Metadata for names and controlled access terms in AT is entered through the "Names & Subjects" tab in the Resource record.

1) **NAMES**

Name	Name Link Function	Name Link Creator / Subject
Callanan, Martha C.	Subject	
Catt, Carrie Chapman, 1859-1947	Subject	
Iowa Equal Suffrage Association.	Subject	
National Woman's Party.	Subject	
Paul, Alice, 1885-1977	Subject	
Ransome, Amy Cordoba Rock, 1872-1942	Creator	
Ransome, Amy Cordoba Rock, 1872-1942	Subject	
Whitney, Sarah Ware	Subject	
World Woman's Party.	Subject	

Subjects

Subject
Clippings
Correspondence
Feminists--United States--Archival resources
Manuscripts
Pamphlets
Suffragists--United State--Biography--Archival resources
Women political activists--California--Los Angeles--Archival resources
Women--Suffrage--United States--Archival resources
Women--United States--History--19th century- Archival resources

Please consult the Library of Congress Name Authority File (http://authorities.loc.gov) to determine if the name you want to include has been established. The authority files are also accessible via Classification Web. Please click on the link to the Authorized Heading to confirm the name and to confirm what elements will go in which fields in the AT name record.

Names — Record 57 of 1968

Andros, R. S. S., (Richard Salter Storrs), 1817-1868

| Details | Non-Preferred Forms, Accessions, Resources & Digital Objects | Contact Info |

Name Identity Record: Person

Prefix		Dates	1817-1868
Primary Name	Andros	Qualifier	
Rest of Name	R. S. S.	Fuller Form	Richard Salter Storrs
Title		Source	Library of Congress Name Authority File (lcnaf)
Suffix		Rules	Anglo-American Cataloguing Rules, 2nd ed. ()
Number			☐ Direct Order

Sort Name Andros, R. S. S., (Richard Salter Storrs), 1817-1868   ☑ Create Sort Name Automatically

Description Type

Description Note

Citation

First   Previous   Next   Last   Reports   Close   Save

LOC website:

Clicking on this →

Authorized Heading 96		0	Andros, R. S. S. (Richard Salter Storrs), 1817-1868
References 97		0	Andros, Rh. S. S. (Richard Salter Storrs), 1817-1868
98		1	Andros, Richard S. S.
References 99		0	Andros, Richard Salter Storrs, 1817-1868
100		2	Andros, Richard Salter Storrs, 1817-1868, [from old catalog]

Unauthorized forms

Will bring up this →

SOURCE OF HEADINGS: Library of Congress Online Catalog

INFORMATION FOR: Andros, R. S. S. (Richard Salter Storrs), 1817-1868

FIELD	Select a Link to View the Authority Record
Heading (1XX)	Andros, R. S. S. (Richard Salter Storrs), 1817-1868

Clicking on this

Will bring up this ➡

LC Control Number: nr 93042248

HEADING: Andros, R. S. S. (Richard Salter Storrs), 1817-1868

000 00729nz a2200193n 450
001 316839
005 19931029135105.2
008 931014n| acannaab |a aaa c
010 __ |a nr 93042248
035 __ |a (DLC)nr 93042248
040 __ |a PPL |c PPL

This is the field you want to refer to, note the |q and |d. This information goes in the appropriate fields in the template. (See below) ➡

100 10 |a Andros, R. S. S. |q (Richard Salter Storrs), |d 1817-1868
400 10 |a Andros, Richard Salter Storrs, |d 1817-1868
400 10 |a Andros, Rh. S. S. |q (Richard Salter Storrs), |d 1817-1868
670 __ |a His The United States customs guide, 1859: |b t.p. (R.S.S. Andros, late deputy collector of the customs, Boston)
670 __ |a RLIN, 10-14-93 |b (hdg.: Andros, Richard Salter Storrs, 1817-1868; usage: R.S.S. Andros, Rh. S.S. Andros)
675 __ |a WwWA
953 __ |a xx00
985 __ |c RLIN |e LSPC

