Module 2: Resource access

2.0 Purpose and scope

2.1 Which entities need authorised access points?
   2.1a Persons
   2.1b Families
   2.1c Corporate bodies
   2.1d Works and expressions
      Core content of whole resource
      Components of the resource (analytical entries)
      Related works
      Series

2.2 Main and added entries
   2.2a Title main entry
   2.2b Corporate body main entry
   2.2c Person/family main entry

2.3 How to form authorised access points
   2.3a Forming authorised access points for personal names [RDA 9]
      Preferred names for persons
      Additions for personal names
      Relators for personal names
   2.3b Forming authorised access points for families [RDA 10]
      Relators for families
   2.3c Forming authorised access points for corporate bodies [RDA 11 and 16]
      Preferred names for corporate bodies other than events
      Indirect entry [RDA 11.2.2.13-15, 19-31]
      Qualifiers for placenames which may represent jurisdictions [RDA 16.2.2.9-14]
      Qualifiers for corporate bodies not represented by placenames [RDA 11.13.1]
      Relators for corporate bodies other than events
      Conferences and other events
   2.3d Forming authorised access points for works and expressions [RDA 6]
      Work AAPs: preferred titles, responsible entities and qualifiers
      Expression AAPs
      MARC for works and expressions: titles and name-titles
      Parts and selections
      Complete and collected works
      Relators for works and expressions (not used)
   2.3e Forming authorised access points for series
      Series and name-series
      Subseries
      Series qualifiers
      Series for complete and collected works
      ISSNs
      Numbering of part

2.4 Understanding NACO records

2.5 Uncontrolled access points for variant titles: 246 and 740
   Examples of access points in full bibliographic records

- 1 -
2.0 Purpose and scope

This module covers the basics of access for the most common type of OLIS resource, a single-volume English-language book for which we have adequate and reasonably clear information. More complex cases are covered in:

- Module 3: Complex and difficult cases
- Module 4: Foreign-language materials
- Module 5: Non-book materials
- Module 6: Bibliographic records for multipart

There are separate training courses for pre-1820 materials and periodicals. Please do not try to deal with these kinds of material unless trained to do so.¹

The instructions which follow are for full-level,² finalised records and reflect the OLIS standard for bibliographic records (post-1820 material).³ They tell you what you would do if you were cataloguing originally, so where the international standards give options they reflect the options which OLIS has adopted. However, most OLIS records are copied from external databases and may have been created by agencies which use different options. We do not edit downloaded records unnecessarily, so the module sometimes also mentions non-OLIS practices which we would accept in downloaded records.

* The first job of a bibliographic record is to make clear exactly which resource it represents. This is called ‘identifying’ or ‘describing’ the resource or ‘recording’ its ‘attributes’ (see Module 1). Descriptions may also include, within reason, information which helps users to select between the available resources. The second job is to make it possible for a user to find the record and thereby to obtain either the information in the record or the resource it represents. The parts of a record which make it possible to find it are called ‘access points’ or ‘entries’.⁴

Some of the information already included in the record for identification, e.g. titles proper, variant titles and ISBNs, is indexed, and this is often enough to provide a useful level of access. However, this might be inadequate if the resource had a commonplace title, contributors with commonplace names and no ISBN. It would also be unsatisfactory if the user’s interest were not in a single resource but in all the library’s resources which satisfied a particular criterion, e.g. all the versions of a particular work or all the resources connected with a particular person or organisation or in a particular series or on a particular subject. Information which is just transcribed from resources will vary too much between resources to allow systematic retrieval. For example, *Alice’s adventures in Wonderland* was often published as *Alice in

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¹ Pre-1820 materials are usually catalogued to the OLIS Antiquarian standard. However, it is acceptable to catalogue post-1800 materials to the ordinary OLIS standard if they are not particularly interesting or valuable.

² ‘Full-level’ refers to the record’s ‘encoding level’, a MARC code in its 000 field (also called the ‘Leader’ field) which indicates its level of detail and whether it is finalised.

³ OLIS does allow brief records without controlled access points to be created for certain kinds of material and also allows records of lower standards to be added temporarily, e.g. for Acquisitions purposes, but such records must be specially coded to indicate their limitations.

⁴ Access points used often to be called ‘headings’ because they could occur at the head of catalogue cards. This term is not used in RDA, but it is still used for subject access points and is likely to stay in general use for some time. Controlled subject headings are an important type of access point, but they are not currently covered by RDA instructions and have a separate course. See Library of Congress Subject Headings: principles, resources, references.
2. Resource access. Last update: January 2019

Wonderland, and was also translated, for example as Alicia in terra mirabili; Charles Lutwidge Dodgson was sometimes Lewis Carroll; Department of Administrative Affairs occasional papers might sometimes be Dept. of Administrative Affairs papers or just Administrative Affairs papers. Transcribed data may also have typos or other errors, e.g. ‘Lewis Caro’. So searches on transcribed data will usually find something but are unlikely to find everything.

We therefore add to our records ‘controlled’ or ‘authorised’ access points (AAPs) for the most interesting entities mentioned in them, using designations which are standardised rather than transcribed. For instance, a record for a resource which has Alicia in terra mirabili as its title proper in field 245 should also have a separate field (240) containing the standard designation, Alice’s adventures in Wonderland. A user who searches on the AAP should find every version of the work the library can offer, whatever its title proper. Inevitably a record’s AAPs will sometimes be very similar to transcribed data and may even seem to duplicate it, but they are never really redundant because of their potential to link that record to records for related resources whose transcribed data is different.

This module covers both how to decide which authorised access points an OLIS full-level record should have (other than subject headings) and how to form new AAPs if necessary.

In fact, it is not often necessary to form completely new AAPs, because AAPs have already been created for most of the entities relevant to anglophone library resources by the NACO (Name Authority Cooperative) Program. These are stored in the Library of Congress Name Authority file (LCNAF), which is easily available through Aleph and various online resources. NACO records contain not only the AAPs themselves but also cross-references to guide searchers to the standard form if they start from a nonstandard form, and notes to help cataloguers to be sure that the AAP is indeed for the right entity before they use it in their bibliographic records. For instance, the NACO record for Charles Lutwidge Dodgson notes that he ‘was an English author, mathematician, logician, Anglican clergyman and photographer’ and is ‘better known by the pen name Lewis Carroll’, and it has a link to the NACO record for Lewis Carroll. This module will also cover how to understand NACO records.

2.1 Which entities need authorised access points?

A record for a resource should have authorised access points for any works/expressions the resource contains or is closely related to and for the agents (people, families and corporate bodies) which contributed to it or are closely associated with it. More details are given below.

Usually the relationship of the entity to the resource will already be clear from the description, but if it is not, please add a 500 note to explain the relationship. This is not an RDA requirement, but it makes good sense because users are puzzled if their searches retrieve records for no obvious reason. For instance, if you are cataloguing ‘Good wives / by the author of Little women’ you will want to include an AAP for Louisa May Alcott and should add a note to explain that she is the author.

2.1a Persons

- We enter AAPs for the persons who have made or have been credited with significant intellectual/artistic contributions to the resource: writers; artists; illustrators; revisers; adapters; translators; annotators; editors; compilers; chairs of committees responsible for reports; supervisors of theses; mediums; etc. This usually corresponds with the persons named in statements of responsibility on the resource, and you seldom need to bother about people who are not named
2. Resource access. Last update: January 2019

there; but if you know that other people have made or been credited with important contributions you should make entries for them, explained by 500 notes if necessary.

- We enter AAPs for other people **closely associated** with the resource, e.g. dedicatees of Festschriften (but not just any dedicatee, e.g. of a novel). You may make an AAP for any person if you think that users are really likely to search for a resource under that name; but please exercise discretion.

- If a work is associated with a **pseudonymous** ‘person’, we use the AAP for that person rather than the AAP(s) for the real-life person(s).
  - A pseudonym may represent a group or a succession of people, or a single person may have several pseudonyms.
  - If someone has different names associated with different works, e.g. ‘Charles Lutwidge Dodgson’ and ‘Lewis Carroll’, use the relevant name for each work.
  - If a statement of responsibility indicates one or more contributors in a way which is vague rather than pseudonymous, e.g. ‘by the author of Little Women’, use the personal identity normally associated with the work, in this case Louisa M. Alcott. Phrases of this kind are treated as pseudonyms only if used consistently to represent a distinct identity.
  - If a work is attributed to a **fictitious** person (e.g. Kermit the Frog), make another AAP for the actual creator if known.

- We do not make entries for people whose contribution is **very slight** (e.g. the writer of a brief foreword) or **merely administrative** (e.g. a managing editor or series editor). If there are a lot of contributors, use your judgment as to which to include. Never omit significant contributors known to have Oxford University connections.

- Downloaded records sometimes have AAPs for only the first or principal contributors. Please add any others which you judge to be important.

### 2.1b Families

We enter AAPs for families in much the same circumstances as we make them for persons, that is, if the family contributes to or is closely associated with a resource. The most common use of family AAPs is for resources which consist of a family’s letters or papers.

### 2.1c Corporate bodies

Corporate bodies are named organisations or groups capable of acting as a unit.

- They do not have to be large or long-lived or independent or respectable, but they absolutely must have a **name**. The Boston Anarchist Drinking Brigade is (or was) a corporate body, but ‘a committee of the Supreme Court’ is not.

- Temporary or ad hoc entities such as **conferences, competitions and fairs** are corporate bodies, if named and capable of acting as a unit. If events occur in a series, e.g. annual conferences, both the whole series and the individual occurrences are treated as corporate bodies.

- The names of **geographic entities coextensive with jurisdictions or communities**, such as countries and cities, are used as the corporate body names for those jurisdictions in records for resources issued by them, such as laws and treaties. So, for example, ‘Great Britain’ is used as the name of the body responsible for the Act for Enabling His Majesty to Borrow Any Sum or Sums of
Money Not Exceeding Six Hundred Thousand Pounds and the Freedom of Information Act 2000. Even tiny villages can be corporate bodies, because they can issue local regulations and suchlike, but geographical entities which are not capable of acting as units, such as Asia or Southern France or the River Thames or Shotover Hill, cannot be corporate bodies.

- **Named sections within corporate bodies** are themselves corporate bodies, but in some cases they are entered ‘through’ the larger body, either to show their subordination or to help with identification, e.g. ‘Great Britain. Department of Administrative Affairs’ or ‘American Dental Association. Membership Committee.’

- **Heads of governments, major religious bodies and major intergovernmental organisations, and some other officials** are treated not as persons but as organs of those bodies when they issue official materials, so have AAPs which present them as subordinate to those bodies, e.g. ‘Great Britain. Sovereign (1707-1714 : Anne)’. They also have personal AAPs which are used for materials they do not issue in their official capacities, e.g. ‘Anne, Queen of Great Britain, 1665-1714’.

We enter AAPs for corporate bodies which contribute to or are closely associated with a resource. This includes activities such as sponsoring, commissioning or issuing a resource and may extend to, for example, sponsoring or housing a conference or exhibition which then issues a resource, as long as the body is named conspicuously on the resource or is otherwise closely associated with it; but we do not include AAPs for bodies which relate to the resource merely as publishers or functionaries.

### 2.1d Works and expressions

In FRBR terminology a ‘work’ is a very abstract unit of intellectual or artistic content. When the novel *Oliver Twist* is spoken of as a ‘work’, what is meant is the intellectual content which is common to every version and every publication of the novel, whatever its language or the sensory medium (e.g. whether text or audio) and whatever supplementary material may be included in the resource (e.g. illustrations, introductions, notes). However, a film or musical or play of *Oliver Twist* would be a different work, because in the FRBR model as interpreted for RDA a difference of genre is considered an important intellectual/ artistic difference.

An ‘expression’ is a particular version of a work, in a particular language or sensory medium or with particular illustrations or notes, or in a particular edition, e.g. the English-language text version with illustrations by George Cruikshank. Although less abstract than a work, an expression is more abstract than a ‘manifestation’, i.e. a publication or product, and may be embodied in many different manifestations. That particular version of *Oliver Twist* has been published many times with different publishers, places of publication, dates of publication and layouts and in different series.

We often want to show that a particular resource has a relationship to one or more works or expressions. The resource might simply be a publication of a single work or expression, or it might contain several works or expressions (e.g. an audio CD containing lots of different songs) or it might be based on, or for use with, or a supplement to a particular work or expression. We show these relationships by making AAPs for works and expressions in our bibliographic records. The nature of the relationship is indicated by the MARC tags and indicators used for the AAP.

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5 For more on FRBR, see the appendix to Module 0: Understanding OLIS Bibliographic Records.
Core content of whole resource

- We make an AAP representing the intellectual/artistic content of the resource itself if that content is a single work and was originally published under a different title or in a different language. These AAPs use what is called the 'preferred title' of the work, usually the original title but sometimes the best-known title. For example, the record for Alicia in terrae mirabili will include an AAP using the preferred title ‘Alice’s adventures in Wonderland’, which was the title under which the work was first published.

