

LC/NAF search window and viewer in the COBISS3/Cataloguing software module

The "Personal name" search field, which encompasses authorized, variant and related access points, is used for searching personal names in the LC/NAF search window in the COBISS3/Cataloguing software module. At "Personal name", enter the personal name in inverted form either without additions to the name (e.g. *Hemingway, Ernest*) or with them (e.g. *Hemingway, Ernest, 1899–1961*[5]).

The search results for "Personal name" can also be records for access points for name/title (e.g. *Hemingway, Ernest, 1899–1961. Sun also rises*). They are differentiated from the records for personal names by the fact that the authorized access points for name/title consist of the personal

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[4] Material from the CONOR course.

[5] You can omit the comma in the search request and separate individual search terms with spaces, e.g. *Hemingway Ernest 1899–1961*.

name and the title of the work the person is associated with. Such records cannot be downloaded, but you can transfer them to the clipboard and copy the required data from them.

In the LC/NAF search window, the corporate body names are searched with the "Corporate body name" search field, whereas the names of meetings are searched separately with the "Conference name" search field.[6] Searching with the "Corporate body name" and "Conference name" search fields includes authorized, variant and related access points. You can use the corporate body or meeting name with or without qualifiers as the search request.[7] When you use qualifiers in your search request, separate them with spaces and in the order in which they appear in the record in the LC/NAF database. For example: you can search for the *1st Pan American Congress of Pharmacy* held in *1948* in *Havana*, *Cuba* using the "Conference name" search field and typing in *Pan American Congress of Pharmacy* or use the qualifiers and type in *Pan American Congress of Pharmacy 1st 1948 Havana Cuba*. The corporate body name *Institute of Contemporary Art* in *Boston*, *Massachusetts* can be searched for with the "Corporate body name" search field as *Institute of Contemporary Art* or with the qualifier as *Institute of Contemporary Art Boston*, etc.

You can also search for personal names, corporate body names and names of meetings by keywords, but be advised that when using the "Keywords" search field the software does not search only through access point fields but through all other record fields as well. This can result in a long list of found records.

The search can be narrowed down using the "Authorized access point" search field, which only includes authorized access points for personal names, corporate body names, names of meetings, etc.

The "Control number" search field in the LC/NAF search window is used to search only for the record control number in the LC/NAF database. You cannot use this search field to search for control numbers from other systems. Only numbers without letters are entered in the "Control number" search field (e.g. if you are searching for *(DLC)n 88034828*, enter *88034828*[8]).

When viewing search results in the LC/NAF search window, the access points are visible in their entirety only if you tick the box "Line wrap" or if you expand the column.

In the LC/NAF viewer, you can view the records in their original MARC 21 format or in the COMARC/A format.[9]

Searching and viewing in the LC/NAF database in the COBISS3/Cataloguing software module is described in appendix *F.4* of the *COBISS3/Cataloguing* manual.

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[6] Contrary to that, searching for names of corporate bodies and meetings in the CONOR.XX database search window is done using a single "Corporate body name" search field or the prefix CB= or suffix /CB.

[7] Contrary to that, when using the search field "Corporate body name" and the prefix CB= in the CONOR.XX database search window, you must enter the sought access point in its entirety with its qualifiers and punctuation marks as prescribed by the ISBD, e.g. *Congress of Child Neurologists of Mediterranean (17 ; 2011 ; Piran),* or truncate the search term with the "*" character, e.g. *Congress of Child Neurologists of Mediterranean*.*

[8] Contrary to that, in the CONOR.XX search window you can search for the record control number in the LC/NAF database as well as control numbers from other systems. The search term is entered either with letters and numbers or only numbers, e.g. *LC=88034828* or *LC=(DLC)n 88034828*.

[9] Records from the LC/NAF database can also be displayed in the original MARC 21 format in the clipboard of the CONOR.XX database.

Language of cataloguing

The language of cataloguing in the LC/NAF database is English. When converting records into the CONOR database, some English phrases are automatically translated into the language of the cataloguing institution, while other data remains in English. This data must be entered in the language of cataloguing, which means that you should translate it. Pay special attention to field *340 – Biography and Activity Note*.

Punctuation marks

In the MARC 21 format, the punctuation marks between individual data elements are entered by the cataloguer, whereas in the COMARC/A format, most of the punctuation marks are automatically added into the record by the software. After the conversion, the punctuation marks in the records are deleted wherever possible, but in some cases, this must be done manually.

Transliteration and transcription

In the LC/NAF database, the names in non-Latin scripts are transliterated or transcribed according to the *ALA-LC Romanization Tables*[10], which differ from our rules. In the COBISS.XX system, we are using the transliteration tables in accordance with the relevant rule book. After downloading records for names in a non-Latin script you must therefore check and correct the transliterated data in accordance with our transliteration and transcription rules. The cataloguer assesses if it is more sensible to download a record for a name in a non-Latin script or create a new one from scratch.

3   Record after conversion – particularities of certain fields and subfields

Record status (subfield 001a)

The default value in subfield 001a of every downloaded record is the code *"n" – new record*. It is advisable to correct or update the record to completion and then enter the code *"c" – corrected or revised record* into subfield 001a.