Classification Web: Clicking on this ↙

Andros, R. S. S. (Richard Salter Storrs), 1817-1868 ⬜

   Found in: His The United States customs guide, 1859: t.p. (R.S.S. Andros, late deputy collector of the customs, Boston)

    RLIN, 10-14-93 (hdg.: Andros, Richard Salter Storrs, 1817-1868; usage: R.S.S. Andros, Rh. S.S. Andros)

  Not found in: WwWA

   UF Andros, Richard Salter Storrs, 1817-1868

   Andros, Rh. S. S. (Richard Salter Storrs), 1817-1868

Andros, Rh. S. S. (Richard Salter Storrs), 1817-1868

   USE Andros, R. S. S. (Richard Salter Storrs), 1817-1868

Andros, Richard Salter Storrs, 1817-1868

   USE Andros, R. S. S. (Richard Salter Storrs), 1817-1868

Unauthorized forms, with hyperlinks to authorized form.

Will bring up this →

Andros, R. S. S. (Richard Salter Storrs), 1817-1868
Found in: His The United States customs guide ....collec...
RLIN, 10-14-93 (hdg.: Andros, Ric ...............................R.S.S. ...
Not found in: WwWA
UF Andros, Richard Salter Storrs, 1817
Andros, Rh. S. S. (Richard Salter Storrs), 1817-1868

| Dewey correlation |
| LC class correlation |
| MARC record |
| Name (creator) => LC class correlation |
| Name (creator) => Dewey correlation |

Name Authority Record [Andros, R. S. S. (Richard Salter Storrs), 1817-1868]

Click on "MARC record" to see this →

ID:	nr 93042248	Entered:	931014	Replaced:	19931029
008/06 Geo Subd:	n-Not applic	008/11 SH System:	a-LCSH	008/29 Ref Eval:	a-Eval
008/07 Roman:	|-No attempt	008/15 Subj Use:	a-Appropriate	008/31 Rec Upd:	a-Can be used
008/09 Kind Rec:	a-Estab hdg	008/17 Type Subd:	|-No attempt	008/33 Level Estab:	a-Fully

```
010    $a nr 93042248
040    $a PPL $c PPL
100 1  $a Andros, R. S. S. $q (Richard Salter Storrs), $d 1817-1868
400 1  $a Andros, Richard Salter Storrs, $d 1817-1868
400 1  $a Andros, Rh. S. S. $q (Richard Salter Storrs), $d 1817-1868
670    $a His The United States customs guide, 1859: $b t.p. (R.S.S. Andros, late deputy collector of the customs, Boston)
670    $a RLIN, 10-14-93 $b (hdg.: Andros, Richard Salter Storrs, 1817-1868; usage: R.S.S. Andros, Rh. S.S. Andros)
675    $a WwWA
```

Names   Record 57 of 1968

Andros, R. S. S., (Richard Salter Storrs), 1817-1868

Details | Non-Preferred Forms, Accessions, Resources & Digital Objects | Contact Info

Name Identity Record: Person

Field	Value	Field	Value
Prefix		Dates	1817-1868
Primary Name	Andros	Qualifier	
Rest of Name	R. S. S.	Fuller Form	Richard Salter Storrs
Title		Source	Library of Congress Name Authority File (lcnaf)
Suffix		Rules	Anglo-American Cataloguing Rules, 2nd ed. ()
Number			☐ Direct Order

Sort Name Andros, R. S. S., (Richard Salter Storrs), 1817-1868   ☑ Create Sort Name Automatically

Description Type

Description Note

Citation

First   Previous   Next   Last   Reports   Close   Save

Please make sure to select **Library of Congress Name Authority File** for your source (you should not be finding authorized names anywhere else) and please choose **Anglo-American Cataloguing Rules, 2nd ed.** for the Rules, **not** DACS. Any names you create can potentially be submitted to NACO and those names must be formatted according to AACR2R, not DACS. Choosing DACS creates a snowball effect of changes that must be made in order to export the correct metadata for bibliographic and authority records.

Checking the LOC Authority record is especially important for government bodies whose names begin with a jurisdiction (i.e. geographic) name, e.g. "Los Angeles (Calif.). Board of Education".

