

# **NACO Activity : a Literature Survey**

MATSUI Sachiko

University of Library and Information Science  
Tsukuba , Japan

## Introduction

- 1 Participation in NACO
  - 2 Organization and Governance of the PCC
  - 3 Creation and Maintenance of Name Authority Records
    - 3.1 Principles Governing the NACO Program
    - 3.2 Operations of Name Authority Records
  - 4 NACO Statistics
  - 5 Comparison of NACO to NACSIS-CAT
- Concluding Remarks

Appendix 1: Home Page of the PCC

Appendix 2: Home Page of NACO

Appendix 3: Outline of Five-Day NACO Training Course

Appendix 4: Examples of Name Authority Records

## **Introduction**

The Name Authority Cooperative (NACO) program began operations in 1977 as a joint project of the Library of Congress (LC) and the Government Printing Office (GPO) to construct a common name authority file (Fenly and Irvine, 1986). This shared construction project has gradually evolved over the course of the last quarter of the past century (Bowen, 1998), and at present, NACO is one component of the Program for Cooperative Cataloging (PCC) which was initiated in 1995 (Tabb, 1996). Current information about the PCC and NACO is available from the following LC websites.

The Program for Cooperative Cataloging (PCC)

<URL: <http://lcweb.loc.gov/catdir/pcc/>> (See Appendix 1)

The Name Authority Cooperative Program (NACO)

<URL: <http://www.loc.gov/catdir/pcc/naco.html>> (See Appendix 2)

The Program for Cooperative Cataloging (PCC) is an international cooperative effort aimed at expanding access to library collections by providing useful, timely, and cost-effective cataloging which meets mutually accepted standards of libraries around world.

The Name Authority Cooperative (NACO) program is one component of the PCC. Through this program, participants contribute new and updated authority records for names, uniform titles, and series to the national authority file. An individual

institution may join this program, or a group of libraries with a common interest may form a “funnel project” to contribute records via a coordinator who assumes responsibility for the joint effort.

## **1 Participation in NACO**

Qualification and requirements of participants, membership fee, the number of participants, etc., are shown in “Frequently asked questions about joining the NACO program” (includes 24 items), which can be found at the following web site: <URL: <http://www.loc.gov/catdir/pcc/naco/progfaq.html>>.

### **Qualification and Requirements of Participants**

Any institution may join NACO. The NACO program is comprised of libraries big, medium, and small, academic, public, special, and vendors. There are NACO libraries throughout the United States, the United Kingdom, Latin America, New Zealand and South Africa. However, the decision to join NACO must be an institutional commitment. Because joining NACO involves an initial investment of time (and in some case expenditures) in training, this institutional commitment ensures the continuity of participation of an institution regardless of the participation of any individual cataloger [Frequently Asked Question (FAQ) 1, 2].

At this time, NACO participants are required to belong to one of the two bibliographic utilities, OCLC or RLIN, in order to be able to contribute authorities online [FAQ 7].

### **Membership Fee (no charge)**

There is no cost per se to join NACO (see also “PCC Funding Structure Summary,” <URL: <http://www.loc.gov/catdir/pcc/fundsummary.html>>). However, institutions are expected to invest in staff time for training, as well as in the expenses involved in having a trainer travel to the institution to provide the five-day NACO training course [FAQ 3] (See Appendix 3).

### **Number of Participants and Minimum Contribution**

As of January 2001 there are over 330 participants in the NACO program, with funnel project participants counted as single participating libraries. There is no minimum number of headings each participant must submit annually or monthly, but 400 headings a year is the recommended acceptable minimum for two reasons: 1) to justify the cost of training, documentation, and program support by both the LC and the NACO library; and 2) to help catalogers maintain expertise and keep current with changes in cataloging [FAQ 12, 13].

### **NACO Funnel Project**

The Funnel Project allows catalogers who belong to different institutions to work together under the supervision of a single coordinator. The activities of several funnel projects are reported on various web pages (for Art NACO, for example, see <URL:

<http://www.nyu.edu/library/bobst/research/tsd/cat/artnaco.html>>).

The organizational structure of funnel projects, requirements for coordinators, etc., are described under “Frequently asked questions about Funnel Projects” (includes 15 items), which can be found at the following web site: <URL: <http://www.loc.gov/catdir/pcc/funnelfaq.html>>.

## **Organization**

A funnel project is a group of libraries (or catalogers from various libraries) that has joined together to contribute authority records to the national authority file(s). Funnel participants usually work in the same subject area, such as in the NACO Music Project and Art NACO, or they may be regionally based, as in the North Dakota Funnel. Funnel projects are an efficient means of contribution because, although there may be members at all levels of expertise the LC deals solely with the coordinator, a single designated person or institution [FAQ 1].

Funnels generally consist of smaller libraries that contribute at a more modest level than regular NACO participants and that may employ only one or two catalogers [FAQ 2].