Other System Control Numbers (field 035)

After conversion, the control number of the record from the LC/NAF database is copied into field 035. The number is transferred with the code – *DLC* in brackets and the letter *n* without brackets (e.g. *(DLC)n 79063767*). You are not allowed to delete or edit the 035 field whose content starts with the DLC code[11].

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[10] ALA-LC Romanization Tables. Available at https://www.loc.gov/catdir/cpso/roman.html (acquired on 6 June 2019).

[11] Software controls prohibit deleting and editing of the content of a field 035 that contains the DLC code.

Apart from the LC/NAF record control number, some records in the LC/NAF database also have a control number from other systems, such as OCLC, UK, DNLM, etc. When downloading from the LC/NAF database, the other system control number is copied into a repeated 035 field (e.g. *(OCoLC)oca00296711*, *(Uk)005981632*, *(DNLM)1787019*, etc.). This field is also not to be deleted or edited.

Status of authorized access point (subfield 100b)

It is advisable to check the authorized access point in an authority record to the extent that allows you to enter the code *"a" – established* into subfield 100b. In this case, the bibliographic records are synchronized with authority records. Automatic synchronization[12] is important because the changes (e.g. changes of names, added variant names) are taken into account simultaneously, which also improves and simplifies the search.

If the code *"c" – provisional* is copied into subfield 100b during the conversion, check the authorized access point in field 2XX and complete it in accordance with the available data. Then, change the code in subfield 100b into *"a" – established*, which indicates that the access point has been verified.

If the authorized access point cannot be completed due to insufficient or unsuitable data, keep the code *"c" – provisional* in subfield 100b.

Access Point Used as Subject (field 106)

When specifying the code in field 106, follow the rules for subject indexing. After the conversion, check if the authorized form of the name in field 2XX is the same as the form of the name that is used as the subject for subject indexing. If the forms match, enter the code *"0" – may be used as subject access point* into subfield 106a. If the forms are different, enter the code *"1" – cannot be used as subject access point* into subfield 106a. [13]

Differentiated or undifferentiated personal name (subfield 120b)

If a record in the LC/NAF database is considered to be an undifferentiated name record[14], that is for two or more persons with the same name when the person in field 200 cannot be differentiated from persons with the same name because of insufficient or incomplete data, then the code *"b" – undifferentiated personal name* is transferred into subfield 120b after the conversion. Notes[15] that

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[12] See chapter *9.12* of the *COBISS3/Cataloguing* manual.

[13] If according to the rules you use for subject indexing you have specified that an authorized form of a personal name without an added date of birth/death (subfield *200f – Dates* is empty) can be used as a subject (106 = "0"), the software control will prompt you to check if there is data missing in subfield 200f. The software control also works in the opposite direction, if you have specified that an authorized form of a personal name with an added date of birth/death (subfield *200f – Dates* is filled in) is not used as a subject (106 ="1"). This software control only alerts you of a possible mistake, meaning you can still save the record even if you do not edit it. Rules of some subject indexing systems namely state that it is mandatory to add a date of birth/death to a personal name used as a subject.

[14] Material from the CONOR course.

[15] One example of such notes are notes explaining that an authorized access point in the LC/NAF database will not be used under RDA rules until the record is edited in accordance with the DCM z1 008/32 guidelines (e.g. *This 1XX field*

are relevant to the LC/NAF database can be transferred into field 830 (from field 667 in the MARC 21 format).

If the person cannot be differentiated from other persons with the same name, you can download the undifferentiated name record from the LC/NAF database. Keep the code *"b" – undifferentiated personal name* in subfield *120b – Differentiated or undifferentiated personal name*. Manually add repeatable fields *810 – Source Data Found* with bibliographic works with which we have linked the authority record for an undifferentiated personal name. The field is repeated for every bibliographic work. If there are many, list at least three.

If the person can be differentiated from other persons with the same name, do not download the record for an undifferentiated personal name from the LC/NAF database but instead create a new record from scratch for a differentiated personal name (code *"a" – differentiated personal name* in subfield 120b).

Authorized Access Point (field 2XX)

After the conversion, the authorized access point must be coordinated with the cataloguing rules of the COBISS.XX system.

Apart from the form of the name spelled out with initials or in short form in subfield 100a, a personal name record in MARC 21 can also include the fuller form of the name in subfield 100q. If this is the case, then the fuller form of the name is transferred into subfield 200b as an authorized access point and the shortened form of the name is transferred into field 400 as a variant access point after the conversion and in accordance with our rules.

After the conversion, the often-repeated phrases in subfield 200f are automatically translated into the language of the cataloguing institution, whereas other remain in English and must be translated into the language of the cataloguing institution. You must also translate the addition to the name in subfield *200c – Additions other than dates*, which also remains in English after downloading (e.g. in the authorized access point *Leonard, Michael, Anesthesiologist*, the addition to the name *Anesthesiologist* is translated).

