

## Guidelines for establishing name authorities for the Australian National Bibliographic Database

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### Establishing authorities in Libraries Australia

Libraries Australia will follow the form of heading established in the Library of Congress Name Authorities (LCNA). LCNA will take precedence over most name, title and series headings which have already been verified as authorities in the Australian Bibliographic Network or Libraries Australia, and these headings may be retrospectively changed to conform with LCNA.

An exception will be made for Australian name, title and series headings, because authority records for Australian names, titles and series will usually be established earlier and more accurately by Australian libraries. Therefore, authorities for Australian names, titles and series, which conform to RDA and the Library of Congress (LC) policy statements, should not be changed retrospectively simply to conform with LCNA.

## Sources for establishing name headings in Libraries Australia

All headings established in the Australian National Bibliographic Database (ANBD) must conform to Libraries Australia standards; that is, comply with the RDA instruction set, LC interpretations of the instructions, and any Libraries Australia approved variations from the instructions and interpretations.

LCNA is the chief authority for determining the correct form of a name for use in the ANBD, and must be checked before entering a new name into the index, or adding an authority record to an existing name. Other reference tools need only be consulted when necessary, such as to resolve conflicts, to ascertain LC required qualifiers, etc.

The following paragraphs give mandatory and suggested reference sources that are to be consulted when establishing name headings in the ANBD. The tools listed are not definitive and have a bias towards the arts. It is assumed that the most recent editions will be consulted.

### Personal names

These guidelines should be followed when personal name headings are being established in the ANBD on Libraries Australia.

- Check for the name in the index. If the heading in the index has an Authority record attached, use this form
- If no heading or an unverified heading is found in the ANBD, check LCNA, <http://authorities.loc.gov/>
- If a heading found in LCNA is coded as RDA (008/10= z, 040 \$e=rda), use this form
- You may use and recode an AACR2 LCNA heading to RDA if the record does **NOT** contain a 667 note reading: "THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED"

- LCNA headings with the above 667 notice, need to be examined to determine if they are acceptable for use under RDA. Re-formulate the access points and re-code the authority record to RDA
- If no heading is found in LCNA, or the heading found is designated AACR2R, AACR, AACR2-d, ALA, RETRO or UNEVAL, establish the heading by examining statements of responsibility in Libraries Australia and applying the RDA instruction set and LC interpretations of those instructions. See the end of this [section](#) for reference sources that may be useful when setting up a personal name heading
- For LCNA headings designated UNEVAL, do not use the references accompanying the heading without scrutiny as these have not been evaluated by LC as conforming to RDA

If the date of birth becomes known after the heading has been established, add this to a reference or, if there is no reference, create an additional note field:

e.g. **665 ## \$a**Born in 1952

Establish the LCNA form of heading exactly as it appears. *Do not* add a date of death when known to an LCNA heading that is open dated. Add information to a reference, or create an additional note field. An exception is made for current Australian headings, which may be closed off when the subject dies.

If the LCNA form conflicts with a heading already in the Authority File (i.e. the same heading would be used for two different people) try to break the conflict by finding additional information to modify the name represented by the non-LC heading. If no such information is available change character position 32 in the 008 field in the Authority record to "Nonunique name".

The following may also be consulted for personal names:

- [Australian Art : Artists' working names authority list / Australian National Gallery](#)
- [Australian dictionary of biography](#)
- [Name authority list / British Library](#)
- [Dictionary of national biography](#)
- [Grove's dictionary of music and musicians](#)
- [Names of persons : national usages for entry in catalogues / compiled by the IFLA International Office for UBC](#)
- [Who's who / London : A. & C. Black](#)
- [Who's who in Australia](#)

If necessary consult appropriate [encyclopedias](#) listed at the end of this document.

## Corporate names

All corporate names must be checked in LCNA <http://authorities.loc.gov/>

If a heading in LCNA is coded as RDA (008/10= z, 040 \$e=rda), use this form unless the heading contains incorrect information such as a spelling error. If there is an error in the LCNA heading, establish a corrected version of the heading in the index and create a cross reference from the LCNA form.