## **Institutional Support**

A funnel project can be initiated by anyone who has the institutional support to organize, train, and coordinate a group of libraries with common interests to contribute name authority records via one of the acceptable utilities [FAQ 3].

## **Requirements for Coordinators**

The requirements to become a NACO funnel project coordinator are as follows [FAQ 5]:

1. the coordinator must first be an independent NACO contributor;
2. the coordinator will provide training for funnel members;
3. the coordinator will review the work of funnel members;
4. the coordinator will disseminate all LC documentation to funnel members.

## **Training for Coordinators**

NACO training for funnel coordinators can be provided at the LC or at the person’s institution under the same conditions described for regular NACO participation [FAQ 9].

## **2 Organization and Governance of the PCC**

In 1995, the Program for Cooperative Cataloging (PCC) was officially initiated with three components: the name authority cooperative program (NACO), the subject authority cooperative program (SACO), and the bibliographic record cooperative program (BIBCO). The cooperative online serials program (CONSER) was

incorporated into the PCC 1997, giving it its current structure as an umbrella organization having four components as shown in Figure 1:

Figure 2 shows the governance structure of the PCC, which includes four committees or committee groups: the Policy Committee, the Steering Committee, the BIBCO and CONSER Operations Committees, and the Standing Committees on Automation, Standards, and Training. A full description of each committee and its operation can be found at <URL: <http://www.loc.gov/catdir/pcc/pccinfo.html>>.

The Policy Committee is responsible for guiding the program as a whole; it develops, reviews, and approves long-term strategies, plans, goals, and objectives. Its membership is drawn from diverse library constituencies, including five permanent representatives, one from each of the British Library, the Library of Congress, the National Library of Canada, OCLC, and the Research Libraries Group. Eight rotating PCC representatives are elected by Program members participating at the full level in BIBCO (3), CONSER (3), and NACO (2).

The Steering Committee is composed of five permanent members (three Library of Congress representatives, and one representative each from OCLC and the Research Libraries Group), and two rotating members (the Chair and Chair-Elect of the Policy Committee). The Steering Committee approves PCC membership applications, directs the strategic planning process for the program, and seeks and manages resources.

Completing the PCC governance structure are the following two operations committees and three standing committees:

The BIBCO Operations Committee maintains efficient and effective BIBCO activity both locally and throughout the program. It establishes operational procedures, suggests changes to policies and practices, develops and maintains documentation, and contributes to the development of standards for monographic publications in all formats (for more information, see <URL: <http://www.loc.gov/catdir/pcc/bibco.html>>).

The CONSER Operations Committee maintains efficient and effective CONSER activity both locally and throughout the program. It establishes operational procedures, suggests changes to policies and practices, helps develop and maintain documentation and contributes to the development of serial standards (for more information, see <URL: <http://www.loc.gov/acq/conser/>>).

The Standing Committee on Automation identifies automation issues to be resolved in order to implement the mission of the program, formulates plans to present PCC requirements to vendors, and facilitates cooperation among program participants and the bibliographic utilities (for more information, see <URL: <http://www.loc.gov/catdir/pcc/automation.html>>).

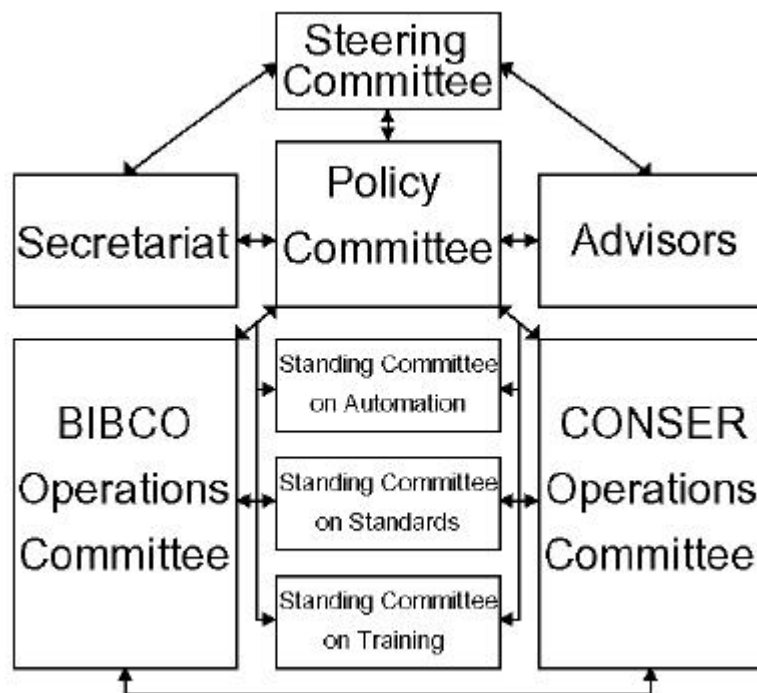
The Standing Committee on Standards develops and promotes the use of mutually acceptable standards that support creation and wide use of records in a cost-effective manner (for more information, see <URL: <http://www.loc.gov/catdir/pcc/standards.html>>).