- We also make an AAP for the whole resource if it consists of the complete works (more or less) of a single creator or a selection of works by a single creator with an undistinctive title proper such as ‘Collected poems’ or ‘Paintings’ or ‘Best of ...’ or just the creator’s name. These AAPs use a rather formal recipe and are called ‘conventional collective titles’.

Components of the resource (analytical entries)

- We make AAPs for any components of the resource which have titles of their own, have coherent, free-standing intellectual/artistic content and are substantial, e.g. novels, plays or long poems, essays, articles, songs, maps or films. Such AAPs are often called ‘analytical entries’. They make it possible for users to find the intellectual/artistic works they require even if the library has them only within compilations. For example, if you catalogue an omnibus Chronicles of Narnia you will make analytical entries for The lion, the witch and the wardrobe, Prince Caspian, etc. Analytical entries should always be explained by 505 contents notes.

If there are more than ten such parts we do not make any analytical entries unless a few parts are of particular importance.

Downloaded records for compilations may have AAPs for minor components, e.g. short articles, essays or poems. You do not need to delete these unless preposterous.

Downloaded records for compilations sometimes lack analytical entries for components which are free-standing, substantial works. If you download such records, please add analytical entries for these components.

Related works

- If the resource is an adaptation, supplement, sequel, concordance or suchlike to some other intellectual/artistic work, we make an AAP for that work. Such AAPs are often called ‘related entries’ (although, strictly speaking, analytical entries are related entries too). They draw the attention of users who are searching for a particular work to the availability of other material closely related to it. For example, An etymological index to Shakespeare’s play of Julius Caesar should have a related entry for the play Julius Caesar, so that people who look up the play will find that an index is available.

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6 Previously known as the ‘uniform title’.

7 Occasionally it is impossible to make an AAP of this kind, because it is not possible to discover the original title reasonably quickly. How much effort one should make depends on how important and distinctive the work is; it is much more important to be able to collocate issues of major novels than issues of travel guides.

8 From April 2013 to July 2017 OLIS followed the stated policy of the Library of Congress of making a ‘conventional collective title’ AAP for any resource consisting of multiple works by a single author. But this policy was never popular or systematically implemented, and international practice is moving away from it, at least for resources which have distinctive titles. The situation is still unsettled.
However, if a resource (e.g. a commentary) treats a work as its subject matter the work needs a ‘subject heading’ rather than an ordinary related-work AAP. Subject cataloguing is not covered in this course, although subject headings do in fact use more or less the same AAPs as ordinary cataloguing (but with different fields and indicators).

**IMPORTANT NOTE:**

If a work has been revised, you need to decide whether the revision is a new work or just a new version of the original work. In most cases it will just be a new version, and so you will not need to make an AAP unless there is a change of title, requiring a whole-resource AAP. But occasionally the new version has to be considered as a different work, in which case you will usually need to make a related-work AAP for the original work, treating it as a separate work on which the new work is based.

You should treat a resource as a new work if you come across phrases such as “completely rewritten” or “a radically new approach” or if there is a change to the authors or other creators responsible for the resource (but not just a change to their order in the statement of responsibility).

If the resource has to be treated a new work but the relationship to the old work is of low interest there is no need to make a related-work AAP. This is often the case with unremarkable material in areas where originality and brilliance are not highly prized and creators may be almost interchangeable, e.g. standard travel guides, exam preparation materials or advice leaflets.

If a relationship seems important but its nature is unclear or if you do not have enough information to construct an AAP, just make a 500 note to record whatever information you have. Quoted notes are often a good way to deal with vague information.

**Series**

- If a resource is in a **series** we give its record an AAP for that series, to make it possible to find the whole series in a single search.

**Example records showing entities for which AAPs should be made.**

1. Here is the description for *The gargoyles of Gloucester* created in Module 1. The entities for which we should provide AAPs have been underlined, but the AAPs themselves have not been added yet. The series AAP will, of course, be entered in the 8XX field.

```
008 120807s2004^^^^enkab^^^^^^^^^001^0^eng^d
020 __ $a978113319011-0$qhardback
020 __ $z978113319090-5$qe-book
250 __ $a3rd edition /$bwith new maps by Walter Spout.
264 _4 $c©2004
300 __ $a93 pages :$billustrations, maps ;$c18 cm
336 __ $atext$2rdacarrier
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
490 1_ $aEnglish architecture series,$x1212-3434 ;$vnumber 3
500 __ $aMaps on endpapers.
8XX ?? $a[Series access point]
```
2. A compilation by a single author. It will need analytical entries for the component novels.  

008 120807s1962^^^^enka^^^^^^^^^^^^001^1^eng^d
245 0 $aThree classic Enid Blyton stories.
300 __ $axii, 230 pages : $billustrations ; $c23 cm
505 0 _ $aSecret Seven win through -- Five get into a fix -- The Adventurous Four again.

3. A compilation of works by different authors. This one has no collective title - the 245 field just contains a list of components (see Module 1, 1.4b (xii)) – but it is nevertheless important to make analytical entries for the components, because otherwise all except the first could be hard to find.

008 120807s1953^^^^enka^^^^^^^^^^^^001^1^eng^d
245 00 $aJane Eyre / $cCharlotte Brontë. Wuthering Heights / Emily Brontë. The tenant of Wildfell Hall / Ann Brontë ; illustrated by Jane White.
300 __ $axii, 230 pages : $billustrations ; $c23 cm
336 0 $atext$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
490 1 _ $aThe Victorian library ; $v5
882 ? $a[Series access point]

4. A resource with no known creator, so its main entry will have to be its title. But an earlier version of the work was published under a different title, so that earlier title, as the best-known/original title will be used as main entry, to bring all the versions together.

008 120807s1965^^^^enka^^^^^^^^^^^^001^0^eng^d
245 02 $aA coursebook in modern economics.
250 1 $a23rd edition / $bedited by June Green.
300 __ $axiv, 327 pages : $billustrations ; $c30 cm
336 0 $atext$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier

5. An adaptation. It will need a related entry for the work on which it is based. It will also need an AAP for the Exeter Education Committee, because it is reasonable to expect an educational body to engage closely with the materials it issues rather than just to see them as a business proposition.

008 120807s1965^^^^enka^^^^^^^^^^^^001^0^eng^d
245 0 $aI want some more! / $cby James Grey.
264 1 $aExeter : $bExeter Education Committee, $c1955.
300 __ $as30 pages : $billustrations ; $c20 cm
336 0 $atext$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
500 __ $a"A play for schools based on Dickens’ Oliver Twist"--Back cover.

You can find full records for these examples at the end of the module.

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9 Between April 2013 and July 2017 it was OLIS policy to give resources like this one a 'conventional collective title' in field 240 in addition to the analytical entries. See previous footnote.
2.2 Main and added entries

In MARC records one of the AAPs always has to be coded as the ‘main entry’, while the others are ‘added entries’. The tags for most kinds of main entry begin with ‘1’, while the tags for most kinds of added entry begin with ‘7’.

The idea of main entry goes back to card catalogues, where each access point had to have its own card but the full description was usually only on the main card. The other cards referred the user back to the main card by citing its heading (usually the first or principal creator) and the title of the resource as found on the main card. If the resource had been published under various titles, the title used would often be a standardised, ‘preferred’ title, because that gives better collocation. If the preferred title on the main card was followed by version information to give more precise collocation, e.g. by language, that also would be included in the reference. For example, the main card might look like this:

Carroll, Lewis, 1832-1898
[Alice's adventures in Wonderland. Latin]
I. Alicia in terra mirabili. II. Carruthers, Clive Harcourt.

The heading for the creator is at the top and the preferred title just below in square brackets, followed by an element of version information (‘Latin’) which was considered important for collocation. These elements would determine where the card was filed in the alphabetical sequence.

The card for the title proper, which is not main entry, would just contain a reference formed from those elements, to direct the user to the main card:

Alicia in terra mirabili
See:
Carroll, Lewis, 1832-1898. Alice's adventures in Wonderland. Latin

For a work which had no known creator, e.g. ‘Beowulf’ the main entry would be the preferred title (plus any version-specifying elements), and the reference would consist just of this.\(^\text{10}\)

MARC was originally conceived as a format for exchanging electronically the data needed to print out catalogue cards, so it had to distinguish between main and added entries in order to determine which of the cards would get the full description and what to put in the other ones.

In fully electronic systems all the necessary access points are held on a single record, so there is not the same obvious need to prioritise one of them. RDA therefore claims to have moved beyond dividing a record’s AAPs into ‘main’ and ‘added’ entries and does not use those terms. However, RDA’s rules for

\(^{10}\) To avoid unnecessary complications this explanation ignores the possibility that a preferred title might have qualifiers added to avoid ambiguity – for details, see 2.3.d, below.
creating AAPs for works and expressions are just like the pre-RDA rules for creating references to the main card. Work AAPs consist of the AAP for the principal or first creator, if there is one, and the preferred title; and expression AAPs consist of work AAPs with additional elements to specify the version (e.g. ‘Latin’). The RDA rules for deciding which entity, if any, is the principal or first creator and which title is the preferred title therefore do exactly the same job as pre-RDA rules for main entry and so they can be used to decide which of the access points in a MARC record should be coded as the record’s main entry.\footnote{Apologies for the long explanation, but without it you might have difficulty in locating RDA instructions relevant to MARC main entries. The basic instructions for forming work/expression AAPs are in 6.27ff, but they make much use of the instructions in 19.2 about when entities should be regarded as creators.}

**MARC for main and added entries: summary**

Field tags for authorised access points always begin with ‘1’ for the main entry and ‘7’ for added entries. The other digits depend on the type of entity: ‘00’ for persons and families, ‘10’ for corporate bodies other than events, ‘11’ for corporate bodies which are events and ‘30’ for titles. For examples and more details, see section 2.3.

In principle any element of an electronic record may be indexed, so non-authorised (‘uncontrolled’) access points may have any field tag and/or subfield code. But there are two fields specifically for uncontrolled access points, 246 (variant title) and 740 (uncontrolled title of related resource); for details, see section 2.5.

The only uncontrolled access point which may be main entry is the title proper, in subfields $a$ and (occasionally) $n$ and $p$ of field 245. We show that the title proper is main entry simply by setting the first indicator of the 245 field to ‘0’. If main entry is not title proper, the 245 first indicator is always ‘1’, meaning that it is an added entry.

### 2.2a Title main entry

Sometimes no agent (person, family or corporate body) is known to have a creator-level relationship to the resource, and in that case the main entry is simply the title. This will be the preferred (i.e. original or best-known) title if that is different from the title proper, and otherwise just the title proper.

The main entry is always title for:

- resources which are compilations of separate works by different creators (disregarding material which is subordinate to the main content, such as prefaces, appendices, captions, most notes and most illustrations)
- works of uncertain or unknown origin, unless reference sources indicate the probable creator
- creeds, confessions of faith and works accepted as sacred scriptures by religious groups,
- motion pictures, except in the rare case where a single agent is responsible for all the creative work, acting as screenwriter, cameraman, designer, director and producer
- choreographic works\footnote{There is no specific RDA rule about main entry for choreographic works, but all the RDA examples and all existing NACO records are entered under title.}
2. Resource access

2.2b Corporate body main entry

The main entry is a corporate body only if both the following conditions are met:

(i) The material ‘emanates from’ the corporate body. This means that the corporate body, acting as a unit, was largely responsible for getting the material created and did not at the time of creation distance itself from the material (e.g. by stating that the material did not necessarily reflect the views of the body or had not been approved by the body).

- A body acts as a unit either if all its members act together or if it empowers an individual member or group of members to act on its behalf.
- A body is responsible for getting material created either if its members create the material together or if it commissions one or more agents (not necessarily members or parts of the body) to create it.