USC Libraries

Incorrect metadata entry:

Subordinate body (Board of Education) should be listed in the Subordinate 1 field.

Correct entry:

Los Angeles (Calif.). Board of Education.

Details | Non-Preferred Forms, Accessions, Resources & Digital Objects | Contact Info

Name Identity Record: Corporate Body

Field	Value
Primary Name	Los Angeles (Calif.)
Subordinate 1	Board of Education
Subordinate 2	
Number	
Qualifier	
Source	Library of Congress Name Authority File (lcnaf)
Rules	Anglo-American Cataloguing Rules, 2nd ed. ()

Sort Name Los Angeles (Calif.). Board of Education.   ☑ Create Sort Name Automatically

Description Type

Description Note

Citation

First   Previous   Next   Last   Reports   Close   Save

Note: Please do not include a period at the end of any fields in these templates.   AT supplies them automatically.

USC Libraries

Clicking on the Authority Record in the Authority File or the MARC record in Classification Web will take you to the MARC Authority record, which shows the correct form of the name in the 1xx field. Subordinates will be shown in **|b**. Any data in a subfield goes in a subordinate field in your Name record.

LC Control Number: no 91008141
    HEADING: Los Angeles (Calif.). Board of Education
    000 00635nz a2200181n 450
    001 2131497
    005 19910729133621.7
    008 910328n| acannaab |a ana
    010 __ |a no 91008141
    035 __ |a (DLC)no 91008141
    040 __ |a DLC-S |c DLC-S
    110 10 |a Los Angeles (Calif.). |b Board of Education
    410 10 |w nnaa |a Los Angeles. |b Board of Education
    510 20 |a Board of Education of the City of Los Angeles
    670 __ |a Inside-- the Los Angeles colleges, Nov. 1966: |b p. 1 (Los Angeles Board of Education)
    675 __ |a LC data base, 3-29-91 (hdg.: Board of Education of the City of Los Angeles)
    953 __ |a xx00
    985 __ |c OCLC |e LSPC

or

Name Authority Record [Los Angeles (Calif.). Board of Education]

ID:	no 91008141	Entered:	910328	Replaced:	19910729
008/06 Geo Subd:	n-Not applic	008/11 SH System:	a-LCSH	008/29 Ref Eval:	a-Eval
008/07 Roman:	|-No attempt	008/15 Subj Use:	a-Appropriate	008/31 Rec Upd:	a-Can be used
008/09 Kind Rec:	a-Estab hdg	008/17 Type Subd:	|-No attempt	008/33 Level Estab:	a-Fully

```
010    $a no 91008141
040    $a DLC-S $c DLC-S
110 1  $a Los Angeles (Calif.). $b Board of Education
410 1  $w nnaa $a Los Angeles. $b Board of Education
510 2  $a Board of Education of the City of Los Angeles
670    $a Inside-- the Los Angeles colleges, Nov. 1966: $b p. 1 (Los Angeles Board of Education)
675    $a LC data base, 3-29-91 (hdg.: Board of Education of the City of Los Angeles)
```

r

When the name you need to enter is not found in the Authority File (i.e., it has not yet been established), you must "create" (establish) the name. Choose the most common form of name found in the collection. Do research to confirm the name, and if possible, to find dates (for persons).

Acceptable sources of information:

1) Material in the collection itself—letters, clippings, etc.
2) Use a search engine, like Google, to see what you can find.
3) Check the (Historical) Los Angeles Times for an obituary (if a local person) or other information (for a corporate body or family).
4) Check other newspapers (available through the electronic resources search in Homer).

Document your sources. Record the source in the Description Note field or print out what you have found from the internet and save in a file to give to me. (Ultimately all this information will go in an accession/collection file in the filing cabinet next to Rachelle's desk.)

You may find variant forms of the name. This is especially common with government bodies; these entities invariably go through name changes over the course of their administrative history. You need to make sure you use the latest form of the name in use at the time the material in your collection was created, but note earlier and later names, if possible. I will use that information in the authority record(s). Record any variant forms in the Names creation template on the "Non-Preferred Forms…" tab. If possible, record sources for variant forms in the Description Note field on the first tab, or print out what you have found.