The Standing Committee on Training establishes cataloger training programs, workshops, and institutes aimed at developing cataloging skills of PCC members through continuing education (for more information, see <URL: <http://www.loc.gov/catdir/pcc/training.html>>).



Source: URL: <http://lcweb.loc.gov/catdir/pcc/umbrella.gif>

Figure 1: PCC Programs Overview



Source: URL: <http://lcweb.loc.gov/catdir/pcc/structure.gif>

Figure 2: PCC Governance Structure

## **3 Creation and Maintenance of Name Authority Records**

### **3.1 Principles Governing the NACO Program**

The underlying principle of the NACO authorities project is that participants agree to follow a common set of standards and guidelines when creating or changing authority records in order to maintain the integrity of a large shared authority file. The principles governing the NACO program can be found at <URL: <http://www.loc.gov/catdir/pcc/nacopara.html>>.

#### **Basic Documentation**

The basic principle of NACO is that all authority contributions are to be formulated according to the rules and formats described in the following publications:

*The Anglo-American Cataloging Rules* (second revised edition)

*The MARC 21 Authority Format*

*The Library of Congress Rule Interpretations* (LCRIs)

*The Library of Congress Subject Cataloging Manual* (SCM) Memo H405

#### **New Name Authority Record Contributions**

NACO participants may contribute new name authority records and may make changes to existing authority records in the National Authority File (NAF), with some exceptions.

NACO libraries may contribute series authority records and music uniform title authority records only after completing the appropriate additional training.

NACO libraries are not required to contribute all authorities generated by their cataloging or any one individual heading, except in the following cases:

1. All bodies that are part of an established hierarchy.
2. All bodies referred to in cross references.
3. All names and corporate bodies used in “see also” references (5XXs).
4. All headings under which uniform titles are entered.
5. Although NACO libraries are not required to contribute uniform title name authority records, if one is contributed, all eligible elements must be represented in the NAF.

#### **Changes to Existing Name Authority Records**

All headings in the NAF are eligible to be changed by NACO participants with the following caveat:

Participants should notify their Cooperative Cataloging liaison of any changes needed on National Library of Medicine (NLM) and the English Short Title Catalogue (ESTC) headings (1XXs only). This is because these catalogs are authoritative in their respective fields and the NACO program has agreed to factor in usage in those

institutions' catalogs before making changes to their headings.

### **Cancellation of Name Authority Records**

The construction of the master file database utilized by the NAF does not allow for online cancellation of authority records by participants using the bibliographic utilities' software. Therefore when candidates for deletion are identified (usually because of duplication) NACO participants are encouraged to forward requests for cancellation of name authority records to their Cooperative Cataloging liaison.

### **Bibliographic File Maintenance (BFM) – Synchronization**

In order that LC bibliographic records remain in synchronization with the NAF, NACO participants are asked to notify the Cooperative Cataloging liaison at the LC to perform bibliographic file maintenance if a heading (1XX) is changed and that heading has been used on LC bibliographic records (see also "FAQ on Reporting BFM," <URL: <http://lcweb.loc.gov/catdir/pcc/naco/bfmfaq.html>>).

### **Authority (NACO) Normalization**

Normalization is a program requirement that has been agreed to by all copy-holding participants of the NAF (LC, OCLC, RLIN) in order to detect duplicate records. This may affect how certain headings and cross references are formulated (e.g., libraries may need to create "non-unique" headings in order to avoid duplicates due to normalization or add certain references only to local files) (see also "Authority File Comparison Rules (NACO Normalization)," <URL: <http://www.loc.gov/catdir/pcc/naco/normrule.html>>).

### **Cutter Numbers (053s)**

Libraries with large collection of literature often find that the presence of 053s (LC classification number for literary authors) on authority records are helpful in improving the efficacy of their work flow. NACO libraries, while not obligated, are encouraged to add 053s to their newly created authority records for literary authors.

However, in order to maintain the integrity of the *LC Classification Schedules*, 053s may be added only if these class numbers have appeared on LC-issued records. If a class number has not yet been assigned by the LC, the Cooperative Cataloging team will provide the LC classification number (see also <URL: <http://www.loc.gov/catdir/pcc/litauthno.html>>).

## **3.2 Operations of Name Authority Records**

To review the whole practice of NACO the *NACO Participants' Manual*, as well as FAQs in the relevant websites may be consulted.

### ***NACO Participants' Manual***

The *Manual* is not provided by the LC website, but rather by the Library Corporation (TLC) website (<URL: <http://www.tlcdelivers.com/tlc/crs/naco0131.htm>>).