(ii) The material is of one of the following types:

- **administrative** works, dealing with the body’s internal policies, procedures, finances, operations, staff, officers, membership or resources;
- works recording the **collective thought** of the body, e.g. final reports of commissions and official statements of position from pressure groups, even if the body has commissioned some other agent to do the detailed research and writing on its behalf - but not unagreed, unfinalised, informal or merely advisory material such as discussion documents or research papers or advice leaflets or anything with a disclaimer;
- works reporting the **collective activity of conferences** (e.g. proceedings, collected papers), **expeditions** (results) or events such as **exhibitions**, **fairs**, or **festivals** (e.g. programmes);
- works **created collectively by a performing group**;
- **individual named works of art** by two or more artists acting as a corporate body;
- **cartographic** works, if the involvement of the body from which they emanate goes beyond publication and distribution - this is usually taken to mean that the body should be responsible for the original cartographic work rather than merely adapting it, so, for instance, A-Z atlases which are based on Ordnance Survey data but adapted and published by other agencies do not have those agencies as their main entries;
- the following types of **legal** work: laws of a political jurisdiction; decrees of a head of state, chief executive or ruling executive body; bills and drafts of legislation; administrative regulations, etc.; constitutions, charters, etc.; court rules; treaties, intergovernmental agreements, etc.; charges to juries, indictments, court proceedings, court decisions; records of hearings conducted by legislative, governmental and other bodies;
- **liturgical** works relating to a specific church or denominational body, including liturgical texts (officially sanctioned or traditionally accepted), lectionaries and calendars or manuals of liturgical instructions;\(^{13}\)

\(^{13}\) This is an odd exception to the rule that only creator-level entities may be main entry. The list of criteria for treating corporate bodies as creators in RDA 19.2.1.1.1 does not include liturgical works, but RDA 6.30.1.5 nevertheless instructs that the church/denominational body should be the first element of the AAP for a liturgical work. (Probably just a fudge to avoid having to revise thousands of pre-RDA NACO records for liturgies.)
• **official communications by senior government/religious officials** such as heads of state, heads of government, heads of dependent or occupied territories, heads of of international bodies, popes, patriarchs, bishops and similar.

If responsibility is shared between a group of bodies working collaboratively, the body named most prominently or first is the main entry. Strictly speaking, if the resource is not itself the earliest issue of a work, the main entry should be the body listed first or most prominently on the *earliest* issue, as long as that body is still listed on the resource in hand, even if it is no longer first or most prominent. This makes for good collocation of the various manifestations of the work. However, if this information is not readily available you should follow the order of the resource in hand.

**2.2c Person/family main entry**

The main entry is a person or family if:

• the resource does not fall under one of the categories which require title or corporate body main entry; and

• that person/family is (or probably is) either the sole creator of the resource or the most prominent or first-listed of a group of collaborative creators.

Just as for corporate bodies, you should prefer the person/family listed first or most prominently on the *earliest* issue of the work in question – but remember that if there has been a change in the team of creators or a radical rewriting your resource should be considered a new work.

A person or family is considered to be a resource’s creator if responsible for its core intellectual or artistic content. Sometimes this is a matter of judgment, but there are some rules and guidelines.

• **Writers, artists, composers, revisers, adapters, commentators, interviewers, interviewees** or **free translators** can be creators; but mere **editors, chairs of committees, close translators, annotators, supervisors, mediums** and **dedicatees** cannot.

• **Adapters** are regarded as creators if they have created a new work by substantially changing the nature or content of an existing work, particularly if there is a change of genre (e.g. a dramatisation of a novel). Simplifications, e.g. of adult works for children’s use, are usually new works, but not if they are only abridgements without significant new material.

• **Revisers** are regarded as creators if there is evidence of radical rewriting or if they are named in a statement of responsibility and the original creator is not.\(^{14}\) (Names of original creators integrated into the title, as in e.g. *Sayers’ manual of classification* can be ignored.)

**Aggregators of pre-existing material** are regarded as creators only if they create new intellectual/artistic works by selecting and arranging bits of data which are not works in their own right, e.g. by selecting and arranging names and addresses to create a directory or citations to create a bibliography or statistics to create meaningful graphs and tables. An agent who selects and arranges a collection of works by other people such as poems or photos or plays is not regarded as a creator, even if the works are created specifically for that collection. In RDA terminology, an aggregator of non-work data is a ‘compiler’, which is a creator-level role, while an aggregator of works is merely an ‘editor’ (even if the resource uses a term such as ‘compiled by’ for the role).

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\(^{14}\) This instruction is based on the LC Special Topics presentation *Revised editions* (Dave Reser, December 2011) which specifies some circumstances under which a new edition should be considered as a new work.
• If the resource includes **material of different types by different people**, e.g. text and pictures, you have to consider whether one type of material is presented as predominant and whether the different types are interdependent.
  
  ◦ If one type of material is predominant, the person/family responsible for that is the main entry.
  
  ◦ If no type is predominant and the different types are interdependent (e.g. the text and pictures for a graphic novel, or an instruction manual where diagrams do a key part of the work, or a children’s story which is told partly by text and partly by pictures) the work is a collaboration, so the first or most prominent creator is the main entry.
  
  ◦ If no type is predominant and the different types are separate and free-standing, the work should be considered as a compilation and entered under title.
  
  ◦ For resources consisting of a previously-existing work and a commentary on it:
    
    • If the previously-existing work is presented as predominant, its creator will be main entry.
    
    • If the commentary is presented as predominant but the previously-existing work is still presented as part of the core content, the resource should be considered to contain multiple works by different entities and should therefore be entered under title.
    
    • If the original work is presented in a very subordinate way, e.g. as an appendix or in very small print, the creator of the commentary will be main entry.
  
  • For choice of main entry when statements of responsibility are incorrect or facetious, e.g. when one of a novel’s characters is presented as its author, see Module 3.

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**PRACTICAL 2B**

### 2.3 How to form authorised access points

**IMPORTANT NOTE**

Before creating a new AAP for an entity, please always check very carefully that there is neither a NACO record for the entity nor a correctly-formed AAP in an existing Aleph bibliographic record. Having more than one AAP for the same entity interferes with systematic searching and may actually prevent users from finding available resources. For guidelines on checking AAPs in Aleph, see section 7.2 of Module 7: Copy Cataloguing.

You should use any NACO AAP for the entity even if you think it is not correctly formed, but sometimes you should let BMAC know about it (see 2.4, below).

If there is no NACO record for the entity, but there is a correctly formed AAP in an existing OLIS record, you should use it.

If there is no NACO record for the entity, but there is an *incorrectly-formed* AAP in an existing OLIS record (e.g. one using AACR2 rules), you should create a new AAP but tell BMAC about the discrepancy.

If the entity is particularly important and/or you have very good individuating information (e.g. a person’s dates) it is usually best to ask BMAC to create a NACO record for it. This benefits other institutions as
well as OLIS. Please also ask BMAC to provide or arrange help if you need AAPs of complex and unusual types, e.g. for treaties or musical works or royalty or nobles or high officials.

**Tip**: RDA often instructs us to discover the name or form of name preferred by a person or organisation or to base decisions on ‘reference sources’. Because in bibliographic cataloguing we only construct AAPs for entities which do not merit a NACO record, they are often fairly obscure, so the most practical approach is usually to search the Internet and choose the name or form of name which appears on the person’s or body’s own site, if any, or appears most frequently. For instance, a quick search suggests that you should use ‘Boston Anarchist Drinking Brigade’ rather than ‘BAD Brigade’.

### 2.3a Forming authorised access points for personal names [RDA 9]

i) **MARC field tags** for personal names always have ‘00’ as their second and third digits. The first digit is ‘1’ if the field contains the record’s main entry and ‘7’ if the field is for an added entry. In most of the following examples the field tag is shown as ‘X00’ because the access points could be used in either 100 or 700 fields.

ii) The field always ends with a full stop unless the data ends with a closing parenthesis.

**Preferred names for persons**

iii) AAPs for persons are based on the person’s ‘preferred’ name, which is simply the term(s) by which that person is normally presented, on the evidence of the preferred sources in resources associated with that person (usually title pages - see Module 1.2), then other formal statements in such resources and then other sources, e.g. reference sources. It may consist of any combination of surnames, forenames, initials, terms of address and epithets or even a phrase.

For RDA the idea of ‘person’ includes pseudonymous, group and fictional identities. These are all treated as quite separate persons, not merely as alternative names for ‘real-life’ individuals.

- Charles Lutwidge Dodgson  
  **[real-life identity, author of Curiosa Mathematica II]**

- Lewis Carroll  
  **[pseudonymous identity, author of Alice’s adventures in Wonderland]**

- Q. E. D.  
  **[pseudonymous identity, author of Engelsche Syllogismen]**

- Poor Old No. 3  
  **[pseudonymous identity, author of Oriental poems]**

- Carolyn Keene  
  **[pseudonym for series of ghostwriters, author of Nancy Drew series of mystery stories]**

- Nanny Ogg  
  **[fictional character facetiously presented as author of Nanny Ogg’s cookbook]**

If a single person has used different names at different periods but *not* to represent separate identities, for instance if a person changed surname on marriage and did not continue to use the earlier name systematically for specific types of output, the later name is preferred unless ‘there is
reason to believe that an earlier name will persist as the name by which the person is better known’ [RDA 9.2.2.7].

iv) **Transcribe** any **numbers** or **abbreviations** as found in your sources. **Capitalise** names, epithets, etc. according to the person’s preferred usage if known and otherwise according to normal usage in the relevant language (for more detail, see RDA Appendix A.10). Include any **accents** **hyphens** etc. which are usually associated with the name; if the name occurs in capitals in your preferred source of information some accents may have been omitted, so try to check for these elsewhere.

v) If there is a **surname**, enter this first, followed by a comma, as in a telephone directory (unless the person is known to use a different order). Quasi-surnames are treated as surnames. Personal name fields have **first indicator** ‘1’ if they begin with a surname and ‘0’ if they do not. (The **second indicator** is always blank.)

```
X00 1_ $aSilver, Joan.
X00 1_ $aX, Malcolm.
X00 1_ $aAli, Muhammad.
X00 1_ $aOther, A.N.
X00 1_ $aChristmas, Merry.
```

vi) When a surname is present, **omit terms of address and terms of honour** such as ‘Mrs.’ or ‘Cousin’ or ‘Sir’ or ‘Dr.’ unless (i) the rest of the name consists only of a surname or (ii) the term is needed for differentiation. When used, these terms go in subfield $c, preceded by a comma.

```
X00 1_ $aSeuss,$cDr.
X00 1_ $aDandlim,$cNurse.
X00 1_ $aWard, Humphrey,$cMrs.
```

vii) If a **surname is followed by initials of forenames**, separate the initials by spaces. (This is different from how names are entered in direct order, e.g. in 245 $c, where initials are not separated by spaces. This can be quite important, because in some systems differences of spacing will affect indexing.)

```
100 1_ $aEssex, L. C.
245 10 $aSubject cataloguing /$cby L.C. Essex.
```

viii) **Compound surnames** are treated as a unit if hyphenated. If they are not hyphenated, follow the person’s preference if known and, failing that, the usage in reference sources in the person’s language and/or chief country of residence or activity (ignoring any reference sources which impose a house style) [RDA 9.2.2.10].

```
X00 1_ $aSlugge-Bayte, Primrose.
X00 1_ $aLloyd George, David
[paternal name was ‘George’, but DLG preferred to treat ‘Lloyd George’ as a unit]
X00 1_ $aStowe, Harriet Beecher.
[list in U.S. reference sources under ‘Stowe’]
```

ix) If a surname has a **prefix** consisting of an article and/or preposition, follow the usage in reference sources in the person’s language and/or chief country of residence or activity. (RDA Appendix F gives detailed guidance for several languages.) Other types of prefix are always treated as the first part of
the surname [RDA 9.2.2.11]. Prefixes are capitalised unless the persons are known not to capitalise them.

X00 1_ $aDu Maurier, Daphne. [order from reference sources]
X00 1_ $aBülow, Hans von. [order from reference sources]
X00 1_ $aAp Gwilym, Owain. [not an article or preposition]
X00 1_ $aBen Harosh, Mosheh. [not an article or preposition]

x) If a name includes a surname and **generational terms** such as ‘Junior’, ‘Senior’ (whether or not abbreviated), ‘fils’, ‘père’ or **generational numbering**, enter these after the forename(s) in subfield $c, preceded by a comma.

X00 1_ $aGumtree, Elmer, $cJr.
X00 1_ $aGumtree, Elmer, $cIII.\textsuperscript{15}

xi) If the name consists of a **mere phrase including neither surname nor forename** or if it consists of a **forename with an epithet**, it is entered in direct order.

But if a name consists of a **forename preceded by a ‘term of address’** (‘M’rs’, ‘Sir’, ‘Cousin’, ‘Reverend.’ or similar) or a **job/position title**, the forename is entered first.

Whenever an epithet, term or title follows the name it goes in subfield $c, preceded by a comma.

X00 0_ $aMother Hen.  [neither surname nor forename, so direct order]
X00 0_ $aLittle Richard.  [epithet + forename, so direct order; epithet precedes name, so requires no separate subfield]
X00 0_ $aJemima, $cAunt.  [term of address + forename, so forename first]
X00 0_ $aMary, $cNurse.  [job title + forename, so forename first]
X00 0_ $aPaul, $cDeacon.  [forename + epithet in direct order; epithet follows name, so is in $c, preceded by a comma]

Additions for personal names

xii) If you are aware of a **fuller form of the name**, add it in subfield $q, in round brackets.

