

Authorities cheat sheet

MARC 21 encoding to accommodate new RDA elements 046 and 3XX in NARs and SARs

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This document records the recommended interim practice when giving the information in authority records. The information will be updated as 'best practice' decisions are adopted by the PCC and changes to the MARC 21 Format for Authority Data are implemented. LC/PCC will use the authority format when creating records for works and expressions.

MARC tag
MARC terms
RDA element
RDA number
Notes / Recommended Practice

046 (R)	Special Coded Dates \$f Birth date (NR) \$g Death date (NR) \$k Beginning or single date created (NR) \$l Ending date created (NR) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$2 Source of date scheme (NR)	\$f Birth date \$g Death date \$k Date of work \$l Date of expression \$i Date of work \$i Date of expression \$s Start date for Period of activity \$s Start date for Date associated with family \$s Start date for Date associated with corporate body \$t End date for Period of activity \$t End date for Date associated with family \$t End date for Date associated with corporate body	Give subfields, as applicable, if readily available. Use \$2 edtf for dates that are uncertain; see the information at the end of this document. Source of information: <ul style="list-style-type: none"> • 670s must be used to support information used as part of an authorized access point in 1XX and 4XX • Use of \$v is optional if the same information/source is already cited in the 670 • Use \$v if the information/source is not cited in a 670 • Use of \$u is optional, and should always be preceded by \$v
336 (R)	Content type \$a Content type term (R) \$b Content type code (R) \$2 Source (NR) \$3 Materials specified (NR)	Content type	Do not supply.
368 (R)	Other Attributes of Person or Corporate Body \$a Type of corporate body (R) \$b Type of jurisdiction (R) \$c Other designation (R) \$d Title of person (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$2 Source (NR)	Other Designation Associated with the Corporate Body	Prefer controlled vocabulary for terms, recording the source in subfield \$2. For consistency, capitalize the first term in each subfield \$a, \$b and \$c. For consistency, capitalize the first term in each subfield \$a, \$b and \$c. Until further notice LC/PCC catalogers are asked NOT to supply the following subfields: \$d (Title of person), \$s (Start period), \$t (End period), \$u (Uniform Resource Identifier), and \$v (Source of Information).

370 (R)	Associated place \$a Place of birth (NR) \$b Place of death (NR) \$c Associated country (R) \$e Place of residence /headquarters (R) \$f Other associated place (R) \$g Place of origin of work (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$2 Source of term (NR)	\$a Place of birth \$b Place of death \$c Country associated with the person \$c Place associated with the family (country) \$c Location of conference (country) \$c Location of headquarters (country) \$e Place of residence \$e Place associated with the family (place of residence) \$e Location of conference (place of residence /headquarters) \$e Location of headquarters \$f Other associated place of a person \$f Place associated with the family (other associated place) \$f Location of conference (other associated place) \$f Location of headquarters \$g Place of origin of work	9.8 9.9 9. 10 10 .5 11 . 3.2 11 . 3.3 9. 11 10 .5 11 . 3.2 11 . 3.3 10 .5 11 . 3.2 11 . 3.3 6.5	<p>Do not use subfield \$0. Give other subfields, as applicable, if readily available.</p> <p>If the place is jurisdiction, do not use subfield \$2.</p> <p>If the place is not a jurisdiction, indicate the source of the place name in subfield \$2.</p> <p>When using subfield \$2, repeat the 370 if subfield \$2 does not apply to all place names.</p> <p>Give the RDA form of place it would have as an addition to an authorized access point.</p> <p>Source of information:</p> <ul style="list-style-type: none"> 670s must be used to support information used as part of an authorized access point in 1XX and 4XX Use of \$v is optional if the same information/source is already cited in the 670 Use \$v if the information/source is not cited in a 670 Use of \$u is optional, and should always be preceded by \$v
371 (R)	Address \$a Address (R) \$b City (NR) \$c Intermediate jurisdiction (NR) \$d Country (NR) \$e Postal code (NR) \$m Electronic mail address (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$z Public note (R) \$4 Relator code (R)	Address of the person Address of the corporate body	9. 12 11 .9	<p>Do not give subfield \$4. Give other subfields, as applicable, if readily available.</p> <p>PCC best practice: An address should have at a minimum a city (\$b) or email (\$m) present. Prefer field 370 \$c if only a country is available.</p> <p>Source of information:</p> <ul style="list-style-type: none"> 670s must be used to support information used as part of an authorized access point in 1XX and 4XX Use of \$v is optional if the same information/source is already cited in the 670 Use \$v if the information/source is not cited in a 670 Use of \$u is optional, and should always be preceded by \$v
372 (R)	Field of activity \$a Field of activity (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Field of activity of the person \$a Field of activity of the corporate body	9. 15 11 . 10	<p>Do not give subfield \$0. Give other subfields, as applicable, if readily available.</p> <p>Capitalize the first word in subfield \$a.</p> <p>Source of information:</p> <ul style="list-style-type: none"> 670s must be used to support information used as part of an authorized access point in 1XX and 4XX Use of \$v is optional if the same information/source is already cited in the 670 Use \$v if the information/source is not cited in a 670 Use of \$u is optional, and should always be preceded by \$v
373 (R)	Associated Group \$a Associated group (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Affiliation \$a Associated institution	9. 13 11 .5	<p>Do not give subfield \$0. Give other subfields, as applicable, if readily available.</p> <p>Prefer a controlled vocabulary, such as the LC/NACO Authority File.</p> <p>Source of information:</p> <ul style="list-style-type: none"> 670s must be used to support information used as part of an authorized access point in 1XX and 4XX Use of \$v is optional if the same information/source is already cited in the 670 Use \$v if the information/source is not cited in a 670 Use of \$u is optional, and should always be preceded by \$v