It consists of the following four sections:

- Section : New Authority Records;
- Section : Additions and Changes to Authority Records;
- Section : Subject Heading Contribution;
- Section : Appendices (See Appendix 4).

Note that the *Manual* specifies a different workflow, according to the status (“Training status” or “Independent status”) of a cataloger (contributor).

## FAQs about Record Creation and Maintenance

The NACO FAQs are classified into the following six categories:

Joining the NACO program (includes 24 items)

<URL: <http://www.loc.gov/catdir/pcc/nacoprofaq.html>>

Funnel Projects (15 items)

<URL: <http://www.loc.gov/catdir/pcc/funnelfaq.html>>

Creating Name Authority Records (23 items)

<URL: <http://www.loc.gov/catdir/pcc/naco/nacocatfaq.html>>

670 (Sources found) field in name authority records (12 items)

<URL: <http://www.loc.gov/catdir/pcc/naco/670faq.html>>

Reporting BFM, including headings labeled “[From old catalog]” (9 items)

<URL: <http://lcweb.loc.gov/catdir/pcc/naco/bfmfaq.html>>

Series tracing, analysis, and classification (17 items)

<URL: <http://www.loc.gov/catdir/pcc/seriesfaq.html>>

Principles of operations were specified above (Section 3.1). In addition, actual situations such as “mistakes and duplicates” and “series authority records” are reflected in FAQs.

## Mistakes and duplicates

During the training phase, all errors (mistakes and duplicates) in authority records made by participating libraries will be reported to that library for correction. During the formal quality review phase only errors in access points (1XX, 4XX, 5XX) and incorrect transcription of names in the 670 (sources found) fields are noted. Once independent status is achieved, the LC does not keep track of the number of mistakes found in records contributed by NACO libraries ([FAQ 16] from “Joining the NACO program;” see also “Responsibilities of Fully Independent Members of the PCC,” <URL: <http://www.loc.gov/catdir/pcc/independent.html>>).

## Series Authority Records

Because the creation of series authority records is complex and often requires expertise in the creation of corporate names, series are not included in the basic



workshop. However, there are regularly scheduled series institutes held at the LC that all independent NACO contributors are encouraged to attend ([FAQ 19] from “Joining the NACO program;” see also “NACO Series Institutes,” <URL: <http://www.loc.gov/catdir/pcc/naco/seriesinfo.html>>).

## 4 NACO Statistics

The results of the past and current activities of the PCC including NACO are shown statistically in data made publicly available on their respective web pages. Figure 3 indicates NACO program growth from 1992 to 2000 (fiscal years). All PCC statistics of the fiscal year 2000 are shown in Table 1. Of these, NACO statistics are classified into individual NACO institutions and institutions participating in funnel projects (i.e., multi-library projects) as shown in Table 2.

Table 1: PCC Statistics in 2000 (fiscal year)

Category	FY 1999	FY 2000	FY 2000 as of FY 1999	Total PCC to date
Bibliographic Records (BIBCO)	58848	64004	109%	355799
Bibliographic Records Changes	2901	3212	111%	84756
New Name Authority Records (NACO)	130128	128160	98%	1541400
New Series Authority Records (NACO)	10370	8953	86%	69872
Changed Names (NACO) **	35531	33924	95%	**
Changed Series (NACO) **	3206	2502	78%	**
Total Changed NARs / SARs (NACO)	38737	36426	94%	347331
New Subject Headings (SACO)	2027	2791	138%	19012
Subject Heading Changes (SACO)	397	621	156%	5424
New Class Numbers (SACO)	992	979	99%	6940
Class Number Changes (SACO)	44	55	125%	478

\*\* Prior to FY 1998, these figures were not reported separately.

Source: <URL: <http://www.loc.gov/catdir/pcc/stats/totalstatsfy00.html>>

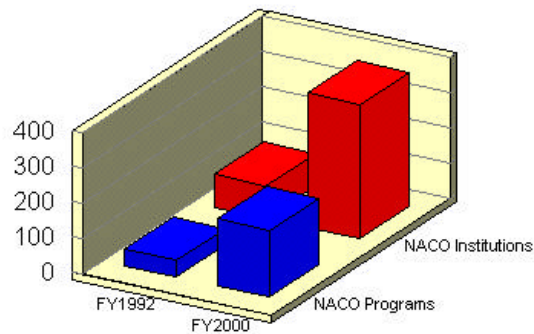
Table 2: NACO Statistics in 2000 (fiscal year)\*

Category	Individual NACO Participants	14 Funnel Projects Participants	Total
Number of Institutions	175(52%)	164(48%)	339(100%)
New Name Authority Records	104787(82%)	23373(18%)	128160(100%)
New Series Authority Records	8537(95%)	416(5%)	8953(100%)
Changed Names Authority Records	27445(81%)	6479(19%)	33924(100%)
Changed Series Authority Records	2431(97%)	71(3%)	2502(100%)