X00 1_ $aGumtree, Elmer C.$q(Elmer Coolidge)

xiii) If you know the person’s **dates of birth or death**, add them in subfield $d, preceded by a comma.

X00 1_ $aGumtree, Elmer T.$q(Elmer Taft), $d1912- [only birth date known]
X00 1_ $aGumtree, Elmer Q.$q(Elmer Quincy), $d19-1990. [only death date known]
X00 1_ $aGumtree, Elmer M.$q(Elmer McKinley), $d1910-1980. [birth and death known]

Usually we only give the year, but you can use year-month-day if this is needed for differentiation:

X00 1_ $aGumtree, Elmer Q.$q(Elmer Quincy), $d1990 April 1. [only death date known]

Give **conjectural** dates as e.g. ‘1912?’; give **approximate** dates as e.g. ‘approximately 1912’; give a **range** of two years as e.g. ‘1912 or 1913’.

\textsuperscript{15} This is different from regnal numbering, which is entered in subfield $b$ without a preceding comma, e.g.
X00 0_ $a Henry $bI, $cKing of England, $d1068-1135. The kind of people who reign are best referred to **BMAC**.
xiv) If you know the person’s period of activity, and there is no other way of distinguishing the person from some other entity you can add this; but do not add it routinely.

X00 1_ $aGumtree, Elmer,$dactive 1930-1920.
X00 1_ $aGumtree, Elmer,$dactive 19th century.

xv) Most nonexistent entities are assigned a parenthetical qualifier such as ‘(Fictitious character)’, ‘(Legendary character)’, ‘(Greek deity)’, ‘(Mythical bird)’, which uses subfield $c. However, fictional characters with distinctive names do not need a qualifier. If you need to assign a qualifier it is usually best to ask BMAC for advice.

X00 1_ $aHolmes, Sherlock
[ a recent NACO authority – there is only one Sherlock Holmes]
X00 1_ $aAdler, Irene$c(Fictitious character)
[ another recent NACO authority; this Irene Adler features in the Sherlock Holmes stories, but there are also other Irene Adlers]

xvi) For animals, add a parenthetical qualifier for species or breed in subfield $c.

X00 0_ $aDaisy$c(Spaniel)
X00 0_ $aVienna$c(Cat)

xvii) Do not make any other additions to names, even if the consequence is that your AAP is the same as that for a different entity.16

xviii) If you need AAPs for saints, or spirits, or persons who have titles of royalty or of nobility or of religious rank or patronyms, or for persons whose names occur in both vernacular and Greek/Latin forms, or for persons who have Arabic, Burmese, Karen, Chinese, Icelandic, Indic, Indonesian, Malay, Roman, Romanian or Thai names, please consult the relevant sections of RDA ch. 9 and Appendix F and the MARC standards, and ask BMAC for help if necessary.

Relators for personal names

Finally, please add a relator term if a suitable one is available. These go in $e subfields and are preceded by a comma unless the name ends with a hyphen. They do not form part of the indexed AAP, but by appearing with it17 they indicate the relationship between the person and the resource.

100 1_ $aSlugge-Bayte, Primrose,$eauthor,$eillustrator.
700 1_ $aSlugge-Bayte, Petunia,$eauthor.
700 1_ $aSlugge-Bayte, Heliotrope,$ededicatee.
700 1_ $aSilver, Joan,$d1933-$editor.

Relators must be taken from the appropriate lists in RDA, never made up by the cataloguer. There are separate lists of terms for:

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16 There is a high risk that, if bibliographic cataloguers add differentiating elements freely, different cataloguers will add different elements, resulting in multiple AAPs for the same entity. Complex differentiation must be left to NACO cataloguers. Please send whatever differentiating information you have to BMAC.

17 Unfortunately relators cannot currently be displayed in SOLO, because SOLO cannot display them without also including them in the AAP’s hyperlink. Searches on the link would then give results only for the same person in the same role. It is nevertheless worth adding relators for the benefit of agencies with different public-facing systems and in case our own becomes able to display the terms without including them in the hyperlink.
• **creator**, the people who create the core intellectual/artistic content of the work, e.g. artist, author, compiler, interviewer, interviewee, photographer

• **other agent associated with the work**, e.g., addressee, consultant, dedicatee, honouree, organizer

• **contributor**, the people who contribute to particular expressions of the work but are not responsible for its core content, e.g. abridger, cartographer (expression), dedicatee, editor, illustrator, interviewer (expression), interviewee (expression), photographer (expression), translator, writer of added commentary, writer of added text, writer of introduction, writer of preface, writer of supplementary textual content (e.g. appendices, afterwords and other minor content for which no specific relator is available).

For instance, you may not use ‘author’ for someone who just provides some brief text in a work which is primarily pictorial, but only for someone who creates a work which is primarily textual.

Some terms are available both in an unqualified form and with the qualifier ‘(expression)’. For instance, ‘cartographer’, which is a creator term, would be used for someone whose maps were the core content of the resource, while ‘cartographer (expression)’ would be used for someone whose maps were not the core content.

It is important to be aware of the RDA **definition** of each term. For instance

• a ‘compiler’ is someone who puts together bits of data to create a new work such as a directory or bibliography, so this is a creator term; for someone who assembles previously existing works, e.g. an anthology of poetry or a set of conference papers just use ‘editor’.18

• a ‘writer of added text’ is someone who supplies the text for a work which is not primarily textual, e.g. someone who adds captions and brief notes for a photographic work.

You can find full lists and definitions in RDA Appendix I. If you really cannot find an appropriate term, you can leave the AAP without a relator.

For compilations of pre-existing works by different creators, e.g. a set of poems, essays or interviews, any entity which has a relationship to any of its component works and merits an AAP should get exactly the same relator(s) as it would have got if the relevant component(s) had been published separately.19

For instance, if the resource consists of poems by six different poets, they should still each have the relator term ‘author’.

Downloaded records may have brief **relator codes in subfield $b or $4** instead of relator terms in subfield $e.

• Codes in $b are equivalent to terms in $e, so may be retained in addition to terms in $e.

• Codes in $4 are not equivalent to the RDA terms. In the past these were retained, but we now recommend deleting them to avoid confusion. Even if they look like RDA codes, their definitions may be different, making them inappropriate.

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18 RDA originally had a specific relator term for this, ‘editor of compilation’, but it was withdrawn in April 2014.

19 But if you are making name-title analytical entries for the components, it is seldom worth making separate AAPs with the same name – see 2.1d and 2.3d.
IMPORTANT NOTE:
You may use **more than one relator** if a person has more than one role, each in its own subfield $e.
They may come from different lists, in which case they should be in the following order: creator; other
entity associated with the work; contributor.

Aleph may produce green warnings if you use two relators, either because the first subfield $e
necessarily ends with a comma instead of a full stop or (in 1XX fields) because the second term is not
suitable for main entry; it is fine to override these warnings if you are sure that your relators and
punctuation are correct.

2.3b Forming authorised access points for families [RDA 10]

i) AAPs for families use the same **MARC field tags** as AAPs for persons, 100 or 700, depending on
whether the AAP is main or added entry. The first indicator is '3' and the second indicator is blank.

ii) The **name and form of name** for a family is chosen in the same way as that for an individual person
and qualified by the family-type in brackets. **Relators** are used with family AAPs in the same way as
for individuals.

    X00 3_ $aSlugge-Bayte (Family),$eauthor.
    700 3_ $aMcSlugg (Clan),$ededicatee.

iii) If the family is *very* closely associated with a **date-range**, add this, separating it from the family-type
by space-colon-space.

    X00 3_ $aSlugge-Bayte (Family :$d1918-1945),$eauthor.

iv) If the family is *very* closely associated with a **place**, add this, separating it from the other qualifiers by
space-colon-space. If RDA requires the placename to be qualified by one or more larger places (see
2.3c (x), below), add these, separating the levels with commas.

    X00 3_ $aSlugge-Bayte (Family :$d1918-1945 :$cHaslemere, England),$eauthor.

v) Do not add dates or places too freely, because families typically last a long time, do not have definite
beginnings and endings, and move around. Over-specific qualifiers would make it impossible to use
the same AAP for the same family at a different time or place.

vi) **Do not add any other qualifiers**, even if the consequence is that your AAP is the same as that for
a different entity (see note to 2.3a (xvii), above).
IMPORTANT NOTE:

- You will find in the OLIS authority library (AUT10) some headings for families which may be used only as subject headings, i.e. only in 600 fields. They were developed specifically for subject use because AACR2 did not allow access points for families, and they are formed differently from the RDA AAPs for families.

- Subject headings for families have the word ‘family’ without brackets. In their authority records the Library of Congress Control Number (010 field) has the prefix ‘sh’ for ‘subject heading’ rather than ‘n’ for name.

- Whereas RDA access points for families designate specific families, related by blood, marriage (or similar) or adoption, subject headings for families cover all families with a specific family name, even if unrelated.

- Example:
  RDA NACO AAP for use in 100 & 700: $aAsher (Family :$cWorcester, Mass.)
  LCSH heading for use in 600: $aAsher family. DO NOT USE IN 100 OR 700.

Relators for families

Finally, please add a relator term in subfield $e, if a suitable one is available, to show the relationship between the body and the work. Families may use the same relators as persons in most cases

PRACTICAL 2C

2.3c Forming authorised access points for corporate bodies [RDA 11 and 16]

i) AAPs for corporate bodies use the body’s preferred name (see point (v) ff. below for details of how to choose this). Sometimes they also need qualifiers for clarification (see point (xiii) ff.), and these go in round brackets and are separated by space-colon-space if there is more than one. The field always ends with a full stop unless another mark of punctuation is present.

  Boston Anarchist Drinking Brigade.
  Oxford (England)
  St. Giles' (Church : Oxford, England)

ii) MARC field tags for corporate body names other than events always have ‘10’ as their second and third digits. (Events are dealt with separately towards the end of this section.) The first digit is ‘1’ if the field contains the record’s main entry and ‘7’ if the field is for an added entry.

  110 2_ $aBoston Anarchist Drinking Brigade. [main entry]
  710 2_ $aSt. Giles' (Church : Oxford, England) [added entry]

iii) The first indicator is ‘2’ except when the corporate body named in subfield $a is a jurisdiction or community represented by a placename, in which case it is ‘1’. The second indicator is always blank.

  X10 2_ $aBoston Anarchist Drinking Brigade.
  X10 1_ $aOxford (England) [for Oxford as a ‘political’ entity, which creates bylaws etc.]
IMPORTANT NOTE: More about X10 first indicator

You will often see placenames among a record’s subject headings, because lots of resources are about places. They have the tag ‘651’. The first digit ‘6’ just shows that it is a subject heading, but the ‘51’ means that it is for a place, in the same way as ‘00’ is for a person or family and ‘10’ is for a corporate body. In each case the 2\textsuperscript{nd} and 3\textsuperscript{rd} digits determine the index in which the access point will be filed.

But named places are not always just physical extents of natural and man-made features. They are often ‘political’ entities, i.e., jurisdictions and/or communities, and can therefore create certain kinds of work (e.g. constitutions, plans, laws) and can have input into works of any kind (e.g. by sponsoring, issuing or endorsing them). When they do so, they are acting as corporate bodies, and accordingly are entered in 110 or 710 fields, just like other corporate bodies, rather than in X51 fields. Nevertheless, to avoid unnecessary work and provide useful collocation, they still use the placenames from the X51 index.

The system must therefore be told to file any placenames occurring in X10 fields in the placename (X51) index. This is achieved by giving them the distinctive 1\textsuperscript{st} indicator ‘1’. If you do not use ‘1’ you will fail to link to other occurrences of the placename and will create a separate, unwanted entry for the placename in the corporate body index.

N.B. Whether an X10 field should have first indicator ‘1’ is determined by whether its subfield $a$ consists of a placename. Any other subfields are ignored.

iv) Some subordinate bodies are entered ‘through’ the name of a higher body (see point (xii) below for details of when this is necessary), in which case the higher body goes in subfield $a$ and the subordinate body in subfield $b$, after a full stop.

\begin{verbatim}
X10 1_ $a$Great Britain.$b$Department of Administrative Affairs.
\end{verbatim}

Notice that in this example the first indicator is ‘1’, reflecting the placename in subfield $a$, even though the field taken as a whole represents a corporate body which is not a place.

Preferred names for corporate bodies other than events

v) The body’s \textit{preferred name} (except in the case of placenames) is based on the term(s) by which that body is normally presented, on the evidence of the preferred sources in resources associated with that body (e.g. title pages and/or the homepage of the body’s website – the latter is often the most reliable source nowadays), then other formal statements in such resources and then other sources, e.g. reference sources. The name may be any combination of words or characters.

vi) If you find various forms of what is essentially the same name, e.g. short and long forms or differences of language, spelling, capitalisation or abbreviation, determine the preferred form on the basis of the same evidence, except in the following cases.

