

Name and Title Authority Guidelines for Catalogers

1. INTRODUCTION

With two exceptions, Rice does not, in general, make authority records for name headings requiring no cross references. However, authority records are made for all music headings, both personal and corporate, and for corporate headings for online service providers. This is because these headings are used constantly, and work is expedited if corresponding authority records do not have to be looked up each time a heading is used.

Check unauthorized headings in the authority file to make sure they are not displaying as unauthorized because of an error in the form of the heading. If no authority record is found in the Sirsi authority file, check the LC authority file (LCNA) for the correct form. In the following cases, send DBM printouts of LCNA records or printouts of bibliographic records with the headings marked. Put your initials on each sheet.

2. PERSONAL NAMES

2.1 Names varying in form from the name as it appears on the title page

Title page:

By Mrs. Edward McClure Peters.

Correct entry:

100 1_ Peters, Eleanor Bradley, |d b. 1855.

Reference:

400 1_ Peters, Edward McClure, |c Mrs., |d b.1855.

Title page:

By Melissa Andrews.

Correct entry:

100 1_ McAdams, Melissa Andrews, |d 1972-

Reference:

400 1_ Andrews, Melissa, |d 1972-

2.2 Pseudonyms

Title page:

By Pablo Neruda.

Correct entry:

100 1_ Neruda, Pablo, |d 1904-1973

References:

400 1_ Reyes, Neftalí Ricardo, |d 1904-1973

400 1_ Basoalto, Neftalí Ricardo Reyes, |d 1904-1973

400 1_ Reyes Basoalto, Neftalí Ricardo, |d 1904-1973

Title page:

By Elizabeth Peters.

Correct entry:

100 1_ Peters, Elizabeth

Reference:

500 1_ Mertz, Barbara

Note:

663 __ Works by this author are entered under the name used in the item. For a listing of other names used by this author, search also under: Mertz, Barbara, 1927-

2.3 Compound names

Title page:

By Federico García Lorca.

Correct entry:

100 1_ García Lorca, Federico, |d 1898-1936

Reference:

400 1_ Lorca, Federico García, |d 1898-1936

Title page:

By Delfina Molina y Vedia.

Correct entry:

100 1_ Molina y Vedia, Delfina

Reference:

400 1_ Vedia, Delfina Molina y

2.4 Names with prefixes

Title page:

By Isabel de la Cruz Cabanillas.

Correct entry:

100 1_ Cruz Cabanillas, Isabel de la

References:

400 1_ Cabanillas, Isabel de la Cruz

400 1_ De la Cruz Cabanillas, Isabel

400 1_ La Cruz Cabanillas, Isabel de

Title page:

By Paul Du Bois-Reymond.

Correct entry:

100 1_ Du Bois-Reymond, Paul, |d 1831-1889

References:

400 1_ Bois-Reymond, Paul du, |d 1831-1889

400 1_ Reymond, Paul du Bois-, |d 1831-1889

Title page:

By Guillaume de Lorris.

Correct entry:

100 0_ Guillaume, |c de Lorris, |d fl. 1230

References:

400 1_ De Loris, Guillaume, |d fl. 1230

400 1_ Loris, Guillaume de, |d fl. 1230

2.5 Surname entry, with full forename(s); reference from two or more forename**initials****Title page:**

By G. G. Lunt.

Correct entry:

100 1_ Lunt, George G.

Reference:

400 1_ Lunt, G. G.

2.6 Surname entry, with initials for forename(s); reference from full forenames**Title page:**

By J. K. Rowling.

Correct entry:

100 1_ Rowling, J. K.

Reference:

400 1_ Rowling, Joanne Kathleen

2.7 Entry contains |q**Title page:**

By G. H. Peters.

Correct entry:

100 1_ Peters, G. H. |q(George Henry), |d 1934-

Reference:

400 1_ Peters, George Henry, |d 1934-

3. PERSONAL NAMES NOT TO BE SENT**3.1 Surname entry; references from a less full form of forenames (unless reference is from two initials or one initial and a middle name)****Title page:**

By Roy Strong.

Correct entry:

100 1_ Strong, Roy C.

Reference:

400 1_ Strong, Roy

Title page:

By David N. Alloway.

Correct entry:

100 1_ Alloway, David Nelson

Reference:

400 1_ Alloway, David N.

Exception: The following type of reference provides additional information.

Title page:

By John Arnold.

Correct entry:

100 1_ Arnold, John Floyd

Reference:

400 1_ Arnold, John, |d 1935-

4. CORPORATE AND CONFERENCE NAMES

4.1 Names with variant forms, either in English or other languages

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Title page:

Issued by Unesco.

Correct entry:

110 2_ Unesco

References:

410 2_ United Nations. |b Educational, Scientific, and Cultural Organization

410 2_ Organisation des Nations Unies pour l'éducation, la science et la culture

410 2_ Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura

410 2_ U.N.E.S.C.O.