\* Tabulated based on <URL: <http://www.loc.gov/catdir/pcc/stats/totalfun00.html>> and <URL: <http://www.loc.gov/catdir/pcc/naco/nacographsfy00.html>>

## NACO Program Growth

FY1992 - FY2000

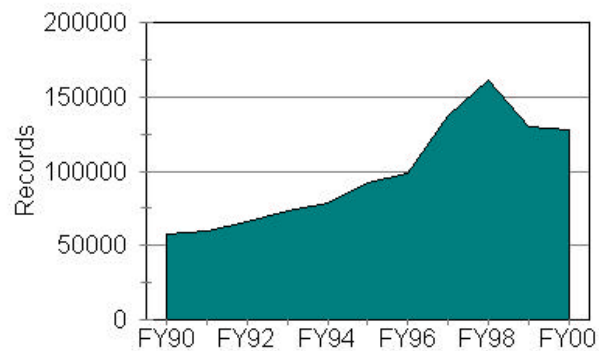


**NACO Institutions** = FY2000 total 339 NACO contributors. Of these, 164 libraries contribute via 14 multi-library NACO projects. FY92 total 43 NACO libraries in 14 NACO projects.

**NACO Programs** = FY2000 total 175 individual NACO institutions plus 14 multi-library NACO projects. FY92 total 21 NACO libraries in 2 multi-library NACO projects.

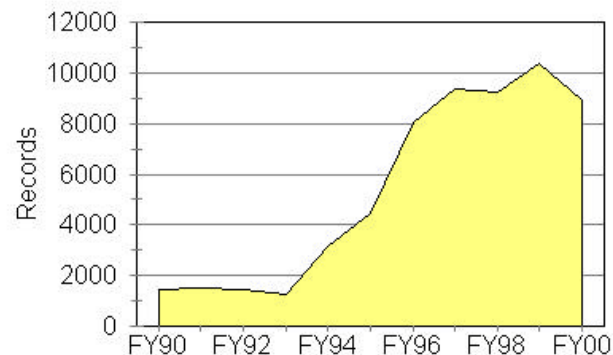
## New Name Authorities

FY1990 - FY2000



## New Series Authorities

FY1990 - FY2000



Source: <URL: <http://www.loc.gov/catdir/pcc/naco/nacographsfy00.html>>

Figure 3: NACO Program Growth

## **5 Comparison of NACO to NACSIS-CAT**

The features for comparison, I propose, are as follows:

### **Organization and Participants**

NACO: Leadership by the LC and the two bibliographic utilities (OCLC, RLIN)  
Variety of participating institutions

NACSIS: Unified leadership and homogeneous participants

### **Operation**

NACO: Training status with formal quality review, or Independent status

NACSIS: No distinction of status, no quality review (however, participants notify the qualification problems each other)

### **Level of Description for Bibliographic Records**

NACO: Core and Full-level records

NACSIS: Mandatory and optional fields

### **Definition of Bibliographic Structure**

NACO: No definition (series treatment is complex)

NACSIS: Bibliographic structure links (between parent-bibliographic records and child-bibliographic records)

### **Linking Mechanism**

NACO: No linking mechanism

BFM reporting is needed (for synchronization work between bibliographic records and authority records)

NACSIS: No need of BFM reporting (linking mechanism automatically synchronizes bibliographic records and authority records)

### **Normalization**

NACO: Three-copy files operation that requires normalization

NACSIS: Single database systems operation

## **Concluding Remarks**

The basic difference between the NACO and NACSIS-CAT systems can be found in the normalization procedure. In NACSIS-CAT, there exists a linking mechanism that automatically maintains the consistency of both authority records and bibliographic records, while in the NACO system, BFM reporting and normalization of three-copy files at the LC, OCLC, and RLIN are needed, because there is no such linking mechanism.

Since 1977, NACO participants have contributed about 1.6 million name and series authority records. They comprise nearly one third of all the records in the LCNAF at present. It is clear from this data that the NACO program has contributed remarkable achievements. Furthermore, the recent international expansion of NACO such as Hong Kong in Asian countries is promising for its future development, and this international exchange of information is therefore worthy of our attention.