- If reference sources in the body’s own language frequently use a well-established conventional name, prefer that (e.g. ‘Museum of Childhood’, not ‘V&A Museum of Childhood at Bethnal Green’).
- If the evidence is inconclusive for local places of worship, a type of corporate body for which bibliographic cataloguers often need to create new AAPs, prefer names containing a dedication to a person, object or event (e.g. ‘St. Jude’s Parish Church), then names beginning with a phrase describing the type of place of worship (e.g. ‘Great Temple’, ‘Monasterio de Rueda’), then names beginning with a place (e.g. ‘Thames Street Chapel’).
In other cases, if the evidence is inconclusive, choose the briefest form of the name, as long as it is distinctive (e.g. ‘Euratom’, not ‘European Atomic Energy Community’).

If the name occurs in multiple languages, choose the version in the official language of the body. If this is not clear, see RDA 11.2.2.5.2.

For ancient international bodies and religious orders and societies, see RDA 11.2.2.5.4; but these are usually important enough to be referred to BMAC for NACO work.

The preferred name for a place is in principle established by reference to gazetteers in the language of the cataloguing agency and, failing that, gazetteers in the language of the place itself; but you will seldom need to do research for the kinds of placenames you will create. Important, ill-defined or politically sensitive placenames should be referred to BMAC.

If the corporate body or place has changed its name, choose the name which was current when the content of the resource was created. Do not use an existing AAP for the body, not even a NACO one, if it relates to the wrong period. A definite change of name intended to be long-term requires a new AAP, although this does not apply to mere dithering or experimentation with names or variations in presentation of what is recognisably the same name (e.g. in use of abbreviations).

Omit:

- initial articles which are not integral to the first terms (e.g. omit ‘The’ from ‘The Real Rhubarb Company’ but keep ‘Los’ in ‘Los Angeles Against Littering’);
- honours and orders (e.g. ‘Royal Ulster Constabulary’, not ‘Royal Ulster Constabulary GC’);
- terms indicating incorporation or state ownership or suchlike, unless either they are integrated into the name (e.g. ‘Real Rhubarb Company’) or without them the name would not be clearly that of a corporate body (e.g. ‘Halifax plc’); if you have to retain them and they occur before the name, move them to the end (e.g. ‘Carl Zeiss Jena, VEB’, not ‘VEB Carl Zeiss Jena’).
- ‘H.M.S.’, ‘S.S.’ and suchlike before the name of a ship;
- components of joint committees and suchlike if the name is distinctive without them (e.g. ‘Joint Committee on Rhubarb Production’ rather than ‘Joint Committee of the National Union of Agricultural Workers and the Department of Agriculture on Rhubarb Production’).
- jurisdiction terms at the beginning of placenames, unless the placename never occurs without them (e.g., use ‘Kerry’ rather than ‘County Kerry’ but do not omit ‘District’ from ‘District of Columbia’).

Transcribe any numbers or abbreviations as found in your sources. Capitalise names according to the body’s preferred usage if known and otherwise according to normal usage in the relevant language (see RDA appendix A). Include any accents, hyphens etc. which are usually associated with the name; if the name occurs in capitals in your preferred source of information some accents may have been omitted, so try to check for these elsewhere.

Corporate body names are never inverted, so you should never leave spaces between initials, whether or not they are followed by full stops. Compare the following examples:

---

20 RDA now recommends including initial articles in AAPs, but OLIS and most other users of MARC21 still adopt the option of omitting them, because the relevant MARC fields do not have skip-in-filing indicators. Please do not be misled by the many examples in RDA which include initial articles.
Indirect entry [RDA 11.2.2.13-15, 19-31]

xii) The name of a body which is **subordinate to another body** should be entered through, i.e. after, the name of that other body if it satisfies one or more of the following conditions:

- **its name includes a term meaning ‘section’:**
  
  X10 2_ $aBarsetshire Chess Association.$bJunior Division.
  
  X10 2_ $aQueen Anne Hospital.$bRecords Department.
  
  X10 2_ $aDalek-Human Peace Forum.$bOxford Branch.

- **its name contains a word implying administrative subordination** such as ‘committee’ or ‘commission’ and the body **cannot be clearly identified without the name of the higher body:**
  
  X10 2_ $aBarsetshire Chess Association.$bMembership Committee.

- **its name is general in nature or is distinguished only by a number, letter, place or period:**
  
  X10 2_ $aRhubarb Producers’ Association.$bResearch Institute.
  
  X10 2_ $aDartmouth College.$bClass of 1957.
  
  X10 2_ $aCostume Society of America.$bRegion II.

- **its name does not convey the idea of a corporate body:**
  
  X10 2_ $aReal Rhubarb Company.$bMultimedia Product Placement.

- **it is a part of an educational institution** and its name simply **indicates a field of study:**
  
  X10 2_ $aUniversity of Oxbridge.$bPhysics Laboratory.

- **it is non-governmental and its name includes the whole preferred name of a higher or closely related body,** in which case the name of the larger body is omitted from that of the smaller body if possible:
  
  X10 2_ $aInternational Labour Organisation.$bAfrican Regional Conference.  
  [for International Labour Organisation African Regional Conference]
  
  X10 2_ $aUniversity of Oxford.$bKlingon Conversation Society.  
  [for University of Oxford Klingon Conversation Society – not a part of the University, but closely associated with it; but if its name had been ‘Oxford University Klingon Conversation Society’ it would not have been entered through ‘University of Oxford’, because it would not have included the whole of that preferred name]

- **it is one of the following organs of a state or of a government or of an international intergovernmental body or of a religious jurisdiction:** a ministry or similar, a legislative or ruling body, a constitutional convention, a court, an armed service, the head of the body, a delegation or diplomatic mission, a council or synod of a single church, a religious province or diocese. You can find details and copious examples in the relevant sections of RDA chapter 11, but bodies of these important types should usually be referred to **BMAC** for NACO work.
IMPORTANT NOTE

A head of a state, government, international intergovernmental body or religious jurisdiction (including diocesan bishops and heads of major religious orders) has both a corporate body heading used for official materials and a personal heading used for other material. Please be careful to use the correct heading.

245 10 $aPopulorum progressio.  
[an encyclical, i.e. an official statement of principles and policies]
100 1_ $a Paul VI, Pope,$d1897-1978,$eauthor.
245 10 $aChristian values and virtues /$cPope Paul VI.  [informal sayings]

N.B. This means that a collection of someone's personal and official papers should be treated as a compilation of selected works by two different entities, the person and the organ of the corporate body, with an analytical entry for each (see 2.1.d and 2.3.d(x)).

245 00 $aGood news :selected encyclicals and meditations /$cPope Paul VI.
       $kSelections.
700 12 $a Paul VI, Pope,$d1897-1978.$tWorks.$kSelections.

If there is a multi-level hierarchy, the subordinate body is entered through the lowest-level body which has a freestanding name. Intermediate levels should be inserted only if needed (or likely to be needed) for identification [RDA 11.2.2.15].

<table>
<thead>
<tr>
<th>University of Oxbridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slugge-Bayte Memorial Library</td>
</tr>
<tr>
<td>Technical Services Department</td>
</tr>
<tr>
<td>English Cataloguing</td>
</tr>
</tbody>
</table>

110 2_ $aSlugge-Bayte Memorial Library.  
$bEnglish Cataloguing.  
["Slugge-Bayte Memorial Library" is free-standing, so the even higher body is ignored; the intermediate "Technical Services Department" is not needed for identification.]

<table>
<thead>
<tr>
<th>University of Oxbridge Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Services Department</td>
</tr>
<tr>
<td>Staff Committee</td>
</tr>
</tbody>
</table>

110 2_ $aUniversity of Oxbridge.$bLibrary.$bTechnical Services Department.$bStaff Committee.  
["University of Oxbridge Library" is not free-standing because it includes the whole name of a higher body, so 'University of Oxbridge' is the lowest freestanding body. 'Library' and 'Technical Services Department' are included as intermediate levels because the university might have other technical services departments and the library might have other staff committees.]
Qualifiers for placenames which may represent jurisdictions [RDA 16.2.2.9-14]

xiii) The following placenames do not need qualifiers:

- states, provinces or territories of Australia, Canada, United States, former U.S.S.R. or former Yugoslavia, e.g. Queensland, Ontario, Florida, Belarus, Montenegro;\(^\text{21}\)
- England, Scotland, Wales, Northern Ireland;
- overseas dependencies and territories, e.g. Greenland, Isle of Man, Guernsey;
- some politically sensitive places, e.g. Jerusalem;
- nations.

All other jurisdictional placenames are qualified by a larger place from the list above.

- In qualifiers you should use the abbreviations in RDA Appendix B.11 for states in the U.S., provinces in Canada, territories in Australia and a few other places, including New Zealand; no other abbreviations should be used.

\[X10 \_ \_ \_aTolpuddle \_ (\_England)\]
\[X10 \_ \_ \_aEmerald \_ (\_Qld.)\]
\[X10 \_ \_ \_aTampa \_ (\_Fla.)\]
\[X10 \_ \_ \_aPontoise \_ (\_France)\]

- If there have been changes of name, although the main placename should be the appropriate one for when the resource was issued, placenames in qualifiers should be the current ones.
- If the name of a place other than a city or town has a name very like that of another place of a different jurisdiction type, add a qualifier for the type of jurisdiction.

\[X10 \_ \_ \_aWexford \_ (\_Ireland : \_County)\]

- If a placename is not distinctive enough, include an intermediate placename.

\[X10 \_ \_ \_aNewport \_ (\_Shropshire, \_England)\]

- For places within a city or town, include the city/town name.

\[X10 \_ \_ \_aCabbagetown \_ (\_Toronto, \_Ont.)\]

Qualifiers for corporate bodies not represented by placenames [RDA 11.13.1]

xiv) If a name other than a placename does not convey the idea of a corporate body, qualify it by the type of organisation. There is no set list of terms to use, but certain terms are in general use, e.g. ‘Organization’ (for non-commercial groups), ‘Firm’ (for commercial businesses), ‘Program’ (meaning a project or scheme), ‘Musical group’, so it is best to model your qualifiers on those in existing NACO records. Please note that the first word is capitalised, but not any subsequent word.

\[X10 \_ \_ \_aAngry Johnny and the Snots \_ (\_Musical group)\]

xv) If a name is not distinctive, qualify it by a place, an associated institution, a date or some other term, or a combination of these (entered in the order above). If the qualifiers are places or corporate bodies, use the form of name from their NACO records, if any, and otherwise form their names using the RDA rules for forming AAPs. This sometimes means that qualifiers have qualifiers, and even the

\(^{21}\) Malaysia was removed from this list in July 2013. However, it is now LC policy to qualify places in Malaysia by both the state and the country, e.g. ’Ipoh (Perak, Malaysia)’. 
qualifiers of qualifiers may have qualifiers. However, if a set of qualifiers includes a placename qualified by another placename, they are separated with *commas* instead of brackets.

X10 2_ $aComputer Law Institute (University of Texas. Law Centre)
X10 2_ $aSt. Giles' (Church : Oxford, England)
X10 2_ $aMary (Sloop : 1752)

**Relators for corporate bodies other than events**

Finally, please add a *relator* term in subfield $e, if a suitable one is available, to show the relationship between the body and the work.

Corporate bodies may use the same relators as persons in most cases; but a corporate body may be assigned a relator from the ‘creator’ list *only* if it has one of the roles listed for corporate body main entry (see 2.2b, above) and is not a church or denomination responsible for a liturgical work.22

There are also a number of relators which may be used only for corporate bodies, e.g. ‘host institution’, ‘issuing body’, sponsoring body’. These usually reflect the ways in which corporate bodies can support the creation of intellectual/artistic works without actually being their creators, so are generally found in the list for ‘other agent associated with a work’ in RDA Appendix I.

It can be quite difficult to find suitable RDA terms for some of the roles associated with corporate bodies, and sometimes their roles are unclear, so you may not always be able to assign relators.

110 2_ $aReal Rhubarb Company,$eauthor,$eissuing body.
245 10 $aAnnual report.
100 1_ $aSlugge-Bayte, Primrose,$eauthor.
245 10 $aSpringtime rhymes/$cby Primrose Slugge-Bayte ; inspirational photography by Vision Unlimited.
710 2_ $aVision Unlimited (Firm),$ephoto photographer (expression)

Downloaded records may have brief relator codes in subfield $b or $4 instead of relator terms in subfield $e. As with relators for personal names, we retain the codes found in $b but not those found in $4, because the codes in $4 are not RDA-compatible.

**Conferences and other events**

xvii) Conferences and other events capable of acting as a unit are treated as corporate bodies as long as they have definite names. They are usually entered in 111 (if main entry) or 711 fields, but will be in X10 fields if they are entered indirectly through another corporate body. First indicator for X11 fields is always ‘2’.