Title page:

Conference of Paris

Correct entry:

111 2_ Paris Peace Conference |d (1946)

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References:

411 2_ Peace Conference to consider the Draft Treaties of Peace with Italy, Rumania, Bulgaria, Hungary and Finland |d (1946)

411 2_ Paris Conference |d (1946)

411 2_ Conference of Paris |d (1946)

411 2_ Conférence de la paix de Paris |d (1946)

411 2_ Pariser Konferenz |d (1946)

4.2 Authority records with helpful information notes (670s)

Title page:

Rice Institute

Correct entry:

110 2_ Rice University

References

410 2_ Rice Institute

410 2_ William Marsh Rice University

410 2_ William Marsh Rice Institute

670 __ Am. univ. and colleges, 11th ed. |b(Rice University chartered as William M. Rice Institute, 1891; first college-level instruction 1912; 1960 official name became William Marsh Rice University)

5. CORPORATE AND CONFERENCE NAMES NOT TO BE SENT

5.1 Authority records when the only variation between the correct heading and the reference is the form of punctuation or the addition of a subfield code

Title page:

Issued by the Texas State Board of Examiners of Professional Counselors

Correct entry:

110 2_ Texas State Board of Examiners of Professional Counselors

Reference:

410 1_ Texas. |b State Board of Examiners of Professional Counselors

Title:

Nineteenth-century Houston.

Correct subject entry form:

151 0_ Houston (Tex.)

Reference:

451 0_ Houston, Tex.

5.2 Names of conferences when the only cross reference is from place

Title page:

Conference on Global Warming, Houston, July 22, 1998

Correct entry:

111 2_ Conference on Global Warming |d (1998 : |c Houston, Tex.)

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Reference:

411 1_ Houston (Tex.) |q Conference on Global Warming |d(1998)

5.3 Authority records for subordinate bodies entered under a parent body, if the only variation is in subfield a

Title page:

Historisches Institut, Universität Mannheim.

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Correct entry:

110 2_ Universität Mannheim. |b Historisches Institut

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Reference:

410 2_ Mannheim (Germany). |b Universität. |b Historisches Institut

Note: Variations in the form of the name in subfield a will be handled in a second authority record for the parent body. **If there is no authority record for a parent body with variant forms of name, please send a printout to DBM.**

Correct entry:

110 2_ Universität Mannheim.

References:

410 2_ Mannheim (Germany). |b Universität.

5.4 Authority records with references that simply delete or place at the end of the entry the initial word(s) of a name**Title page:**

NATO Advanced Research Workshop on Molecular and Cellular Processes

Correct entry:

111 2_ NATO Advanced Research Workshop on Molecular and Cellular Processes |d (1986 : |c Paris, France)

References:

411 2_ Advanced Research Workshop on Molecular and Cellular Processes, NATO

411 2_ Workshop on Molecular and Cellular Processes, NATO Advanced Research

6. GEOGRAPHIC NAMES**6.1 Names with variant forms, unless the only variation is in punctuation**

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Title page:

Wien, die Hauptstadt Österreichs.

Correct subject entry form:

151 _0 Vienna (Austria)

References:

451 _0 Wien (Austria)

451 _0 Vindobona (Austria)

451 _0 Vienne (Austria)

Example VII.A.27

6.2. Names with helpful information notes (670s), even if there are no cross references

Title page:

Saint Petersburg; the city of the czars.

Correct entry:

151 _0 Saint Petersburg (Russia)

References:

451 _0 Peterburg (Russia)

451 _0 St. Petersburg (Russia)

551 _0 Petrograd (R.S.F.S.R.)

551 _0 Leningrad (R.S.F.S.R.)

670 __ Officially renamed from Leningrad on 23 October 1991; earlier names: Petrograd (1914-1924), Leningrad (1924-1991)

7. UNIFORM TITLES**7.1 Anonymous classics****Title page:**

Mocedades de Rodrigo.

Correct entry:

130 0_ Crónica rimada del Cid

References:

430 0_ Mocedades del Cid

430 0_ Cantar de Rodrigo

430 0_ Poema de Rodrigo

430 0_ Mocedades de Rodrigo

7.2 Works of voluminous authors where title varies**Title page:**

Gli affanni del Giovane Werther.

Correct entry:

100 1_ Goethe, Johann Wolfgang von, |d 1749-1832. |t Werther. |l Italian

Reference:

400 1_ Goethe, Johann Wolfgang von, |d 1749-1832. |t Leiden des jungen Werthers

7.3 Music**Title page:**

The Marriage of Figaro.

Correct entry:

100 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Nozze di Figaro

References:

400 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Noces de Figaro

400 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Hochzeit des Figaro

400 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Marriage of Figaro

400 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Mariage de Figaro

400 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Figaros Hochzeit

400 1_ Mozart, Wolfgang Amadeus, |d 1756-1791. |t Topsy-turvy day

8. UNIFORM TITLES NOT TO BE SENT

8.1 Authorities for translations of current works

Title page:

Portrait in sepia, by Isabel Allende.

Correct entry:

100 1_ Allende, Isabel. |t Retrato en sepia. |l English

Exception: If a subject heading consists of an author/uniform title entry for a current work known under a variant title or titles, an authority record should be made.

Title page:

Isabel Allende : Hija de la fortuna : rediagramación fronteriza del saber histórico.

Correct subject entry:

600 1_ Allende, Isabel. |t Hija de la fortuna.

Reference:

400 1_ Allende, Isabel. |t Daughter of fortune