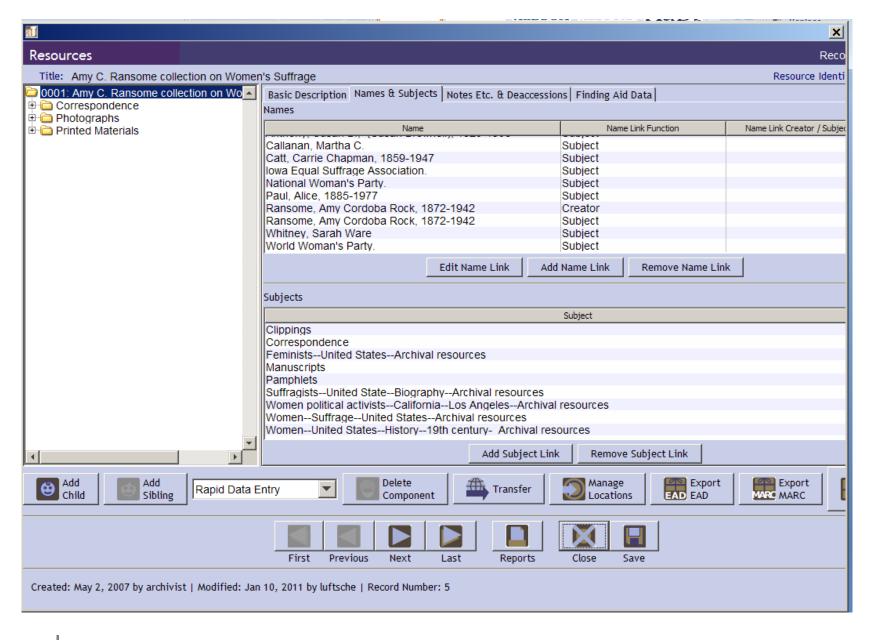
Metadata for names and controlled access terms in AT is entered through the "Names & Subjects" tab in the Resource record.

1) NAMES



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.

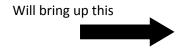
	Names	Record 57 of 1968			
		S., (Richard Salter Storrs), 1817-1868 referred Forms, Accessions, Resources & Digital Objects Contact Info Record: Person			
	Prefix	Dates 1817-1868			
	Primary Name	Andros Qualifier			
	Rest of Name	R. S. S. Fuller Form Richard Salter Storrs			
	Title	Source Library of Congress Name Authority File (Icnaf)			
	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				
ı	Description Typ	e 🔽			
١	Description Not				
	Citation				
l					
ı					
		First Previous Next Last Reports Close Save			
		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



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	Clicking on this
Heading (1XX)	Andros, R. S. S. (Richard Salter Storrs), 1817-1868	



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

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:

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)

Clicking on this

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

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)

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

RLIN, 10-14-93 (hdg.: Andros, Ric MARC record

Not found in: WwWA

UF Andros, Richard Salter Storrs, 1817 Name (creator) => Dewey correlation

Dewey correlation

LC class correlation

Name (creator) => LC class correlation

collec

R.S.S. 1

Andros, Rh. S. S. (Richard Salter Storrs), 1817-1808

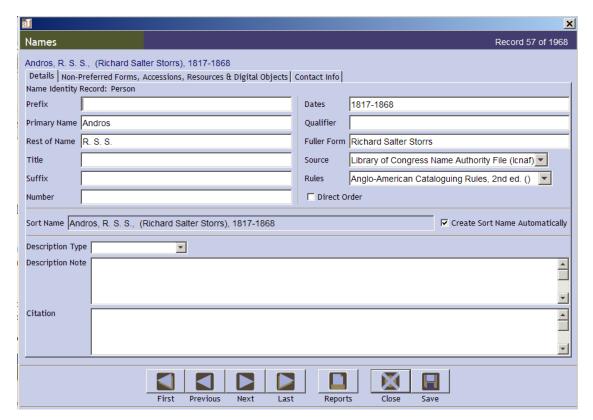
Name Authority Record [Andros, R. S. S. (Richard Salter Storrs), 1817-1868]

Click on "MARC record" to see this



nr 93042248 Entered: 931014 Replaced: 19931029 ID: 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