111 2_ $aFIFA Women's World Cup.
110 2_ $aInternational Labour Organisation.$bAfrican Regional Conference.

xviii) In addition to the usual rules for preferred names and omissions:

- If an individual conference in a series has a distinctive name, use that name rather than the name of the series (e.g. ‘Symposium on Protein Metabolism’ rather than ‘Nutrition Symposium 1953’).

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22 RDA does not classify churches/denominations responsible for liturgies as creators, so they are assigned relators from the ‘other persons, families and corporate bodies associated with a work’ list, even though they can be main entry.
2. Resource access. Last update: January 2019

- If a conference or similar is associated with some other body but is not to be entered through the name of that body, prefer a form of the conference name which includes the name of the other body (e.g. ‘FAO Technical Meeting on Coffee Production and Protection’).

- Omit numbers and years from the names of events, etc. (e.g. 'International Potato Symposium', not 'Third International Potato Symposium, 1978')

xix) If the event’s name does not convey the idea of an event, add an appropriate qualifier in brackets, e.g. '(Conference).

xx) Individual conferences are always qualified by their number (as an arabic ordinal), date and location(s), if applicable and known. This is in addition to any qualifier which may be needed to convey the idea of an event, and in a separate set of brackets. It may seem a little odd that you are asked to remove the conference number and date from the conference’s preferred name and then add them back as qualifiers, but this does make for a clear chronological list in indexes.

- A location may be either a geographical place or a host institution, whichever gives the best identification. In either case, the qualifier should use the NACO form of name, if any, and otherwise be formed by RDA rules for AAPs, except that where one placename qualifies another they are separated just by a comma. If multiple locations are recorded, the locations are separated by semicolon-space.

- If the conference was held online, enter ‘Online’ as the location.

- Number goes in subfield $n, date in subfield $d, location(s) or institution(s) in subfield $c.

X11 2__ $aBrassica developments (Symposium) $n(3rd :$d2005 :$cKennewick, Wa.)

X11 2__ $aConference on the Appalachian Frontier$d(1985 :$cJames Madison University; Mary Baldwin College)

xxi) Event AAPs can have relator terms, but in subfield $j rather than $e, because X11 $e is used for a different purpose. There is now a consensus that events which have creator status (see 2.2b, above) should use the relator ‘author’ in records for textual material. It is rare for any other relator term to be applicable to an event.

111 2__ $aSymposium on Neopoststructuralist Criticism$d(2012 :$cOnline), $jauthor.

245 10 $aMeaning as entertainment :$binsights presented to the Symposium on Neopoststructuralist Criticism, 2012.

PRACTICAL 2D

2.3d Forming authorised access points for works and expressions [RDA 6]

Work AAPs: preferred titles, responsible entities and qualifiers

i) The AAP for an intellectual/artistic work may consist simply of the preferred title for the work. But if the work has one or more creators, the title is preceded by the AAP for the first or principal creator of the work; and if necessary the title is followed by one or more qualifiers to

23 Or, in the case of a liturgical work, the responsible church/denominational body.
distinguish it from AAPs for other entities.
You may find this structure easier to understand if you imagine making and filing catalogue cards for publications consisting of works which have been published previously under different titles, or for different works with similar titles: at the top would be the work’s creator if any; then the standardised, ’preferred’ title of the work; then any qualifiers needed to distinguish the work from others with the same title or the same creator+title. Although most of our records are now digital, they are still organised on the same principles.

- The **preferred title** (except for pre-1500 material) is the title proper in the original language by which the work has become known, either in publications of the work or in reference sources. Usually this is obvious, but difficult decisions should be referred to **BMAC**.

- Alternative titles, other title information (subtitles and suchlike) and initial articles are omitted.

- Like all titles, the preferred title uses sentence case (i.e., capitalisation only for the first word and for any proper nouns).

- The criteria for deciding if an entity is the **first or principal creator** were listed above in section 2.2. Work AAPs which have a creator’s AAP preceding the preferred title are called ‘name-titles’.

- If various issues of the **same** work have the creators listed in different orders, choose the one listed first on the first issue.

- The title is preceded by a full stop and space, unless the creator’s AAP ends with a hyphen.

- **Qualifiers**, if needed, can be (in rough order of preference): the **form** of the work [see RDA 6.3]; the **date** of the work [see RDA 6.4]; the **place of origin** of the work [see RDA 6.5]; **another distinguishing characteristic**. This order is no longer mandatory (since April 2017), but it is still advisable to model the choice and order of qualifiers on existing RDA NACO records.

- For the sake of consistency we stick to conventional terms found as qualifiers in existing records, if they are applicable, although again this is not mandatory in RDA.
Qualifiers use brackets. If a work AAP needs multiple, separate qualifiers, they are separated by space-colon-space.

Gumtree, Elmer, 1972- Our story (Play).

University challenge (Television program)
[Conventional term 'Television program' used, including American spelling, even though this is a British programme.]

Romeo and Juliet (Motion picture : 1966)
Romeo and Juliet (Motion picture : 1968)

If the chosen qualifier is the name of a corporate body or place, that name should itself be formed using the RDA rules for AAPs.

Bulletin (New Zealand. Ministry of Education. Research and Statistics Division)
Bulletin (Geological Survey (South Africa))

This means that a qualifier may itself have a qualifier and, rarely, even the qualifier’s qualifier may have its own qualifier.

But if a qualifier is a placename and it needs qualification by the name of a larger place, the punctuation for the larger place is a preceding comma, rather than the brackets it would have in a placename AAP.

The advocate (Nairobi, Kenya)
[AAP for Nairobi is ‘Nairobi (Kenya); but the brackets for the larger place are replaced by a preceding comma when Nairobi is serving as a qualifier.]

Eyck, Jan van, 1390–1440. Saint Francis receiving the stigmata (Galleria sabauda (Turin, Italy))
[A name-title AAP with 3 levels of qualification: the title is qualified by the gallery where the work is found (in brackets), the gallery is qualified by place (also in brackets), and the place is qualified by a larger place (following a comma).]

Othello (Television program : 1963 : WOR-TV (Television station : New York, N.Y.))
[An even more complex example, where both the work itself and one of its qualifiers require multiple qualifiers and 3 levels are present. Fortunately this is very unusual.]

If the chosen qualifier is a personal name, usually only the surname is used; if that is not appropriate, use whatever part of the name seems most appropriate for identifying the resource.

Romeo and Juliet (Choreographic work : MacMillan)
--And the wind (Choreographic work : Yuriko)

There are separate rules for constructing AAPs for parts of works and for a person or body’s complete or collected works (see ix and x, below).

Expression AAPs

ii) An expression of a work is a realisation of that work in a particular form and version, e.g. using particular words, sounds or images. Accordingly the AAP for an expression consists simply of of the AAP for the work with one or more extra elements to specify the form or version, e.g. ‘French’ or ‘Spoken word’ or ‘3rd edition’ or ‘1769’.

The punctuation for the elements which specify expressions is rather inconsistent. Language names, all qualifiers for bible versions (e.g. version name, editor name, date), terms indicating form of
communication (e.g. 'Spoken word') and dates used to differentiate complete or collected works or series (see (vii) and 2.3e below) follow a full stop; but most other version identifiers use parentheses.


Piers Plowman (B-text). English (Sutton)
[ The 'B' version of a medieval work, translated into modern English by Peter Sutton. ]

Hugo, Victor, 1802–1885. Notre-Dame de Paris. Spoken word (Dussollier)
[ An audiobook in the original language, read by André Dussollier. ]

Although the addition of expression elements can get quite complicated, it does not affect ordinary cataloguers very much. If there is a NACO record available for the expression, we will, of course, use it. Otherwise, current OLIS policy is to add language elements to AAPs for translations and form-of-communication elements to AAPs for versions using a form of communication other than the original one, but not to add other expression-specifying elements except in a few special cases. 24 Most of the AAPs created by OLIS cataloguers are left at work level, which gives good collocation in MARC-based systems, although it will be less suitable for linked-data systems of the future.

Any difficulties with creating expression AAPs may be referred to BMAC. For more about AAPs for foreign-language and translated materials, see Module 4.

MARC for works and expressions: titles and name-titles

Unfortunately the MARC for work and expression AAPs is rather complex, reflecting their many different uses as explained in 2.1d.

iii) Title-only AAP:

- The field tag has ‘30’ as its second and third digits. The first digit is ‘1’ if the field contains the record’s main entry and ‘7’ if the field is for an added entry.
- The first indicator is for skip-in-filing, and, since AAPs never retain an initial article, is always ‘0’.
- The second indicator is always blank in 130, but in 730 it is ‘2’ if the AAP is ‘analytical’, i.e., for a work which is contained in the resource but does not constitute the whole resource.
- The field always ends with a full stop unless another mark of punctuation is present.

[ Main entry. The record’s main entry is title, but the title proper is different from the best-known/original title, so an AAP is required, which becomes the main entry and therefore has ‘1’ as its first digit. ]

130 0 _ $aMabinogion.
245 14 $aThe student’s Mabinogion : $boriginal text with notes and vocabulary.

[ Ordinary added entry]
245 00 $aAfter Romeo : $bwhat Benvolio did next.
500 __ $aGraphic novel, with artwork based on the 2002 film version of Romeo and Juliet.
730 0_ $aRomeo and Juliet (Motion picture : 2002)

[ Analytical added entries]
245 02 $aAn Anglo-Saxon reader.
730 02 $aBeowulf.
730 02 $aDream of the rood.

24 Edition/version elements are normally added to AAPs for Bibles. They may also be required if you are cataloguing a study guide, companion or similar which is explicitly for use only with a specific edition of a work (see Module 3, 3.5.4).
iv) **Name-title AAP for a related or included work/expression (7XX field):**

- For added entries the tag naturally begins with ‘7’, but for name-titles the other digits of the tag and the first indicator reflect its subfield $a$, and so will be the appropriate ones for the creator. This means, of course, that name-title AAPs use the same tags as name-only AAPs and appear as a matter of course in the author index. (Most systems are configured to index the title element in the title index as well, but that is a local or system-driven decision.)

- The second indicator is ‘2’ if the AAP is analytical, otherwise blank.

- The title goes in subfield $t$.

  [Ordinary added entries]
  100 1_ $a$Pye, Cherry,$seauthor.
  245 10 $awonderland! :$ba play for children based on Lewis Carroll’s Alice stories /$cCherry Pye.
  700 1_ $aCarroll, Lewis,$d1832-1898.$tAlice’s adventures in Wonderland.
  700 1_ $aCarroll, Lewis,$d1832-1898.$tThrough the looking glass.

  [Analytical added entries]
  100 1_ $aCarroll, Lewis,$d1832-1898,$seauthor.
  245 14 $aThe Alice books /$cLewis Carroll.
  700 1_ $aCarroll, Lewis,$d1832-1898.$tAlice’s adventures in Wonderland.
  700 1_ $aCarroll, Lewis,$d1832-1898.$tThrough the looking glass.

v) **Name-title AAP for a work/expression which is the resource’s core content** (used when a work is reissued under a different title or in translation):

- The creator element forms the main entry for the whole record (100/ 110/ 111)

- The title element is assigned a separate field, 240.

- **Indicators for 240** are always ‘1’ (which in principle makes the data display) and ‘0’ (for skip-filing, since initial articles are never retained).

- Field 240 does not end with a full stop.

  100 1_ $aCarroll, Lewis,$d1832-1898,$seauthor.
  240 10 $aAlice’s adventures in Wonderland
  245 10 $aAlice in Wonderland /$cLewis Carroll.

This splitting of the AAP into its name and title elements replicates the arrangement of the main card for a resource in a card index (see the illustrations in section 2.2) and is another reminder that MARC was originally devised as a way of printing catalogue cards. For electronic records it is a most inconvenient arrangement: it means that whenever you find an existing name-title AAP for the whole resource you will have to split it between the 1XX and 240 fields. It also means that a 240 field looks rather like a title-only AAP but actually is not – it is only the second half of a name-title – and so you cannot initiate a search for an existing AAP from a 240 field.

Some of the AAPs in the rest of this chapter are shown in 1XX + 240 fields, while others are shown in 7XX fields; but all of them could be used in either way.

vi) **Language elements** use subfield $l$.

  100 1_ $aCarroll, Lewis,$d1832-1898,$seauthor.
  240 10 $aAlice’s adventures in Wonderland.$lLatin
  245 10 $aAlicia in terra mirabili /$cLibrum composuit Ludovicus Carroll.
vii) In the rare cases where they are needed, most other expression elements use subfield $s$, but dates use subfield $f$.