## References

- Bowen, Jennifer B. (1998), "Creating a Culture of Cooperation," *Cataloging & Classification Quarterly*, **26** (3), pp.73-85.
- Fenly, Judith G., and Sarah D. Irvine (1986), "The Name Authority Co-op (NACO) Project at the Library of Congress: Present and Future," *Cataloging & Classification Quarterly*, **7** (2), pp.7-18.
- Tabb, Winston (1996), "The Program for Cooperative Cataloging: Mission, Goals, and Potential for International Cooperation," *Paper Presented at the Cataloging Section Open Program, IFLA Conference, Beijing, China*. (URL: <http://www.loc.gov/catdir/pcc/tabbpaper.html>)

## Appendix 1: Home Page of the PCC



For more information about the components of Program for Cooperative Cataloging (PCC), click on the name below:



### Overview of the PCC

- Información sobre el [PCC en Español](#)
- Informações sobre o [PCC em Português](#)

For more information, contact the [Cooperative Cataloging Team](#) at the Library of Congress

- [PCC Calendar](#) (updated April 2001)

### PCC Organization

- PCC [Policy Committee](#), [Steering Committee](#), and [Advisors](#)
- PCC Standing Committees (members, reports, etc.):
  - Standing Committee on [Automation](#)
  - Standing Committee on [Standards](#)
  - Standing Committee on [Training](#)
- PCC Liaisons list
  - [BIBCO](#) institutions
  - [NACO](#) institutions
  - [CONSER](#) institutions

### What's *new* with the PCC

- [PCC's Utility wish list](#)
- [SCS Task Group on the Function of the Authority File](#)
- [PCC-SCS Task Group on Conference Publications](#)
- [Summary](#) of the PCC Participant's Meeting, ALA Midwinter Jan. 2001
- [Summary](#) of the BIBCO-At-Large Meeting ALA Midwinter Jan. 2001
- [Notes from the SCT](#) meeting held at ALA Midwinter, 2001.
- [Report of the Task Group on Automated Classification](#) (Approved by the SCA, Jan. 2001)
- [Notes of the SCA](#) meeting at ALA Midwinter, 2001 Washington, DC
- Charge and membership of the [SCA Task Group on OCLC Batch Processing \(2001\)](#)
- [Final report](#) of the PCC SCT Task Group on PCC Participant and Training Documentation
- [Interim report](#) of the PCC Task Force on Multiple Manifestations of Electronic Resources
- [Final report](#) of the PCC Task Force on 042 Task Group

### PCC governance and documentation

- [Governance](#) Document (updated August 2000)
- [Strategic Plan](#)
- [Tactical Plan](#) to support the PCC Strategic Plan
- PCC [Funding structure](#) summary
- [PCC Name Use policy](#) document
- [Statement on PCC record exchange](#)
- [PCC Values](#) statement
- [PCC Membership benefits](#) list

[Archived documents](#) and reports from various PCC groups and meetings, etc.

### PCC Annual report and Statistics

- [Annual report](#) of the PCC
- [Online statistics](#) for the PCC for BIBCO, CONSER, and NACO (updated December 2000)
- [Graphs of statistics](#) of the PCC, including graphs of NACO growth, new name authorities, new series authorities, new subject proposals, and bibliographic records.

Source: <URL: <http://lcweb.loc.gov/catdir/pcc/>>

## Appendix 2: Home Page of NACO



[Overview](#) of NACO (the name authority component of the PCC)

- [FAQ on joining the program](#)
- NACO [application/information form](#)
- Outline of the five-day [NACO Training course](#)

NACO FAQs

- [FAQ on the 670 field](#)
- **NEW!** [FAQ](#) on creating [NARs](#) for NACO
- [FAQ on reporting BFM](#), including headings labeled "From old catalog"

Who's Who: liaisons and trainers list

- [NACO, BIBCO](#)
- [NACO Regional Trainers](#) list

Funnel Projects, Statistics, etc.

- [Description](#) and information
- [Funnel FAQ](#)
- [Guidelines](#) to follow before implementing a PCC Funnel Project training workshop
- NACO Funnel Projects:
  - [Directory of NACO Funnel Projects](#) and coordinators
  - [Art NACO](#) **DISCLAIMER**
  - [Dance Heritage Coalition](#) funnel project
  - [NACO Music Project](#) **DISCLAIMER**
  - [NACO Hebraica Funnel](#)
- [Funnel statistics](#) Fy2000

Documentation, tools, rules, etc.

- **NEW!** LC usage of [new MARC 21 characters](#) including instructions for NACO participants
- Register for searching NLC's [AMICUS authority file](#) via the WWW
- Access [GNIS](#) and [GeoNET](#) to search geographic place names
- [Responsibilities](#) of independent members of the PCC
- Authority File Comparison Rules ([NACO Normalization](#))
- Records Issued by LC in an "IN-PROCESS" State
- CPSO announcement on [Implementation of Change in Indicator Value for Multiple Surnames](#)
- [040 subfield b in NARs](#)
- [Current documentation](#) for PCC programs
- [Pinyin Conversion Project homepage](#)

Series Information for NACO participants

- Information on the [NACO Series Institutes](#)

Series FAQs and documents

- [FAQ on series tracing, analysis, and classification](#)
- [Results of the National-Level Series Treatment Survey](#)
- [Final report](#) of the BIBCO Working Group on Series Numbering
  - [Sample letter to vendor from BIBCO library](#)

Literary Author numbers in NARs (053)

- Establishing [literary author cutter numbers](#) in LC's online shelflist.
  - [053 \(literary author number\) request form](#)

Articles on NACO, etc.