- \$a nr 93042248 010
- \$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
- \$a His The United States customs guide, 1859; \$b t.p. (R.S.S. Andros, late deputy collector of the customs, Boston)
- \$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

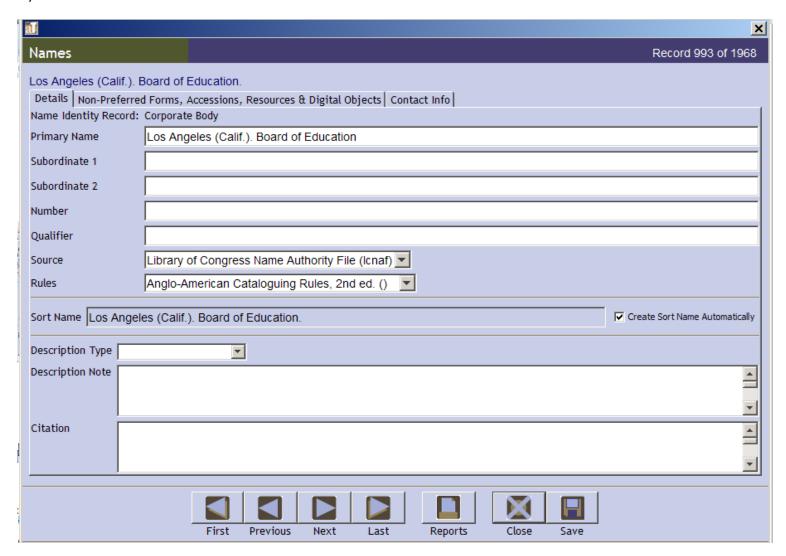


Please enter the parts of the name in the correct fields as shown.

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**, **2**nd **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.

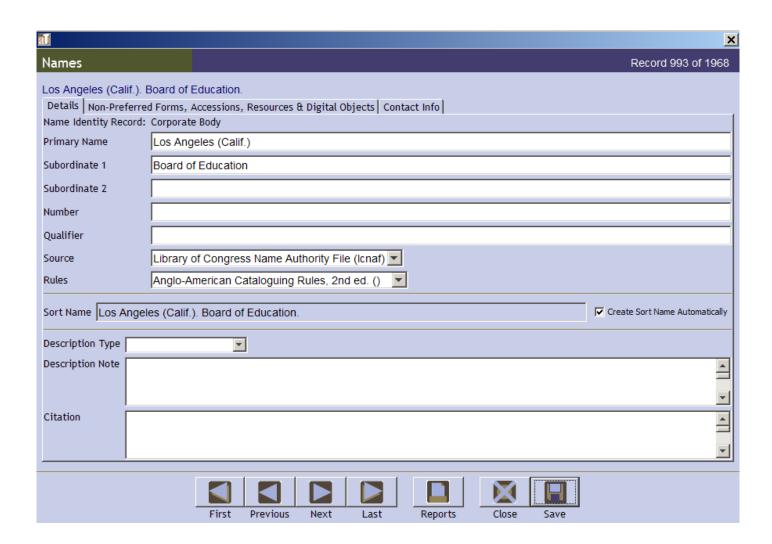
Checking the LOC Authority record is especially important for government bodies whose names begin with a jurisdiction (i.e. geographic) name, e.g. "Los Angeles (Calif.). Board of Education".

Incorrect metadata entry:



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

Correct entry:



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



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
```

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)
- \$\text{ \$a LC data base}, 3-29-91 (hdg.: Board of Education of the City of Los Angeles)

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).

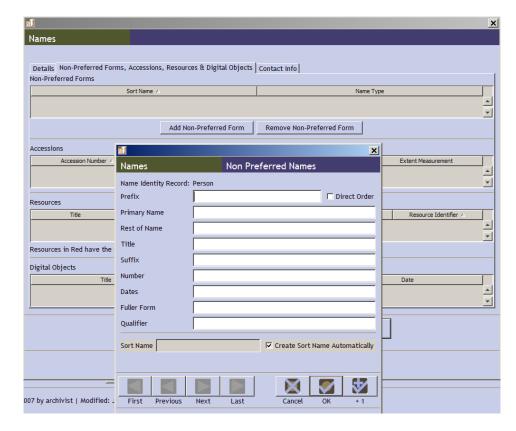
Acceptable sources of information:

- 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).

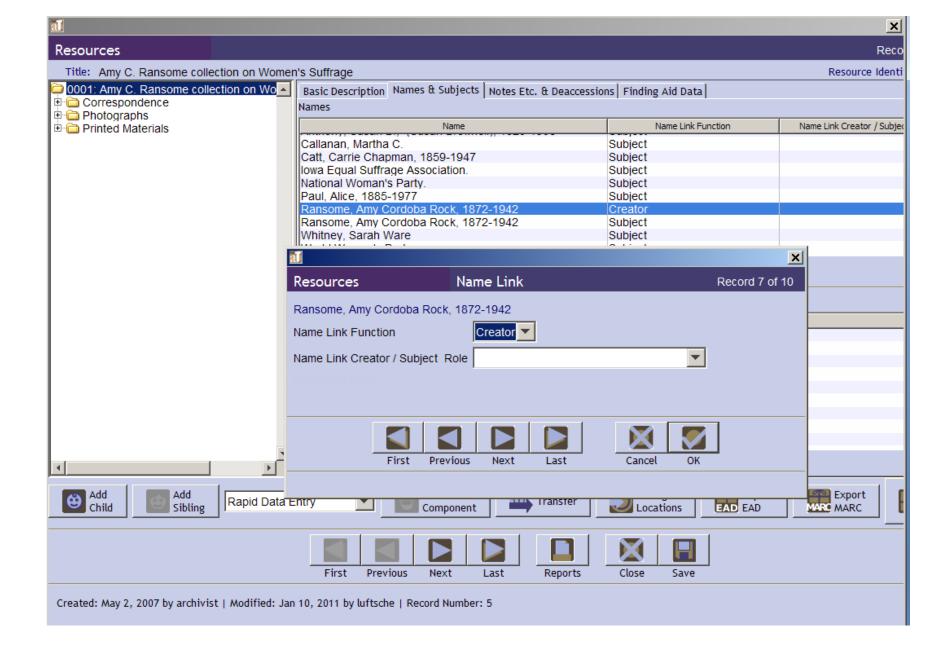
Document your sources. Record the source in the Description Note field or print out what you have found from the internet and save in a file to give to me. (Ultimately all this information will go in an accession/collection file in the filing cabinet next to Rachelle's desk.)

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.

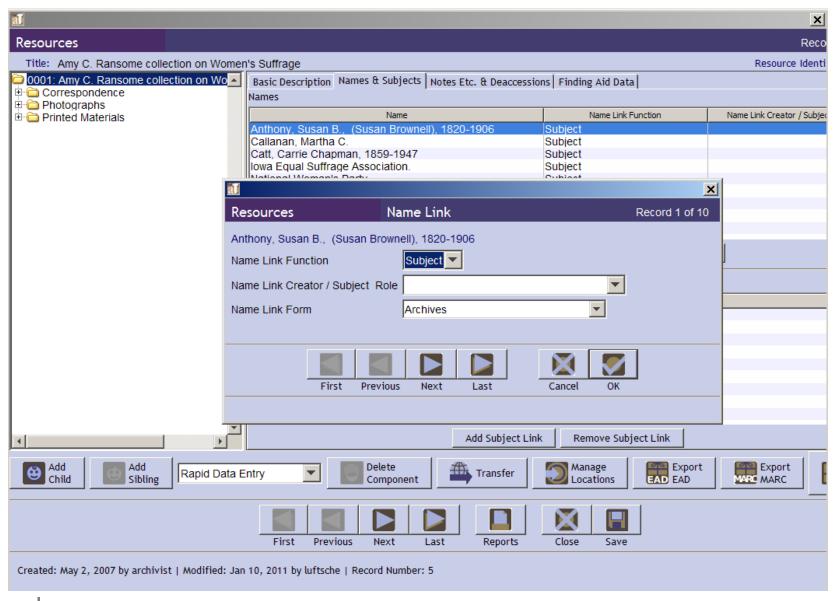