[Study guide for use only with a specific edition]
100 1_ $aGreen, Julie,$eauthor.
245 10 $aStudy guide :$bMaternity and neonatal care edition 10 /$cby Julie Green.
730 1_ $aMaternity and neonatal care$$(Tenth edition)
130 0_ $aBible.$lEnglish.$sAuthorized.$f1769.

Please note the differences between dates used to specify expressions (subfield $f$, preceding full stop) and dates used to differentiate between works which have the same title (brackets, no separate subfield).

Parts and selections

viii) For a part of a work which has a distinctive title, use the preferred title of the part.

100 1_ $aLewis, C. S.$q(Clive Staples),$d1898-1963,$eauthor.
245 14 $aThe Pevensies in Narnia /$cC. S. Lewis.
700 12 $aLewis, C. S.$q(Clive Staples),$d1898-1963.$tLion, the witch and the wardrobe.
700 12 $aLewis, C. S.$q(Clive Staples),$d1898-1963.$tPrince Caspian.

If a part has no distinctive title, use the title of the larger work followed by the designation of the part in subfields $n$ and/or $p$, punctuated as they would be in field 245. Part designations use arabic numerals and do not use abbreviations.

[A part identified by preferred title of whole work plus an unnumbered designation.]
245 00 $aMasters of invective /$cedited by Jean Silver.
700 12 $aHousman, A. E.$q(Alfred Edward),$d1859-1936.$tApplication of thought to textual criticism.$pPreface.

[A part identified by preferred title of whole work plus a numbered designation.]
100 0_ $aHomer,$eauthor.
240 10 $aOdyssey.$nBook 6.$lEnglish
245 10 $aOdysseus and Nausicaa/$ctranslated into English blank verse by Joan White.

Continuous numbered parts (including alphabetically numbered parts) are treated in the same way. If the numbering includes a caption, this is always in the singular, e.g. ‘Part I-II, not ‘Parts I-II’.

100 0_ $aHomer,$eauthor.
240 10 $aOdyssey.$nBook 6-8.$lEnglish
245 10 $aOdysseus in Scheria/$ctranslated into English blank verse by Joan White.

For parts which are not continuous, use the title of the larger work with the term ‘Selections’ in subfield $k$, following a full stop.

100 0_ $aHomer,$eauthor.
240 10 $aIliad.$nSelections.$lEnglish
245 10 $aIliad.$kSelections.$ctranslated into English blank verse by Joan White.

For abridgements, add the term ‘Abridgement’ in subfield $s$, following a full stop.

100 0_ $aHomer,$eauthor.
240 10 $aIliad.$kAbridgement.$lEnglish
245 10 $aThe story of Patroclus /$ctranslated into English blank verse by Joan White.
Complete and collected/selected works

viii) For a creator's complete works, use the generic preferred title 'Works', followed by the year in which that version of the complete works was first issued (if known) in subfield $f$, following a full stop.

100 1_ $aYeats, W. B.$q(William Butler)$d1865-1939,$eauthor.
240 10 $aWorks.$f1913
245 14 $aThe collected letters of W.B. Yeats.

For complete works in one genre, use the genre as the preferred title, e.g. 'Correspondence', 'Essays', 'Novels', 'Plays', 'Poems', 'Prose works', 'Short stories', 'Speeches'. Do not include a date.

100 1_ $aYeats, W. B.$q(William Butler),$d1865-1939,$eauthor.
240 10 $aCorrespondence
245 14 $aThe collected letters of W.B. Yeats.

Preferred titles which are based on generic terms ('Works' or a genre) are called 'conventional collective titles'.

Because they are only used when there is a creator, they can only occur as the second part of an AAP, either in field 240 after a 1XX field or in subfield $t$ of a 7XX field.

Because they are always different from title proper they are routinely used in 240 if applicable, even if the title proper has not changed and the resource is not a translation.

For partial collections of an creator's works, or partial collections in a given genre:

- If the best-known or original title of the selection is reasonably distinctive, use that title.

100 1_ $aYeats, W. B.$q(William Butler),$d1865-1939,$eauthor.
240 10 $aWhen you are old.$lg$German
245 10 $aAls du alt wirst /$cvon William Butler Yeats.

- If the best-known or original title is undistinctive or there is no title for that collection (which may happen when a selection of an agent's work is included in a larger resource), construct a conventional collective title as above and add '.$kSelections'. Do not include a date element.

100 1_ $aYeats, W. B.$q(William Butler),$d1865-1939,$eauthor.
240 10 $aWorks.$kSelections
245 12 $aA Yeats reader.
100 1_ $aPye, Cherry,$eauthor.
245 10 $aYeats :$blife, with selections from his letters /$cCherry Pye.
700 1_ $aYeats, W. B.$q(William Butler),$d1865-1939.$tCorrespondence.$kSelections

Relators for works and expressions (not used)

ix) RDA allows relators to be added to AAPs for related and analytical entries, to make the nature of the relationship explicit, but it is not OLIS policy to add these. If you find them in downloaded records (in subfield $i$) you can accept them.
2. Resource access. Last update: January 2019

2.3e Forming authorised access points for series

Series and name-series

i) A series AAP is basically a kind of work/expression AAP, not for the resource being catalogued but for a larger entity of which that resource is just a part.

Series AAPs almost always correspond to series statements transcribed in 490 fields, but occasionally an AAP is included in a record because the resource clearly belongs to the particular series even though there is no distinct series statement and therefore no 490 field. (For details, see Module 3, 3.1k.)

Series AAPs are entered in 8XX fields. Usually they are title-only, and therefore use field 830. But sometimes a whole series has a creator, and in that case the series title is preceded by the AAP for the creator, becoming a ‘name-series’. The tag will therefore be 800, 810 or 811, depending on whether the creator in subfield $a is a person, corporate body or event. Common examples of name-series are series which consist of novels by the same author or of official statements or annual reports from a corporate body or of proceedings from a sequence of conferences.

Indicators and subfields are almost the same as those used for ordinary work/expression AAPs. The only difference is that in field 830 the ‘0’ for nonfiling characters is the 2nd indicator, whereas in fields 130 and 730 it is the 1st indicator. The field ends with a full stop.

If, after checking carefully for an existing NACO record and for OLIS bibliographic records in the same series as the resource you are cataloguing, you find that you need to create a new AAP, you will naturally base the preferred title on the resource you have, so the series titles in 490 and 8XX are often identical. However, this is not always the case, because preferred titles omit initial articles, integrated numbering, statements of responsibility (unless integrated with the title) and other title information.

490 1_ $aThe Pineapple Press biographies
830 _0 $aPineapple Press biographies.

490 1_ $aRosie Redd’s Bible stories
800 1_ $aRedd, Rosie.$tRosie Redd’s Bible stories.

490 1_ $aPolicy statements / Boston Anarchist Drinking Brigade.
810 2_ $aBoston Anarchist Drinking Brigade.$tPolicy statements.

490 1_ $aProceedings / International Potato Symposium.
811 2_ $aInternational Potato Symposium.$tProceedings.

IMPORTANT NOTE

Series titles often vary between resources, so it is particularly important to search carefully by keyword for existing NACO records before creating new AAPs.

It is also very common for different series to have more or less the same title, so you need to check the notes in a NACO records carefully, especially notes about the series publisher(s), to make sure that it is for the right series. A series may change publisher any number of times without becoming a different series; but if otherwise identical series are issued by more than one publisher at the same time, e.g. by Dorling Kindersley in Britain and Dover in U.S., and these publishers are not explicitly working together, the series have to be considered as separate and need distinct AAPs.
Subseries

ii) If a series has a subseries, the subseries numbering and/or title are treated as the numbering/title of a part, using subfields $n$ and $p$. (These subfields are not used in the 490 series statement.)

```
490 1_ $aThomas the Tank Engine first readers. B,Thin Controller series
830 _0 $aThomas the Tank Engine first readers.$nB,$pThin Controller series.
```

Series qualifiers

iii) Series AAPs need differentiating qualifiers more often than ordinary work/expression AAPs, because series titles are often undistinctive and series AAPs seldom have a creator-name element. Moreover, if multiple publishers, acting separately, issue what seems to be the same series, their publications have to be treated as separate series and therefore will need to be differentiated. (This happens quite often when different publishers have acquired the copyright for different jurisdictions.)

Series qualifiers are formed in the same way as those for ordinary work/expression AAPs (see 2.3d (i)).

The qualifier is usually the series’ sponsoring body or publisher or a place associated with the sponsor or publisher. None of these is entirely satisfactory as a qualifier, because if the chosen sponsor, publisher or place changes a new AAP will have to be created, which in effect means treating the change as a complete change of series. Place is probably the least useful qualifier, because sponsors and publishers so often move their offices.

```
490 1_ $aOccasional papers / Thomas the Tank Engine Society
830 _0 $aOccasional papers (Thomas the Tank Engine Society)
490 1_ $aAmerican history in depth
830 _0 $aAmerican history in depth (Palgrave Macmillan (Firm))
490 1_ $aCaribbean classics
830 _0 $aCaribbean classics (Oxford, England)
```

Series for complete and collected works

iv) Series often consist of an agent’s complete or collected works, and therefore use conventional collective titles. For major literary figures there may already be several complete or collected editions, so it is best to ask BMAC to create a NACO record with suitable differentiating elements.

```
490 1_ $aThe works of Mark Twain / Iowa Center for Textual Studies.
800 1_ $aTwain, Mark,$d1835-1910.$tWorks.$f1972.
490 1_ $aThe connoisseur’s Enid Blyton.
800 1_ $aBlyton, Enid.$tNovels.$kSelections.
```

ISSNs

v) Series and subseries often have ISSNs. These are normally recorded in 490 $x$, which is indexed, but occasionally either there is no 490 field or the ISSN transcribed in 490 is known to be incorrect, and in those cases (but no others) the correct ISSN should be recorded in 8XX. It is recorded in a subfield $x$ at the very end of the field, after the final punctuation, so that it does not interfere with the indexing of the access point. The internal hyphen is retained. If there are ISSNs for both main series and subseries, just enter the one for the subseries.
2. Resource access. Last update: January 2019

You may occasionally find subfield $x$ incorrectly placed in existing records. Please correct this.

**Numbering of part**

vi) The individual resources in a series are often numbered. RDA calls this ‘numbering within series’ when associated with a series statement (490) but ‘numbering of part’ when associated with a series access point (8XX). It is entered in subfield $v$, following space-semicolon and is sometimes the same as the corresponding 490 $v$ data. However, while in 490 the numbering is based on what is found in the resource, in 8XX the numbering is controlled.

- If the series has a NACO record, this may have a 642 field giving a model for caption (if any) and numbering style, which must be followed even if the resource has a different caption.
- If there is no NACO record but there is an OLIS record with an AAP for the same series, use the numbering in that record as a model.
- If there is no NACO record and there are no OLIS records with AAPs for that series:
  - Use arabic numbers.
  - If the number on the resource is ordinal, express it according to the standard usage for the language, e.g. ‘1st’, ‘2nd’, ‘3rd’ (English) or ‘1.’, ‘2.’, ‘3.’, etc. (German).
  - Use the abbreviations from RDA Appendix B for captions, even if on the resource they are fully written out or differently abbreviated. The ones available for English-language material are ‘bk.’ (book), ‘no.’ (number), ‘pt.’ (part/parts), ‘v.’ (volume/volumes). If there is no abbreviation available in Appendix B, write the word fully.
  - If the numbering on the resource is integrated into the series title, separate it out.

For an explanation of why this series is transcribed in 245 rather than 490, see Module 3.1k.

It used to be normal to change all numbers to cardinal and always to place any caption before the number, but there is not actually any authoritative support for this practice. So ‘first volume’ used to be converted to ‘v. 1’ but, in entirely new series AAPs, would now be converted to ‘1st v.’ (which, as a matter of English usage, is rather odd). If there are already records which have AAPs for the series, use their numbering as your model.
2. Resource access. Last update: January 2019

The twentieth story in the Adventures of Cedric Slyme Series
ISSN: 1234-5678

490 1_ $aThe twentieth story in the adventures of Cedric Slyme series,$x1234-5678
830 _0 $aAdventures of Cedric Slyme ;$v20th.

[830 numbering separated out from series title.]

- If the AAP consists of a main series and subseries and there is numbering of part for the main series, including this numbering would break up the AAP and interfere with filing, so you have to use two separate 8XX fields, one with the numbering and one with the subseries.

490 1_ $aThomas the Tank Engine easy readers ;$v3.$aThin Controller series
830 _0 $aThomas the Tank Engine easy readers ;$v3.
830 _0 $aThomas the Tank Engine easy readers.$pThin Controller series.

2.4 Understanding NACO records

NACO authority records use MARC tags which are closely related to the tags used for access points in bibliographic records. This makes it easy for electronic systems to check bibliographic access points against NACO records and pull in a NACO AAP if available.

