

C4

Authority Records

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Introduction

The Name Authority Cooperative (NACO) Program began in 1977 to promote the development of the LC/NACO Authority File through cooperative contributions of name and series authority records. The Cooperative Subject Cataloging Projects (CSCP) followed in 1983 to foster development of LCSH through cooperative contributions of proposals for new subject headings and changes to existing subject headings. The CSCP is now known as the Subject Authority Cooperative (SACO) Program. Both programs are currently carried out within Policy, Training, and Cooperative Programs Division at the Library of Congress.

This section addresses procedures related to authority records to be followed by full and associate CONSER participants that have completed the initial training and review period for CONSER (see CONSER Editing Guide section A).

All new CONSER records carry *RDA* forms of name or series, whether or not that form of name has been established in the national authority file. The authentication code indicates whether authority records are available for all headings in a record (see CEG sections C1, C2, and E).

Bibliographic records containing names or series for which the authority work is being provided by the CONSER participant are authenticated with the code "pcc".

Revision history

Updated in September 2024.

C4.1. Name authority records

C4.1.1 Background and Scope

CONSER cooperation in the area of name authority records (NARs) began in the summer of 1981, with three CONSER participants submitting NARs as part of the NACO Project. Since April 1988, the technical responsibility for the NARs contributed by participants resides in the Policy, Training, and Cooperative Programs Division at LC.

C4.1.2 Establishing an authoritative form of name

CONSER participants apply *RDA* and *LC-PCC Policy Statements* in the formulation of name headings and cross references. Participants also follow the procedures in the Descriptive Cataloging Manual (DCM Z1) and the NACO Participants Manual to prepare NARs.

Before establishing a name, the LC/NACO Authority File and LC bibliographic files (found in OCLC or the LC ILS) must be searched to determine whether the name has already been established.

Participants should identify LC monograph records or CONSER records that contain the name being established and, if necessary, change the name on the CONSER records. Monograph records are reported to NACO for bibliographic file maintenance.

C4.1.3 Canadian headings

As of August 2012, LC and PCC catalogers creating *RDA* name authority records are not required to search Library and Archives Canada (LAC) to determine the form of the authorized access point for either personal or corporate names. In cases of conflict, a search for the LAC form of name may be conducted in the [VIAF \(viaf.org\)](https://viaf.org) or other databases. See also C12.5.

C4.1.4 Difficult and problem name headings

If a participant has difficulty in establishing or updating a name heading due to complexities having to do with the language or related established headings, the participant may create or update the record and ask their institution's NACO liaison or the appropriate NACO Funnel coordinator to review it. Email the NACO account given below in C4.4 Communication. When necessary, the appropriate surrogates are sent along with the request.

It is possible, but strongly discouraged that an institution can input a minimal level CONSER record authenticated as " msc" (the code for CONSER minimal authority application), and not attempt to make a name authority record. Any name heading in a CONSER record that conflicts with an NAR cannot be coded "msc." If a heading appears in a 410 field on a NAR and the heading is also a valid form of the name, that heading should be separately established, the cross reference removed, and the record coded as "pcc". If the heading cannot be established by the cataloging institution, the NAR may be referred to the institution's NACO liaison or the appropriate NACO Funnel coordinator along with all available documentation.

C4.1.5 NARs review and verification

Independent NACO status is required prior to joining CONSER as full or associate members. A designated trainer reviews all or a sampling of NARs submitted by the CONSER participant during their initial training period. Once in independent status, a participant may ask their institution's NACO liaison to review NARs when having difficulty in establishing or updating a name heading. (See C4.1.4.)

C4.2 Series authorities

CONSER participants create SARs under the technical direction of their NACO series reviewer. To find out more about options for NACO series training, working with a series reviewer and contact information see: [NACO Series Training](#).

C4.3 Subject authorities

Optionally, CONSER participants can submit new or revised Library of Congress Subject Headings (LCSH).

C4.3.1 Background

CONSER libraries have had the opportunity to contribute to LCSH since the Library of Congress issued an invitation in the [Summer 1988 Cataloging Service Bulletin](#) for interested individuals to begin submitting proposals. CONSER libraries were further encouraged to contribute proposals at the 1993 Subject Seminar.

C4.3.2 Establishing subject headings

Libraries interested in contributing proposals for new subject headings and changes to existing subject headings for LCSH should follow instructions provided on the SACO home page:

<http://www.loc.gov/aba/pcc/saco/index.html>. Inquiries about the proposal process may be sent to: SACO@loc.gov.

C4.4 Communication

For questions and concerns, participants may communicate with LC via email:

NACO: NACO@loc.gov

SACO: SACO@loc.gov

CONSER: CONSER@loc.gov

C4.5 Documentation

All NACO documentation, other than the *RDA Toolkit* and *LC-PCC Policy Statements*, is freely available on the PCC website: <https://www.loc.gov/aba/pcc/naco/doc-updates.html>