Once you have created your name, you must assign it a role. Collections with creators will have those creators listed as both "Creator" and "Subject" (2 or more separate entries—see below).



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)

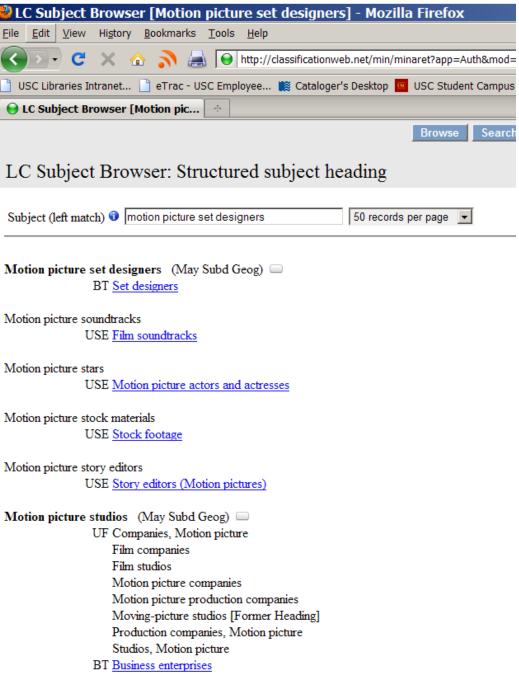
Any other type will require "special handling" (Uniform Title, Occupation). Please discuss with a cataloger.

- 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.

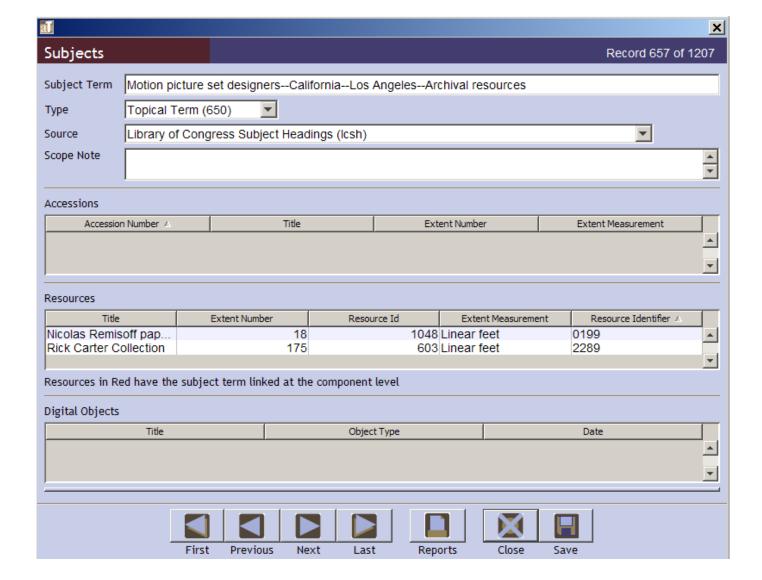


As with names, the choice of thesauri determines MARC record output coding. Thus, choosing incorrect or inappropriate thesauri requires me to go back and make manual changes to the records.

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.



-- . .



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.

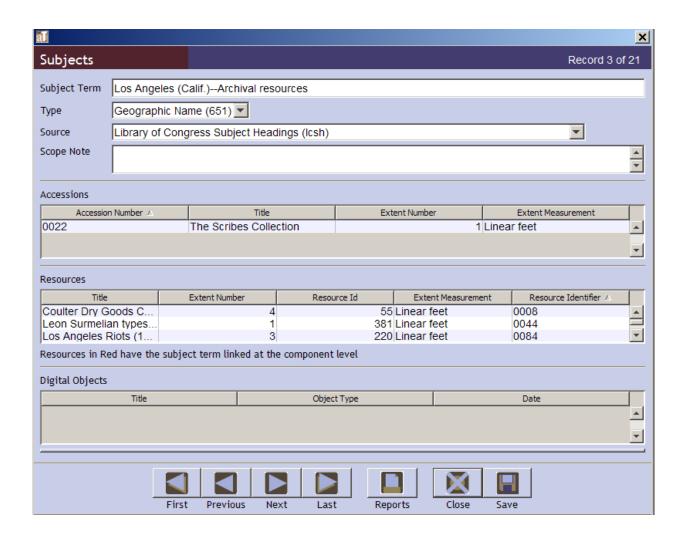
		▼ Previous N€
#	Bib	select icon in fi
#	Records	View Authority He
1	1	Los Angeles, Cal.