- The second and third digits in an authority record field tag show what kind of entity the record is for: X00 for persons or families; X10 for most corporate bodies; X11 for meetings and other events; X30 for works and expressions (unless entered through a creator); X51 for places. These values are more or less the same as those in bibliographic records, and they are what link an access point in a bibliographic record to the appropriate index of authority records.

- The first digit in an authority record field tag shows whether it holds the AAP itself (1XX) or a cross-reference to an invalid form (4XX) or a cross-reference to a valid but different AAP, e.g. an earlier or later name for the same entity (5XX) or a note (6XX). These meanings are different from the meanings of 1XX, 4XX, 5XX and 6XX in bibliographic records, so it is important not to confuse the two.

Here are the key fields of a NACO record for a corporate body, as displayed on the Library of Congress Authorities website:
As you can see, it is important to scroll down to get all the information available, to ensure that you use the heading correctly.

Various other fields which are found in some NACO records can be helpful for identification and correct use, many of them newly introduced for RDA:

- **046**: Special coded dates, which may include birth ($f$), death ($g$), beginning date of creation ($k$), ending date of creation ($l$), start period ($s$) and end period ($t$).
- **336**: Content Type
- **368**: Other Attributes of Person or Corporate Body
- **370**: Associated Place
- **371**: Address
- **372**: Field of Activity
- **373**: Associated Group
- **374**: Occupation
- **375**: Gender
- **376**: Family Information
- **377**: Associated Language
- **378**: Fuller Form of Personal Name
• **380**: Form of Work

• **642**: Series Numbering Example

• **643**: Series Place and Publisher/Issuing Body

• **667**: Nonpublic General Note. This may include important distinguishing information, or even an instruction that the entity should *not* have an AAP at all.

• **675**: Source Data Not Found: the field where NACO cataloguers record places where they have looked for evidence of a name and not found it, to save other people from searching the same places.

Here are some more examples:

*This record for a ‘series’ AAP has a very important 667 note, which says that the resources should not be treated as being in a series at all.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>008</td>
<td>940210n</td>
</tr>
<tr>
<td>010</td>
<td>a n 94013625</td>
</tr>
<tr>
<td>035</td>
<td>a (OCoLC)oca03550428</td>
</tr>
<tr>
<td>0359</td>
<td>a UkOxUa13402246</td>
</tr>
<tr>
<td>040</td>
<td>a DLC</td>
</tr>
<tr>
<td>130</td>
<td>a Teach yourself--</td>
</tr>
<tr>
<td>643</td>
<td>a New York</td>
</tr>
<tr>
<td>667</td>
<td>a Not to be considered a series. Begin title with Teach yourself--</td>
</tr>
<tr>
<td>670</td>
<td>a Kahn, S. Teach yourself-- Word 5.1 for the Macintosh, c1993:</td>
</tr>
</tbody>
</table>

*This record for a person has informative 046 and 3XX fields and a splendid collection of non-preferred names in 400, as well as one 500 field giving the preferred name of a different but related person.*

Notice also the 667 fields, in this case flagging up that the non-preferred names in nonroman script have not been checked by a cataloguer.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>008</td>
<td>801007n</td>
</tr>
<tr>
<td>010</td>
<td>a n 80126290</td>
</tr>
<tr>
<td>035</td>
<td>a (OCoLC)oca00506733</td>
</tr>
<tr>
<td>040</td>
<td>a DLC</td>
</tr>
<tr>
<td>046</td>
<td>f 03541113</td>
</tr>
<tr>
<td>1000</td>
<td>a Augustine,</td>
</tr>
<tr>
<td>370</td>
<td>a Souk Ahras, Algeria</td>
</tr>
<tr>
<td>370</td>
<td>f Hippo (Extinct city)</td>
</tr>
<tr>
<td>374</td>
<td>a Theologian</td>
</tr>
<tr>
<td>375</td>
<td>a male</td>
</tr>
<tr>
<td>377</td>
<td>a lat</td>
</tr>
<tr>
<td>4001</td>
<td>w nne</td>
</tr>
<tr>
<td>4001</td>
<td>a Avgustin, Blazhennyi,</td>
</tr>
<tr>
<td>4001</td>
<td>w nnaa</td>
</tr>
<tr>
<td>4000</td>
<td>a Augustyn,</td>
</tr>
</tbody>
</table>
2. Resource access. Last update: January 2019

| 4000 | a Augustin, |c Saint, |d 354-430 |
| 4000 | a Ughastinūs, |c Saint, |d 354-430 |
| 4000 | a Agostino, |c Saint, |d 354-430 |
| 4000 | a Agustići, |c Saint, |d 354-430 |
| 4000 | a Augoustinos, |c Saint, |d 354-430 |
| 4000 | a Agostino di Tagaste, |c Saint, |d 354-430 |
| 4000 | a Aurelius Augustinus, |c Saint, |d 354-430 |
| 4001 | a Augustinus, Aurelius, |c Saint, |d 354-430 |
| 4000 | a Augustinus, |c Saint, |d 354-430 |
| 4000 | a Agostino d'Ippona, |c Saint, |d 354-430 |
| 4000 | a Agustín, |c Saint, |d 354-430 |
| 4000 | a Aurelio Agostino, |c Saint, |d 354-430 |
| 4000 | a Episkopos Ippōnos Augoustinos |
| 4000 | a Augoustinos Iponos |
| 4000 | a Agostinho, |c Saint, |d 354-430 |
| 4000 | a Aurelli Augustini, |c Saint, |d 354-430 |
| 4001 | a Augustini, Aurelli, |c Saint, |d 354-430 |
| 4000 | a Aurelli Augustini, |c Saint, |d 354-430 |
| 4001 | a Augustini, Aurelli, |c Saint, |d 354-430 |
| 4001 | a Augustini, Aurelli, |c Saint, |d 354-430 |
| 4001 | a Augustino, Aurelio, |c Saint, |d 354-430 |

4000 | a nuc92-3062: His De animae quantitate [MI] 1473 (hdg. on GmC rept.: Pseudo-Augustinus)

667 | a Machine-derived non-Latin script reference project.

667 | a Non-Latin script references not evaluated.

670 | a His S. Aurelii Augustini De civitate Dei libri XXII, 1924: |b t.p. (S. Aurelii Augustini ...)

670 | a Richter, C. Das Leben des heiligen Augustinus, c1983: |b t.p. (Augustinus)

670 | a "Le Confessioni" di Agostino d'Ippona, c1984+ : |b v. 1-2, t.p. (Agostino d'Ippona)


670 | a Tack, T. If Augustine were alive, c1988: |b CIP introd. (St. Augustine, b. 354 A.D.)

670 | a Tvoreniia Blazhennago Avgustina, Episkopa ipponiiskago, 1879-


670 | a Anthologion ek tōn ergōn Augoustinou Ἰππόνου ..., 1996: |b p. 17 (Ho Episkopos Ippōnos Augoustinos, 354-430 A.D.)

670 | a Diálogo sobre a ordem, 2000: |b t.p. (Santo Agostinho)

[some 670 fields omitted – the full record has one for each name recorded in a X00 field]
This is part of an unusual type of NACO record, created for people who share a name and about whom too little is known to give them separate records. It consists just of the name in 100 and a set of 670 notes, listing for each person a crude designation, e.g. ‘[Author of Parasitic wealth]’ and where this information came from. Such records are called ‘undifferentiated’ records. RDA is much less restrictive than AACR2 about the criteria which may be used for differentiation, so undifferentiated records are being phased out.

| 100 1_ | a Brown, John |
| 670   | a [Author of Parasitic wealth] |
| 670   | a Parasitic wealth, or, Money reform, c1897: t.p.(John Brown) |
| 670   | a [Author of In the chair] |
| 670   | a LCCN 2002405846: His In the chair, 2002 |b (usage: John Brown) |

You may occasionally see a NACO record with the 667 field: ‘THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED’. This message is addressed to NACO authority cataloguers, who are responsible for converting any authorities they deal with. Ordinary cataloguers should still use these authorities in bibliographic cataloguing. If they are very unsatisfactory or quite unsuitable for RDA use, please notify BMAC, so that they can make the necessary changes.

2.5 Uncontrolled access points for variant titles: 246 and 740

- Because authorised access points are used to collocate entities, there may only be one authorised access point for each entity. But sometimes people search for a resource under a title which is neither the 245 title proper of the resource nor the authorised title for the work, e.g. a spine title or a version of the title in a different language.

- To create access points and notes for uncontrolled forms of the title of the resource itself, e.g. cover title, spine title, parallel title, portion of title, corrected title, title spelt differently, title by which the resource is commonly known, we use field 246. See Module 1, 1.4c.

- Very occasionally it is useful to give a variant form of a related or analytical title. The commonest case is for omnibus translations, e.g. a translation into French of The Lord of the Rings. The ordinary analytical AAPs for the component works will be in English, but a reader wanting 'The fellowship of the ring' in French may well search under its French title, Communauté de l’anneau. In such cases you should make an extra, uncontrolled access point for the related/analytical title, using field 740.

- 740 is a very simple field:
  - The first indicator is for skip in filing, but this should always be ‘0’ because we follow the Library of Congress in omitting initial articles.
  - The second indicator is the normal one for 7XX title fields: ‘2’ if the title is analytical and otherwise blank.
  - Subfields $n and $p may be used for part-numbering and part-titles, but otherwise all data is entered in subfield $a.

100 1_ $aTolkien, J.R.R.$q(John Ronald Reuel),$d1892-1973.
240 10 $aLord of the rings.$lFrench
2. Resource access. Last update: January 2019

245 13 $a Le seigneur des anneaux / $c J.R.R. Tolkien; traduit de l'anglais par F. Ledoux.
500 0_ $at. 1 La communauté de l'anneau -- t. 2. Les deux tours -- t. 3. Le retour du roi.
700 1_ $a Ledoux, F.
700 12 $a Tolkien, J.R.R.$q (John Ronald Reuel), $d 1892-1973.$t Fellowship of the ring.$l French.
700 12 $a Tolkien, J.R.R.$q (John Ronald Reuel), $d 1892-1973.$t Two towers.$l French.
700 12 $a Tolkien, J.R.R.$q (John Ronald Reuel), $d 1892-1973.$t Return of the king.$l French.
740 02 $a Communauté de l'anneau.
740 02 $a Deux tours.
740 02 $a Retour du roi.

- 740 is also used for the titles of accompanying material. See Module 6.
- Before the introduction of the 246 field, all variant titles used field 740. If you come across a 740 field in an older record which seems to contain a variant title for the resource rather than an analytical or related title, please recode this as a 246, with the appropriate indicators.

Examples of access points in full bibliographic records

1. A work by a single author, previously published under a different title, so requiring an entry for the earlier title. The AAP for the author includes a fuller form of the name, found in the copyright statement. There is an added entry for the map-maker, using the relator ‘cartographer (expression)’ - not ‘cartographer’, which is applicable only to creators - and another for a prominently mentioned organisation which is not just a publisher or agent, with no $e relator term because its role is unclear. The series AAP is qualified by its publisher, because the title alone would not be distinctive. The 8XX field includes the correct ISSN, because this is different from the transcribed ISSN in 490, but it is added at the very end, after the final punctuation, so that it does not interfere with indexing.
2. Resource access

2. A compilation of materials by one author, with analytical entries for the components. Note the 2nd indicator '2' in the 700 fields, which shows that they are analytical entries.

3. A compilation of materials by different authors, with title proper as main entry (shown by 1st indicator '0' in field 245) and analytical entries for the components. The AAPs for the component works are all from NACO records. The series AAP has a qualifier because the title is not distinctive.

4. A resource with no known creator, so title is main entry; but in this case the title proper has changed since the first issue, so the record needs an AAP for the best-known/original title, and that becomes the main entry, taking precedence over title proper. The title is a commonplace one – in fact, there is already an authority record for a different work with the same title – so the AAP needs a differentiating qualifier; and because the chosen qualifier is the name of a corporate body but the name is not clearly that of a corporate body, the qualifier needs a qualifier of its own.
5. An adaptation. The AAP for the original *Oliver Twist* is from a NACO record. The publisher is not a commercial body and can be assumed to have more engagement with the content of this resource than a commercial publisher would, so it gets an access point with a relator from the RDA list for ‘Other Agent Associated with Work’. In the AAP the body’s name is entered indirectly, because it includes a term meaning ‘section’. Its 1st indicator is ‘1’ because the first element is a placename.

008 120807s1965^^^^enka^^^^^^^^001^0^eng^d
100 1_ $aGrey, James,$eauthor.
245 10 $aI want some more! /$cby James Grey.
264 _1 $aExeter :$bExeter Education Committee,$c1955.
300 __ $a30 pages :$billustrations ;$c20 cm
336 __ $atext$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
700 1_ $aGreen, June,$d1940-$eeditor.