374 (R) Occupation \$a Occupation (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Profession or occupation	9.16	Do not give subfield \$0. Give other subfields, as applicable, if readily available. Capitalize the first word in subfield \$a Source of information: <ul style="list-style-type: none">670s must be used to support information used as part of an authorized access point in 1XX and 4XXUse of \$v is optional if the same information/source is already cited in the 670Use \$v if the information/source is not cited in a 670Use of \$u is optional, and should always be preceded by \$v
375 (R) Gender \$a Gender (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$2 Source of term (NR)	\$a Gender	9.7	Give subfields, as applicable, if readily available. Source of information: <ul style="list-style-type: none">670s must be used to support information used as part of an authorized access point in 1XX and 4XXUse of \$v is optional if the same information/source is already cited in the 670Use \$v if the information/source is not cited in a 670Use of \$u is optional, and should always be preceded by \$v
376 (R) Family information \$a Type of family (R) \$b Name of prominent member (R) \$c Hereditary title (R) \$s Start period (NR) \$t End period (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Type of family \$b Prominent member of the family \$c Hereditary title	10.3 10.6 10.7	Do not give subfield \$0. Give other subfields, as applicable, if readily available. For names of prominent members, give the authorized access point form. Source of information: <ul style="list-style-type: none">670s must be used to support information used as part of an authorized access point in 1XX and 4XXUse of \$v is optional if the same information/source is already cited in the 670Use \$v if the information/source is not cited in a 670Use of \$u is optional, and should always be preceded by \$v
377 (R) Associated language \$a Language code (R) \$l Language term (R) \$2 Source of code (NR)	\$a Language of the person \$a Language of the corporate body	9.14 11.8	Give subfield \$a if readily available. Use blank as 2 nd indicator (using the MARC language code list; do not give subfield \$2). Prefer language codes over language terms, using codes from the MARC Code List for Languages available at: http://www.loc.gov/marc/languages/langhome.html as the source for language codes. Use subfield \$l (Language term) only to provide information not available in the MARC Code List for Languages. Encode multiple languages for a person or corporate body only if more than one language is used for publication, communication, etc.
378 (N R) Fuller Form of Personal Name \$q Fuller Form of Personal Name (NR) \$u Uniform Resource Identifier (R) \$v Source of information (R) \$6 Linkage (NR) \$8 Field link and sequence number (R)	\$q Fuller form of name	9.5	Give if readily available.
380 (R) Form of work \$a Form of work (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Form of work	6.3	Do not give subfield \$0. Give other subfields, as applicable, if readily available. Capitalize the first word in subfield \$a.
381 (R) Other distinguishing characteristics of work or expression \$a Other distinguishing characteristic (R) \$u Uniform Resource Locator (R) \$v Source of information (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Other distinguishing characteristic of the work \$a Other distinguishing characteristic of the expression	6.6 6.12	Do not give subfield \$0. Give other subfields, as applicable, if readily available. Capitalize the first word in subfield \$a. Source of information: <ul style="list-style-type: none">670s must be used to support information used as part of an authorized access point in 1XX and 4XXUse of \$v is optional if the same information/source is already cited in the 670Use \$v if the information/source is not cited in a 670Use of \$u is optional, and should always be preceded by \$v
382 (R) Medium of performance \$a Medium of performance (R) \$0 Record control number (R) \$2 Source of term (NR)	\$a Medium of performance	6.15	Do not use the indicators, or subfields \$b, \$d, \$n, \$p, \$s, \$v, and \$2 until further notice. Do not give subfield \$0. Give other subfields, as applicable, if readily available.

383 (R)	Numeric designation of a musical work \$a Serial number (R) \$b Opus number (R) \$c Thematic index number (R)	\$a Serial number \$b Opus number \$c Thematic index number	6. 16 .1. 3.1 6. 16 .1. 3.2 6. 16 .1. 3.3	Give one or more subfields as appropriate.
384 (N R)	Key \$a Key	\$a Key	6. 17	Give subfield \$a if readily available, using 1st indicator of # (relationship to original unknown,) 0 (original), or 1 (transposed) as appropriate.
678 (R)	Biographical or Historical Data (R) \$a Biographical or historical data (R) \$b Expansion (NR) \$u Uniform Resource Identifier (R) \$6 Linkage (NR) \$8 Field link and sequence number (R)	\$a Biographical Information \$a Corporate History	9. 17 11 .11	When supplying biographical or historical data in a 678 note field, construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.

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Some dates can be coded easily using ISO 8601 in the appropriate subfield of optional field 046; others need a specialized standard such as the Extended Date/Time Format (EDTF)---here are typical examples of each:

RDA dates in ISO 8601 date scheme (no need to provide a source in \$2)		
Category	RDA presentation	ISO 8601 coding in 046
Single year	1964	1964
Year/Month/Day	1964 June 27	19640627
Early A.D. date	65 A.D.	0065
B.C. date	361 B.C.	-0360 <i>(note there is a difference of one because the B.C. system has no year zero)</i>
Century	20 th century	19

RDA dates in EDTF date scheme (provide 'edtf' in 046 \$2)		
Category	RDA presentation	EDTF coding in 046
Probable date	1816?	1816?
Approximate date	Approximately 931	0931~
Known to be one of two years	1666 or 1667	[1666,1667]