



BRITISH LIBRARY

The British Library Guide to RDA Name Authority Records



The British Library Guide to RDA Name Authority Records

- Policies developed at weekly RDA review meetings during training
- Agreed with the Library of Congress
- Not an official PCC document but compatible with LC-PCC-PS
- Used as a reference tool by other partners in NACO
- Updated regularly

The British Library Guide to RDA Name Authority Records

- Navigation by hyperlinks from Contents
- Hyperlinks from Guide directly into:

RDA

LC-PCC-PS

MARC 21 Format for Authority Data

Subject Headings Manual

Library of Congress documentation

The British Library Guide to RDA Name Authority Records

The screenshot shows the RDA Toolkit interface. The top navigation bar includes 'RDA', 'TOOLS', and 'RESOURCES'. The left sidebar menu lists various categories, with 'Workflows' expanded to show 'Global Workflows', which includes the 'BL Guide to RDA Name Authority Records'. The main content area displays the title 'THE BRITISH LIBRARY GUIDE TO RDA NAME AUTHORITY RECORDS' in large blue letters, followed by a subtitle: 'A Guide to Best Practice for RDA Name Authority records in NACO (including July 2013 changes)'. Below this is an 'INTRODUCTION' section that explains the guide's purpose and provides context about its development and required login.

- + RDA: Element Set
- + RDA Mappings
- Examples of RDA Records (JSC)
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- Workflows
 - Create Workflow
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THE BRITISH LIBRARY GUIDE TO RDA NAME AUTHORITY RECORDS

A Guide to Best Practice for RDA Name Authority records in NACO (including July 2013 changes)

INTRODUCTION

This guide describes **British Library** best practice for the creation of RDA name authority records. It results both from discussions with the Library of Congress, and from the contributions of many cataloguers in weekly RDA policy review meetings over a period of months, without whom the guide would not have been possible.

This guide should be read in conjunction with the **LC-PCC-PS** **LC-PCC PS**, and **DCM: Descriptive Cataloging Manual, Z1. Name and Series Authority Records** (Cataloger's Desktop login required).

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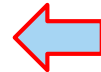
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Authorized and Variant Access Points - Family Names

- Brief guidelines only
- RDA access points for families are uncommon at the BL

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046 – Special Coded Dates

046 - Special Coded Dates (R) (MARC 21 , 9.3 RDA, 10.4 RDA, 11.4 RDA)

Record dates if they are readily ascertainable from research done to satisfy NACO requirements. Otherwise the field may be omitted.

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[Special Coded Dates - Personal Names](#)

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374 – Occupation (R) (MARC 21 , 9.16 **RDA)**

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Citing Sources

- Explains how sources may be cited in 670 field
- Explains how sources may be cited in \$u/\$v subfields in 046/3XX fields
- Due to be expanded with fuller guidance

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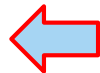
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The Guide will continue to be updated and expanded with new material

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- Links to related sections within in the Guide
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Fuller Form of Name (9.19.1.4 RDA) — [LINK TO RDA](#)

In Authorized Access Points.

Apply the option to provide a fuller form of name if a part of the forename or surname used in the preferred name is represented by an initial or an abbreviation, if the cataloger considers it important for identification:

Smith, J. (James)

For unused parts of name, do not apply the option: Add unused forenames or surnames only if needed to distinguish one access point from another:

Smith, James (James Alan) [LINK TO MARC 21](#)

This element is also recorded in **MARC 21** field **378**. — [LINK TO SECTION IN GUIDE](#)

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INTRODUCTION

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This guide describes **British Library** best practice for the creation of RDA name authority records. It results both from discussions with the Library of Congress, and from the contributions of many cataloguers in weekly RDA policy review meetings over a period of months, without whom the guide would not have been possible.

LINK TO LC-PCC-PS

LINK TO DCM:Z1

This guide should be read in conjunction with the **LC-PCC-PS** **LC-PCC PS**, and **DCM: Descriptive Cataloging Manual, Z1. Name and Series Authority Records** (Cataloger's Desktop login required).

Queries concerning this Guide may be directed to **richard.moore@bl.uk** — **LINK TO EMAIL**

This Guide was updated in July 2013 to reflect the recent **2013 Changes to RDA**, and contains notes on **Qualifiers in Access Points Requiring RDA Review**. This update has been reviewed by the Library of Congress.

LINKS TO SECTIONS IN GUIDE

Updates, Suggestions and Corrections

- Please email any updates, suggestions and corrections to The British Library

richard.moore@bl.uk

AuthorityControl@bl.uk

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THE END