When downloading records for corporate body names or names of meetings, pay special attention to our cataloguing rules and the rules of the COMARC/A format. In the LC/NAF database, the qualifiers are written in English (e.g. *Musical group*; *Brussels, Belgium*, etc.), geographical names are accompanied by the broader geographical area, i.e. not just the name of the place but also the country (e.g. *Vienna, Austria*), number of the meeting is written in the form of an ordinal number according to the English spelling (e.g. 5th), etc. Our rules state that the qualifiers are written in the language of the cataloguing institution.

In records downloaded from the LC/NAF database you must manually add field 810 with the source where you found the information about the authorized access point. If there is a source for the authorized form of the name in COBIB, enter it in field 810. Otherwise you can enter the LC/NAF database or another reference source as the source in field 810. Enter the name of the database or reference source into subfield 810a and copy the form of the authorized name exactly

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cannot be used under RDA until this undifferentiated record has been handled following the guidelines in DCM z1 008/32, etc.). Delete such notes as they are irrelevant to our record.

as stated in this database or reference source into subfield 810b (e.g. personal name in inverted form with additions to the name: 810_ _**a**LC/NAF **b**Baken, Ronald J., 1943-).

Information Note (field 300) and Biography and Activity Note (field 340)

After conversion, the text in the 3XX block for public notes remains in English. When correcting or updating these records such data must either be deleted or translated into the language of the cataloguing institution, with the exception of the official names of organisations, institutions, etc. which are left in the original language.

If necessary, you can also add your own notes.

Variant Access Point (field 4XX)

When correcting or updating variant access points, follow the cataloguing rules of the COBISS.XX system.

If in the variant access points for a personal name the additions to the name are transferred into subfield 400f or 400c, check if persons with the same name exist in the CONOR.XX database and COBIB. If you find them, keep the additions to the name in subfield 400f or 400c (translate the addition in subfield 400c into the language of the cataloguing institution). Otherwise, delete the addition to the name.

In records downloaded from the LC/NAF database you must manually add field 810 with the source where you found the information about the variant access point. First check if the forms of the names that were downloaded from the LC/NAF database into the 4XX fields exist in COBIB. Use all forms of the name to search for bibliographic records for works linked to the entity. If you cannot find any source for the form of the name in the 4XX field in COBIB, delete this variant access point from the 4XX field. The only exception are examples, in which the rules state that the variant access points must be entered even if there is no source with this form of the name. These are for example corporate body names that contain a number spelled out as a word, an Arabic numeral, the "&" character, or that start with an article, etc.

Check if COBIB contains any variant forms of the name that were not downloaded from the LC/NAF database. If you find a bibliographic record with such a form of the name, manually add a 4XX field with a variant access point and field 810 with the source for this form of the name.

Related Access Point – Personal Name (field 500)

Our rules state that only one authority record is created for a person even if they are publishing their works under different names. For variant forms of the name, variant access points are created.

With foreign authors, however, you can use the Anglo-American cataloguing rules instead of the relevant national cataloguing rules. The Anglo-American rules allow the creation of different authority records for a person if the person is using different names in different areas (e.g. they are publishing modern romance novels under their real name and historical romance novels under a pen name). Different records are also created when two or more persons create under one pen

name and are at the same time publishing independent works under their real name. Different authority records for one person are linked with field 500. This field also includes the access point for the authorized form of the personal name related[16] to the access point in the 2XX field.

If field 500 is also downloaded during the conversion, edit it in accordance with the rules or transfer the personal name as a variant access point from field 500 into field 400.

Related Access Point – Corporate Body Name (field 510)

If field 510 with the name of the corporate body as a related access point is downloaded during the conversion, check if an authority record for the form of the name in field 510 exists in CONOR.XX. If you find such a record, enter its identification number into subfield 5103.

If the CONOR.XX database does not contain any records for the form of the name that appears in field 510 of the downloaded record, check COBIB for any bibliographic records with this form of the name. If such records exist, create a new authority record for this form of the name, link it to bibliographic records, and enter the authority record identification number into subfield 5103.

If the CONOR.XX database or COBIB do not contain the form of the name that appears in field 510 of the downloaded record, delete the field 510.

Source Data Found (field 810)

In records downloaded from the LC/NAF database you must manually add field 810, in which you state the source for the form of the name, from which an authorized access point (field 2XX) or a variant access point (field 4XX) is formed.

The information about the source can also be added into subfield 810a automatically. This information is automatically downloaded in the form of a bibliographic statement from the record in COBIB or from the record in the editor within the **Bibliographic record** window (see chapter *9.5.3* of the *COBISS3/Cataloguing* manual).

Source Data not Found (field 815)

If after the conversion field 815 contains a note on reviewed sources, in which the cataloguer did not find information about the access point, assess if the note is relevant to your description.

Keep the downloaded note if you consider it relevant. Otherwise delete it.

If necessary, you can also add the sources you reviewed yourself but were unable to find any information about the entity in them.

General Cataloguer's Note (field 830)

If after the conversion field 830 contains a general cataloguer's note, assess if the note is relevant to your description of the entity.

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[16]Material from the CONOR course.

If the downloaded note in English is relevant, translate the text, otherwise delete it (e.g. delete the note *Formerly on undifferentiated name record: n 88175987*).

If necessary, you can also add your own notes.