Guidelines for changing name authorities in the Australian National Bibliographic Database

- **Personal name headings**
- **Corporate name headings**

Note that in all cases an authorised heading may be changed if it contains an error, e.g. typographic error, wrong date, etc.

**Personal name headings**

Participants are permitted to change established or authorised personal name headings under the following circumstances:

a. there is a need to distinguish between two authors with the same name.

b. the original heading clearly no longer represents predominant usage.

c. the established heading for a non-Australian name differs from the Library of Congress Name Authorities (LCNA) form.

d. additional or updated birth and death data becomes available for an Australian heading.
To explain these further:

a. Where a personal name heading has been established and a record enters the database for a different person with the same name, attempts should be made to distinguish the authors and change either or both forms to make the distinction clear. For example, the database might contain the heading for Mike Harding, a photographer, input as ‘Harding, Mike’. At a later date when Libraries Australia is searched, further records have been added, and linked to this heading are items on auditing, photography and novels. Attempts should be made in this case to distinguish the different authors. If one heading is found in LCNA and the other is not, preference is to change the non-LCNA heading if possible. Changes to authorised headings are not allowed where additional name information has come to hand, but no conflict exists. For example, ‘Blake, Trevor L.’ has been established in the database. When a subsequent item is received by this author, the dust jacket gives his full name as Trevor Lloyd Blake. This heading should not be changed to ‘Blake, Trevor L. (Trevor Lloyd)’ unless there is another Trevor L. Blake on the database. Of course a cross reference may be made from the fuller form of name if desired.

Changes to headings linked only to CIP records are the only changes exempt from the statements made above. If, for example, a CIP entry gives the author as A. Fairley, and when the item is received the statement of responsibility says ‘Alan Fairley’, the heading on Libraries Australia should be changed from ‘Fairley, A.’ to ‘Fairley, Alan’ even if there is no other A. Fairley on the database.
b. Authorised personal name headings can be changed when the original heading clearly no longer represents the predominant usage of the author. This decision to change should be applied with discretion and such changes should not be actively sought out. This restriction is necessary because there is often no guarantee that an author will use a particular form of name consistently in their publications. The original authorised form of name may have been based on just one record and a second record entering the database may contain a different form, but this change does not necessarily mean a readily discernible consistent change of form. The third and subsequent records entering the database may well necessitate a change back to the original authorised form.

c. With the exception of Australian headings, authorised personal name headings may be changed to the LCNA form. This applies especially in the case of prolific literary authors where the LCNA form requires continual vigilance because of the frequent occurrence of subdivisions.

d. Acknowledgement is given to the ‘reference value’ of having a person’s life and death dates included in the authority file and consequently the amendment of Australian personal name authority records to include such data is allowed.

**Corporate name headings**

Authorised corporate name headings can only be changed in the following situations:

a. Where a subsequent heading produces a conflict and it is necessary to change the original heading to distinguish the different corporate bodies.
b. Where the original heading does not conform to Libraries Australia rule interpretations and options. For example, a heading verified before the arrival of CSB 11, which would now be qualified, should be changed to the qualified form, regardless of the form found on a national agency authority fiche.

c. Headings can be changed when the original heading clearly no longer represents the predominant usage of the body.

d. With the exception of Australian headings, verified corporate name headings may be changed to LCNA form.

Please contact the Help Desk if you require assistance or further information.

Contact us: www.nla.gov.au/librariesaustralia/contact/

Libraries Australia Help Desk: 1800 026 155

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