- You may use and recode an AACR2 LCNA heading to RDA if the record does NOT contain a 667 note reading: "THIS 110 FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED"

- LCNA headings with the above 667 notice, need to be examined to determine if they are acceptable for use under RDA. Re-formulate the access points and re-code the authority record to RDA
- If no heading is found in LCNA, or the heading found is designated AACR2R, AACR, AACR2-d, ALA, RETRO or UNEVAL, establish the heading by examining statements of responsibility in Libraries Australia and applying the RDA instruction set and LC interpretations of those instructions. See the end of this section for reference sources that may be useful when setting up a corporate name heading
- For LCNA headings designated UNEVAL, do not use the references accompanying the heading without scrutiny as these have not been evaluated by LC as conforming to RDA

United States government bodies and instrumentalities not found in LCNA must be checked in:

- [United States government manual. Washington, D.C. / Office of the Federal Register](#)

Learned institutions not found in LCNA must be checked in:

- [The World of Learning. London : Europa Publications](#)

The following directories can be checked if appropriate:

- [Commonwealth Government Directory](#)
- [NSW government directory / New South Wales Government Information Service](#) or online at: <http://www.directory.nsw.gov.au>
- [Victorian government directory](#)
- [Queensland government executive directory / Queensland Department of Communication and Information, Local Government and Planning](#) or online at: <https://www.qld.gov.au/about/contact-government/contacts/government-directory/>
- [Directory of government in the Northern Territory](#)
- [Directory of government agencies. Hobart : Dept. of the Premier and Cabinet, 1988-](#)
- [South Australian government directory](#)
- [Organization of the Government of Canada](#)
- [Britain ... : an official handbook](#)
- [Ireland : a directory and yearbook](#)
- [Encyclopedia of associations](#)
- [Directory of British associations & associations in Ireland](#)
- [Directory of European industrial & trade associations](#)
- [Directory of European professional & learned societies](#)

## Uniform titles

All uniform titles must be checked in LCNA <http://authorities.loc.gov/>

If a heading in LCNA is coded as RDA (008/10= z, 040 \$e=rda), use this form unless the heading contains incorrect information such as a spelling error. If there is an error in the LCNA heading, establish a corrected version of the heading in the index and create a cross reference from the LCNA form.

- You may use and re-code an AACR2 LCNA heading to RDA if the record does **NOT** contain a 667 note reading: "THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED"
- LCNA headings with the above 667 notice, need to be examined to determine if they are acceptable for use under RDA. Re-formulate the access points and re-code the authority record to RDA
- If no heading is found in LCNA, or the heading found is designated AACR2R, AACR, AACR2-d, ALA, RETRO or UNEVAL, establish the heading by examining statements of responsibility in Libraries Australia and applying the RDA instruction set and LC interpretations of those instructions
- For LCNA headings designated UNEVAL, do not use the references accompanying the heading without scrutiny as these have not been evaluated by LC as conforming to RDA

The following may also be consulted for uniform titles if necessary:

- [Anonymous classics : a list of uniform headings for European literatures / compiled by the IFLA International Office for UBC ; edited by Rosemary C. Hewett](#)

## Series

All series must be checked in LCNA <http://authorities.loc.gov/>

If a heading in LCNA is coded as RDA (008/10= z, 040 \$e=rda), use this form unless the heading contains incorrect information such as a spelling error. If there is an error in the LCNA heading, establish a corrected version of the heading in the index and create a mapping reference from the LCNA form.