This information is required if we submit the name to NACO.

Once you have created your name, you must assign it a role. Collections with creators will have those creators listed as both "Creator" and "Subject" (2 or more separate entries—see below).

Resources

Title: Amy C. Ransome collection on Women's Suffrage

0001: Amy C. Ransome collection on Wo
- Correspondence
- Photographs
- Printed Materials

| Basic Description | Names & Subjects | Notes Etc. & Deaccessions | Finding Aid Data |

Names

Name	Name Link Function	Name Link Creator / Subje
Anthony, Susan B., (Susan Brownell), 1820-1906	Subject	
Callanan, Martha C.	Subject	
Catt, Carrie Chapman, 1859-1947	Subject	
Iowa Equal Suffrage Association.	Subject	
National Woman's Party.	Subject	
Paul, Alice, 1885-1977	Subject	
Ransome, Amy Cordoba Rock, 1872-1942	Creator	
Ransome, Amy Cordoba Rock, 1872-1942	Subject	
Whitney, Sarah Ware	Subject	
World Woman's Party	Subject	

Resources — Name Link — Record 7 of 10

Ransome, Amy Cordoba Rock, 1872-1942

Name Link Function: Creator

Name Link Creator / Subject Role:

| First | Previous | Next | Last | Cancel | OK |

| Add Child | Add Sibling | Rapid Data Entry | Component | Transfer | Locations | EAD EAD | MARC MARC | Export |

| First | Previous | Next | Last | Reports | Close | Save |

When adding a name as a Subject, you must choose an appropriate Name Link Form. Always choose "Archives"; you may also want to include other Forms (e.g., Correspondence, History, etc.—whatever is appropriate). Bear in mind that additional Forms require repetitions of the name. Not all terms will be in the drop down list. If you need a term added, please contact Sue. **Personal, corporate and family names NEVER go in the Subjects section.**

Bear in mind that, according to cataloging rules, not all terms are appropriate to be used with personal/corporate/family names. Consult the Subject Heading Manual in Catalogers' Desktop: Free-floating subdivisions: Names of Persons (H1110) or Corporate Bodies (H1105).

2) SUBJECTS

Subject headings can be classified in a number of ways. The **only** types we regularly use are:

1) Topical (MARC field 650)
2) Form/Genre (MARC field 655)
3) Geographic (MARC field 651)

Any other type will require "special handling" (Uniform Title, Occupation). Please discuss with a cataloger.

1) Topical terms. The ONLY source for topical terms is the Library of Congress Subject Headings (LCSH). Please do not code a term you found in any other thesaurus as LCSH, and conversely, do not use LCSH terms as form/genre (they are not, although they may sound like it). [There may be a rare occasion where you may require a specialized subject heading that is appropriate to a specific discipline, such as medical subject headings; in that case, choose the appropriate thesaurus.]

2) Form/Genre terms. These terms describe the format of materials in the collection you are describing. The primary thesauri to use are the Art and Architecture Thesaurus (AAT) or the Thesaurus for Graphic Materials (TGM). Please do not code these terms Topical or use any of these terms topically (ie, include topical or geographic subdivisions). Make sure you choose the correct thesaurus for your drop down; this information is exported in the MARC record and is necessary for bibliographic cataloging validation.

3) Geographic names. Please check all place names in the Library of Congress Authorities. If it is not in the Authorities please format the term according to AACR2 rules (Chapter 23, available through Catalogers' Desktop). Any questions about this, please discuss with a cataloger.

As with names, the choice of thesauri determines MARC record output coding. Thus, choosing incorrect or inappropriate thesauri requires me to go back and make manual changes to the records.

Topical terms can be browsed/searched through Classification Web, available through Catalogers' Desktop. If you do not yet have Catalogers' Desktop, see Melinda. Classification Web functions like a thesaurus, providing authorized terms, USE references, related terms, etc. If you are constructing a new subject string and have questions about the order of elements, please discuss with a cataloger.