- [Cambridge University Library joins the NACO program](#) RLIN Focus newsletter **DISCLAIMER**
- [NACO macro](#) with new series defaults now available for OCLC participating libraries **DISCLAIMER**
- New overview of RLG's [Authority Record Assistant](#) for NACO Contributors **DISCLAIMER**
- [Authority Assistant Saves Time](#) for Catalogers, Wins Over Skeptics **DISCLAIMER**

Source: <URL: <http://www.loc.gov/catdir/pcc/naco.html>>



## Appendix 3: Outline of Five-Day NACO Training Course



5-day NACO Training Outline		
<b>Day1</b>	<p>Introductions, brief history of PCC, context of NACO program</p> <p><i>MARC21 Authority Format</i> review</p> <ul style="list-style-type: none"> <li>• DCM Z1, supplement</li> <li>• components of authority records</li> <li>• content designation review</li> <li>• 670 field</li> </ul>	<p><b>Afternoon</b></p> <p>Searching (why, where, how much is required)</p> <p>"Hands-on" utility input/update practice</p> <ul style="list-style-type: none"> <li>• logging on</li> <li>• calling up authority form</li> </ul> <p>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</p>
<b>Day2</b>	<p>Chapter 22, Personal names</p> <ul style="list-style-type: none"> <li>• review AACR2</li> <li>• focus on LCRIIs</li> </ul> <p>Chapter 26, References (personal names)</p> <ul style="list-style-type: none"> <li>• review AACR2</li> <li>• focus on LCRIIs</li> </ul>	<p><b>Afternoon</b></p> <p>Workbook exercises to reinforce Ch. 22/26</p> <p>Hands on practicum</p> <ul style="list-style-type: none"> <li>• searching, inputting/establishing personal names</li> </ul> <p>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</p>
<b>Day3</b>	<p>Chapter 24, Corporate bodies</p> <ul style="list-style-type: none"> <li>• review AACR2</li> <li>• focus on LCRIIs</li> </ul> <p>Chapter 26, References (corp. names)</p> <ul style="list-style-type: none"> <li>• review AACR2</li> <li>• focus on LCRIIs</li> </ul>	<p><b>Afternoon</b></p> <p>Workbook exercises to reinforce Ch. 24/26</p> <p>Hands on practicum</p> <ul style="list-style-type: none"> <li>• inputting/establishing corporate names</li> </ul> <p>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</p>
<b>Day4</b>	<p>Chapter 23, Geographic names</p> <p>Chapter 25, Uniform titles</p> <p>Changes to existing name authority records/reference evaluation</p> <p>Workbook exercises to reinforce Ch. 23/25/changes</p>	<p><b>Afternoon</b></p> <p>Hands on practicum</p> <ul style="list-style-type: none"> <li>• inputting/establishing geographic, uniform titles, etc.</li> </ul> <p>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</p>
<b>Day5</b>	<p>Administration and communication</p> <ul style="list-style-type: none"> <li>• Quality review period</li> <li>• Independent phase</li> <li>• ongoing participation in NACO</li> </ul> <p>SACO Program overview</p> <ul style="list-style-type: none"> <li>• Procedures for contribution of subject heading proposals</li> </ul>	<p><b>Afternoon</b></p> <ul style="list-style-type: none"> <li>• Wrap-up, resolution of outstanding issues, etc.</li> <li>• Continuation of input/update in utility using "live" examples</li> </ul>

Source: <URL: <http://www.loc.gov/catdir/pcc/naco/outline.html>>

## Appendix 4: Examples of Name Authority Records (in *NACO Participants' Manual*)

<http://www.tlcdelivers.com/tlc/crs/naco0151.htm>

### Appendix VII - Examples of RLIN Authority Records (Appendices)

[Example 1. Personal name hdg. with 400 for variant spelling](#)

[Example 2. Personal name heading with 400s for variant forms of name](#)

[Example 3. Personal name heading](#)

[Example 4. An ESTC British Library record](#)

[Example 5. Chinese personal name heading](#)

[Example 6. Hebrew personal name entered directly](#)

[Example 7. Corporate name](#)

[Example 8. Japanese conference name](#)

[Example 9. Earlier corporate name, linked to record in Example 10, through 510](#)

[Example 10. Later corporate name, linked to record in Example 9, through 510](#)

[Example 11. Uniform title record for a treaty](#)

[Example 12. Name-title uniform title record](#)

**See also:**

[Section IV - Appendices](#)