- You may use and recode an AACR2 LCNA heading to RDA if the record does NOT contain a 667 note reading: "THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED"
- LCNA headings with the above 667 notice, need to be examined to determine if they are acceptable for use under RDA. Re-formulate the access points and re-code the authority record to RDA
- If no heading is found in LCNA, or the heading found is designated AACR2R, AACR, AACR2-d, ALA, RETRO or UNEVAL, establish the heading by examining statements of responsibility in Libraries Australia and applying the RDA instruction set and LC interpretations of those instructions
- For LCNA headings designated UNEVAL, do not use the references accompanying the heading without scrutiny as these have not been evaluated by LC as conforming to RDA

The following may also be consulted for series titles:

- [Monographic series. Washington, D.C. : Library of Congress](#)

## Additional sources

The following are suggested sources that can be consulted when establishing name headings:

- [The New Encyclopaedia Britannica](#)
- [New Catholic encyclopedia](#)
- [Encyclopaedia Judaica](#)
- [Encyclopaedia of religion and ethics](#)
- [The encyclopedia of philosophy](#)
- [The Australian encyclopaedia](#)
- [Contemporary authors](#)
- [Biography and genealogy master index](#)
- [The Penguin companion to literature](#)
- [Cassell's encyclopaedia of world literature](#)
- *Kompass* (various editions depending on country etc.)
- [Encyclopedia of world art](#)
- [The Oxford companion to music](#)
- [Powerhouse Museum Object Name Thesaurus](#)
- [The New Grove dictionary of music and musicians](#)

## Establishing geographic names in Libraries Australia

The following method for establishing and verifying geographic names in the ANBD was devised according to RDA instruction 16.2.2.6 which states that if the creating agency prefers, English names which are in general use, can be used instead of official language names.

- Check for the name in the index. If the heading in the index has an Authority record attached, use this form
- If no heading or an unverified heading is found in the ANBD, check LCNA or LCSH <http://authorities.loc.gov>
- If the name has not already been established in these sources, check the following sources for specific countries

### Australia

[Gazetteer of Australia, 2005 release : the authoritative source of Australian place names and their locations](#) or online at:  
<http://www.ga.gov.au/map/names/>

[Basins of Australia / compiled by I. Borissova and P.A. Symonds](#)

### Canada

[Canada gazetteer atlas](#)

### Great Britain

[Bartholomew gazetteer of places in Britain / compiled by Oliver Mason](#)

[Ordnance Survey gazetteer of Great Britain : all names from the 1:50 000 scale landranger maps](#)

## Indonesia

[The Times comprehensive atlas of the world](#)

[The Macquarie world atlas](#)

[Atlas Republik Indonesia / I Made Sandy](#)

## New Zealand

[Reed New Zealand atlas](#)

## United States

*Geographic Names Information System (GNIS), U.S. Geological Survey,*  
<http://geonames.usgs.gov/>

[The Columbia gazetteer of the world / edited by Saul B. Cohen](#)

## Other countries

In line with RDA instruction 16.2.2.6, use the English form of name in preference to the vernacular. When making a decision remember that the name in the catalogue should reflect as much as possible the catalogue users' concept of the name. You will notice that Columbia's editorial policy is to prefer the English form of name whereas that of the Times is to favour the vernacular.

First check the name against: *GEOnet Names Server (GNS)*, National Geospatial-Intelligence Agency's and U.S. Board on Geographic Names', <http://geonames.nga.mil/namesgaz/>

If the name is not there, consult: [The Columbia gazetteer of the world / edited by Saul B. Cohen](#) or [The Penguin encyclopedia of places / John Paxton](#)

If it is not there, prefer the vernacular and consult: [The Times comprehensive atlas of the world, Fourteenth edition](#)

Or use a specialist atlas or gazetteer published in the country of origin. If still unable to locate the name, use the form found in the item being catalogued.

For places which have undergone earlier name changes, such as through colonial expansion, a useful source that provides English preferred names with historical details is [The Times gazetteer of the world / edited by George G. Chisholm, 1899 edition](#). It is important to use this edition because later editions altered policy to prefer the vernacular which conflicts with RDA instructions.

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

Contact us: [www.nla.gov.au/librariesaustralia/contact/](http://www.nla.gov.au/librariesaustralia/contact/)

Libraries Australia Help Desk: 1800 026 155

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