Browse   Search

LC Subject Browser: Structured subject heading

Subject (left match) 🛈 | motion picture set designers | | 50 records per page ▾ |

Motion picture set designers   (May Subd Geog) ▢
        BT Set designers

Motion picture soundtracks
        USE Film soundtracks

Motion picture stars
        USE Motion picture actors and actresses

Motion picture stock materials
        USE Stock footage

Motion picture story editors
        USE Story editors (Motion pictures)

Motion picture studios   (May Subd Geog) ▢
            UF Companies, Motion picture
                Film companies
                Film studios
                Motion picture companies
                Motion picture production companies
                Moving-picture studios [Former Heading]
                Production companies, Motion picture
                Studios, Motion picture
            BT Business enterprises

Subject Term   Motion picture set designers--California--Los Angeles--Archival resources

Type   Topical Term (650)

Source   Library of Congress Subject Headings (lcsh)

Scope Note

Accessions

Accession Number △	Title	Extent Number	Extent Measurement

Resources

Title	Extent Number	Resource Id	Extent Measurement	Resource Identifier △
Nicolas Remisoff pap...	18	1048	Linear feet	0199
Rick Carter Collection	175	603	Linear feet	2289

Resources in Red have the subject term linked at the component level

Digital Objects

Title	Object Type	Date

First   Previous   Next   Last   Reports   Close   Save

As per Instruction sheet H1230 from the Subject Heading Manual (attached), topical terms and geographic names will almost ALWAYS be subdivide with –Archival resources. Form and genre terms will NOT be further subdivided.

Geographic names are searched through the LOC Authorities. Geographic names are formatted "City (Sta.)", i.e., the name of a city is qualified by its state (cities in other countries are treated in the same way—City (Country)). If you search the authorities for "Los Angeles, Cal.", you can see in the example below what results are displayed. Note the authorized heading.

SOURCE OF HEADINGS: Library of Congress Online Catalog
YOU SEARCHED: Name Authority Headings = los angeles, cal
SEARCH RESULTS: Displaying 1 through 100 of 100.

◀ Previous   Ne

#	Bib Records	select icon in fi View Authority He
1	1	Los Angeles, Cal.
2	2	Los Angeles, Cal. Board of education. [from old catalog]
3	1	Los Angeles, Cal. Bureau of the Los Angeles aqueduct. [from old catalog]
4	3	Los Angeles, Cal. Charters. [from old catalog]
5	1	Los Angeles, Cal. Commission of engineers on water works improvements. [from old catalog]
6	3	Los Angeles, Cal. [from old catalog]
7	1	Los Angeles, Cal. Mayor. [from old catalog]
8	1	Los Angeles, Cal. Police dept. [from old catalog]
9	1	Los Angeles, Cal. University of Southern California.
10	2	Los Angeles, Cal. University of Southern California. [from old catalog]
Authorized Heading 11	9	Los Angeles (Calif.)

Unfortunately, the LOC Authorities do not provide user-friendly see or see also references. Your search term is interpreted literally, so you may have to perform multiple searches to absolutely determine if your geographic heading has been established.

USC Libraries

Enter geographic names as subjects, and remember to add "–Archival resources" to the end of your term.

aT   ☒

Subjects   Record 3 of 21

Subject Term   Los Angeles (Calif.)--Archival resources

Type   Geographic Name (651) ▾

Source   Library of Congress Subject Headings (lcsh)   ▾

Scope Note   [   ] ▲▼

Accessions

Accession Number △	Title	Extent Number	Extent Measurement	
0022	The Scribes Collection	1	Linear feet	▲▼

Resources

Title	Extent Number	Resource Id	Extent Measurement	Resource Identifier △	
Coulter Dry Goods C...	4	55	Linear feet	0008	▲
Leon Surmelian types...	1	381	Linear feet	0044	
Los Angeles Riots (1...	3	220	Linear feet	0084	▼

Resources in Red have the subject term linked at the component level

Digital Objects

Title	Object Type	Date	
			▲▼

◀   ◀   ▶   ▶   ☐   ☒   ⊟
First Previous Next Last   Reports Close Save

Genre/form terms:

Art & Architecture Thesaurus Results List (Getty Research) - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

http://www.getty.edu/vow/AATServlet?english=N&find=brochures&logic=AND&page

USC Libraries Intranet...   eTrac - USC Employee...   Cataloger's Desktop   USC Student Campus ...   USC Benefits   U

USC Libraries   Gmail - Inbox ...   Women's app...   Your Account ...   UPS: Tracking...   Library of Con...