<http://www.tlcdelivers.com/tlc/crs/naco0152.htm>

### Example 1. Personal name hdg, with 400 for variant spelling (Appendix VII)

FIN ID NAFR9322746 - 1 record in NAF

ID:NAFR9322746 ST:p EL:n STH:a MS:n UP:a TD:19930624062005

KRCa NMUa CRC:c UPN:a SBU:a SBC:a DID:n DF:06-22-93

RFE:a CSC:C SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:

YST:d 06-24-93

040 NjP\$cNjP

100 10 Friedman, Samuel,\$d1940-

400 10 Friedman, Samuel,\$d1940-

670 Ref. J. Symphony no. 1, 1988:\$bIsrael (Samuel Friedmann) insert (Samuel Friedman, conductor; b. Kharkov, 1940; emigrated to Israel in 1973)

675 Holmes, J.L. Conductors on record:\$aJacobs, A. Penguin dict. of musical performers:\$aInt'l WWW in music, 9th-13th eds.

**675 field lists sources where the name was not found.**

**See also:**

[Appendix VII - Examples of RLIN Authority Records](#)



## Example 2. Personal name heading with 400s for variant forms of name (Appendix VII)

RIN ID NAFR9324000 - 1 record in NAF

ID:NAFR9324000 ST:p EL:n STH:a MS:n UIP:a TD:19930731135043

KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:07-06-93

RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:

VST:d 09-02-93

040 PP:\$cPP

100 10 Osborne, William

400 10 Osborne, Willm.\$q(William)

400 10 Osborne, W.\$q(William)

670 Dodsley, R. *Selected fables of Aesop and other fabulists*. 1800. \$b1 p. (Willm. Osborne)

670 Toronto Public Library. *Osborne Coll.*. 1975. \$b1 p. 489 (Osborne, William; fl. 1800, publisher in London)

670 RLIN. 7/1/93 \$b1 (hdg.: Osborne, W.)

**Fuller form of name (found in reference source, 2nd 670) is used because the person is a publisher, not an author.**

**See also:**

[Appendix VII - Examples of RLIN Authority Records](#)

## Example 5. Chinese personal name heading (Appendix VII)

RIN ID NAFR9325000 - 1 record in NAF

ID:NAFR9325000 ST:p EL:n STH:a MS:n UIP:a TD:19930713134131

KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:07-12-93

RFE:a CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:

VST:d 07-13-93

040 DLC-R:\$cDLC-R

100 10 Cheng, Tien-sheng

400 10 Zheng, Diansheng

670 Ying Han tsao wu i ch "uen tsu y'uen tz u hui. 1990. \$b1 p. (Cheng Tien-sheng)

**See also:**

[Appendix VII - Examples of RLIN Authority Records](#)

## Example 7. Corporate name (Appendix VII)

FIN ID NAFR9317005 - 1 record in NAF

ID:NAFR9317005 ST:p EL:n STH:a MS:n UIP:a TD:19930521055450

KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:05-06-93

RFE:n CSC:c SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:

VST:d 05-21-93

040 PPL\$cPPL

110 20 American Porcelain Manufacturing Company

670 Its Charter & by-laws, 1854 **\$b**t.p. (American Porcelain Manufacturing Company, of New Jersey, chartered by the state of New Jersey Nov. 1, 1854)

**See also:**

[Appendix VII Examples of RLIN Authority Records](#)

## Example 8. Japanese conference name (Appendix VII)

FIN ID NAFR9324503 - 1 record in NAF

ID:NAFR9324503 ST:p EL:n STH:a MS:n UIP:a TD:19930709061645

KRC:a NMU:a CRC:c UPN:n SBU:a SBC:a DID:n DF:07-08-93

RFE:a CSC:b SRU:b SRT:n SRN:n TSS: TGA:? ROM:? MOD:

VST:d 07-09-93

040 DNLM\$cDLC-R

111 20 Dai 25-kai Nihon Kansensh o Gakkai Higashi Nihon Chih okai S okai, Dai 23-kai Nihon Kagaku Ry oh o Gakkai Higashi Nihon Shibz S okai G od o Gakkaijd(1976 :\$cTokyo,Japan)

410 20 Nihon Kansensh o Gakkai **\$b**Higashi Nihon Chih okai**\$b**S okai\$(25th :\$d1976 :\$cTokyo, Japan)**\$b**G od o Gakkai

410 20 Nihon Kagaku Ry oh o Gakkai **\$b**Higashi Nihon Shibu **\$b**S okai\$(23rd :\$d1976 :\$cTokyo,Japan)**\$b**G od o Gakkai

670 Dai 25-kai Nihon Kansensh o Gakkai Higashi Nihon Chih okai S okai Dai 23 kai Nihon Kagaku Ry oh o Gakkai Higashi Nihon Shibu S okai G od o Gakkai puroguremu, 1976?

**See also:**

[Appendix VII - Examples of RLIN Authority Records](#)