2	2	Los Angeles, Cal. Board of education. [from old catalog]
3	1	Los Angeles, Cal. Bureau of the Los Angeles aqueduct. [from old catalog]
4	3	Los Angeles, Cal. Charters. [from old catalog]
5	1	Los Angeles, Cal. Commission 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.)

Browieus

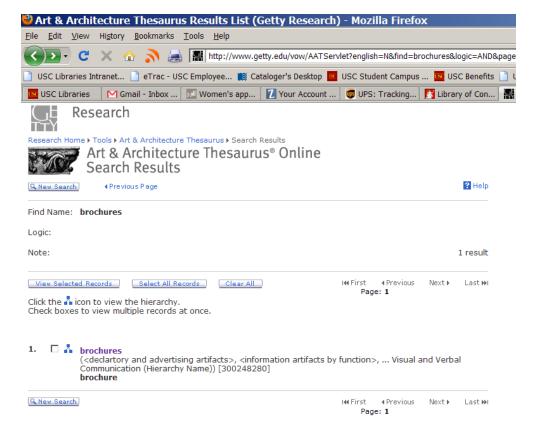
Unfortunately, the LOC Authorities do not provide user-friendly see or see also references. Your search term is interpreted literally, so you may have to perform multiple searches to absolutely determine if your geographic heading has been established.



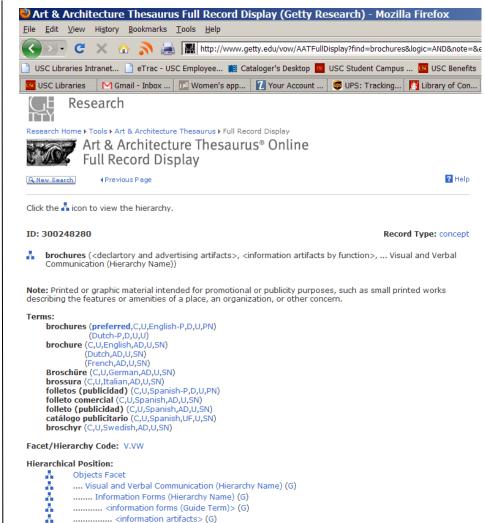
Enter geographic names as subjects, and remember to add "-Archival resources" to the end of your term.

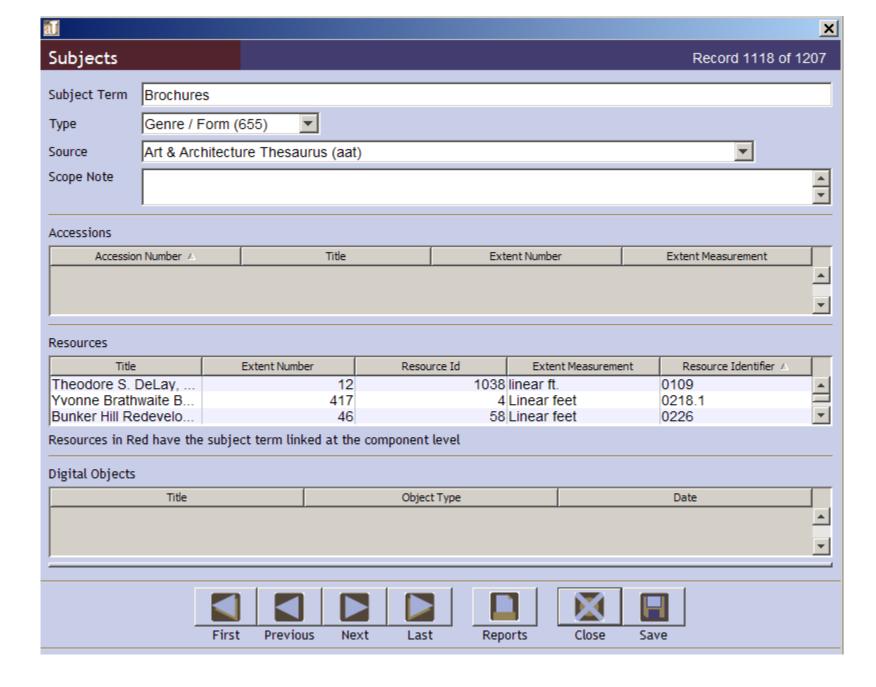


Genre/form terms:









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