Research

Research Home ▶ Tools ▶ Art & Architecture Thesaurus ▶ Search Results

Art & Architecture Thesaurus® Online
Search Results

New Search   ◀ Previous Page   Help

Find Name: brochures

Logic:

Note: 1 result

View Selected Records   Select All Records   Clear All   ◀◀ First   ◀ Previous   Next ▶   Last ▶�▶
                                                                        Page: 1
Click the ⬞ icon to view the hierarchy.
Check boxes to view multiple records at once.

1. ☐ ⬞ brochures
        (<declartory and advertising artifacts>, <information artifacts by function>, ... Visual and Verbal
        Communication (Hierarchy Name)) [300248280]
        brochure

New Search   ◀◀ First   ◀ Previous   Next ▶   Last ▶◀
                                                                        Page: 1

Art & Architecture Thesaurus Full Record Display (Getty Research) - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

http://www.getty.edu/vow/AATFullDisplay?find=brochures&logic=AND&note=&e

USC Libraries Intranet...   eTrac - USC Employee...   Cataloger's Desktop   USC Student Campus ...   USC Benefits

USC Libraries   Gmail - Inbox ...   Women's app...   Your Account ...   UPS: Tracking...   Library of Con...

Research

Research Home ▶ Tools ▶ Art & Architecture Thesaurus ▶ Full Record Display

Art & Architecture Thesaurus® Online
Full Record Display

New Search   ◀ Previous Page   Help

Click the ⬞ icon to view the hierarchy.

ID: 300248280   Record Type: concept

⬞ brochures (<declartory and advertising artifacts>, <information artifacts by function>, ... Visual and Verbal
   Communication (Hierarchy Name))

Note: Printed or graphic material intended for promotional or publicity purposes, such as small printed works
describing the features or amenities of a place, an organization, or other concern.

Terms:
    brochures (preferred,C,U,English-P,D,U,PN)
              (Dutch-P,D,U,U)
    brochure (C,U,English,AD,U,SN)
             (Dutch,AD,U,SN)
             (French,AD,U,SN)
    Broschüre (C,U,German,AD,U,SN)
    brossura (C,U,Italian,AD,U,SN)
    folletos (publicidad) (C,U,Spanish-P,D,U,PN)
    folleto comercial (C,U,Spanish,AD,U,SN)
    folleto (publicidad) (C,U,Spanish,AD,U,SN)
    catálogo publicitario (C,U,Spanish,UF,U,SN)
    broschyr (C,U,Swedish,AD,U,SN)

Facet/Hierarchy Code: V.VW

Hierarchical Position:
    ⬞ Objects Facet
    ⬞ .... Visual and Verbal Communication (Hierarchy Name) (G)
    ⬞ .... Information Forms (Hierarchy Name) (G)
    ⬞ .... <information forms (Guide Term)> (G)
    ⬞ .... <information artifacts> (G)
    ⬞   <information artifacts by function> (G)

USC Libraries

Subjects

Subject Term	Brochures
Type	Genre / Form (655)
Source	Art & Architecture Thesaurus (aat)
Scope Note	

Accessions

Accession Number △	Title	Extent Number	Extent Measurement

Resources

Title	Extent Number	Resource Id	Extent Measurement	Resource Identifier △
Theodore S. DeLay, ...	12	1038	linear ft.	0109
Yvonne Brathwaite B...	417	4	Linear feet	0218.1
Bunker Hill Redevelo...	46	58	Linear feet	0226

Resources in Red have the subject term linked at the component level

Digital Objects

Title	Object Type	Date

First   Previous   Next   Last   Reports   Close   Save

Again, do not enter periods at the end of any terms—AT supplies those automatically.