NACO Activity : a Literature Survey

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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:
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>.

![Figure 1: PCC Programs Overview](http://lcweb.loc.gov/catdir/pcc/umbrella.gif)

![Figure 2: PCC Governance Structure](http://lcweb.loc.gov/catdir/pcc/structure.gif)
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 T: New Authority Records;
Section U: Additions and Changes to Authority Records;
Section V: Subject Heading Contribution;
Section W: 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/nacoprogfaq.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/inddependent.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)

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

** 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)*

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

* Tabulated based on <URL: http://www.loc.gov/catdir/pcc/stats/totalfun00.html> and <URL: http://www.loc.gov/catdir/pcc/naco/nacographsfy00.html>
Figure 3: NACO Program Growth

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


Appendix 1: Home Page of the PCC

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

- **BIBCO**
- **CONSER**
- **NACO**
- **SACO**

**Overview of the PCC**
- Information 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 Cataloger (updated April 2000)

**PCC Organization**
- PCC Policy Committee, Steering Committee, and Advisory
- PCC Standing Committees (members, reports, etc.):
  - Standing Committee on Automation
  - Standing Committee on Standards
  - Standing Committee on Training
- PCC Listservs:
  - BIBCO institutions
  - NACO institutions
  - CONSER institutions

**What's new with the PCC**
- PCC's ListServ with list
- BCC Task Group on the Function of the Authority File
- PCC, SSG Task Group on Conference Publications
- Summary of the PCC Participants' Meeting, ALA Midwinter, Jan. 2001
- Summary of the BIBCO-AL Large Meeting, ALA Midwinter, Jan. 2001
- Notes from the SGG meeting held at ALA Midwinter, 2001
- Report of the Task Group on Automated Classification (Approved by the SCA, Jan. 2001)
- Video of the SCA meeting at ALA Midwinter, 2001 (Washington, DC)
- Change and membership of the SCA Task Group on BIBCO Batch Processing (2001)
- Final report of the PCC SSG Task Group on PCC Participant and Training Documentation
- Final report of the PCC Task Force on Multiple Manifestations of Electronic Resources
- Final report of the PCC Task Force on ISBD Task Group

**PCC governance and documentation**
- Governance Document (updated August 2000)
- Strategic Plan
- Testing Plan to support the PCC Strategic Plan
- PCC Funding subproject summary
- PCC Name List 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 courses

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<th>NAUQ FAQs</th>
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<tbody>
<tr>
<td>- FAQ on the 050 Field</td>
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<tr>
<td>- PCCFAQ on creating NUCs for NACO</td>
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<tr>
<td>- FAQ on handling IN WOR, including headings labeled “From end-cataloging”</td>
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<table>
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<tr>
<th>Documentation, tools, rules, etc.</th>
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<tbody>
<tr>
<td>- MARC usage of new NACO 24 characters including instructions for NACO participants</td>
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<tr>
<td>- Toolkit for managing NACO and PCC authority records via the Web</td>
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<tr>
<td>- Access NACO and PCCNET to create geographic place names</td>
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<tr>
<td>- Responsibility of a dependent member of the PCC</td>
</tr>
<tr>
<td>- Authority File Comparison Rules (NACO Normalization)</td>
</tr>
<tr>
<td>- Records issued by LC in an “NACOPROCESS” state</td>
</tr>
<tr>
<td>- CPSC announcement on Implementation of Change in Indicator Values for Multiple Subject</td>
</tr>
<tr>
<td>- DVD content &amp; in NACO</td>
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<tr>
<td>- Current documentation for PCC programs</td>
</tr>
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<td>- Index Conversion Project homepage</td>
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<table>
<thead>
<tr>
<th>Who’s Who: liaisons and trainers list</th>
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<tbody>
<tr>
<td>- NACO, BIBCO</td>
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<td>- NACO Regional Trainers list</td>
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<table>
<thead>
<tr>
<th>Funnel Projects, Statistics, etc.</th>
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<tbody>
<tr>
<td>- Description and Information</td>
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<td>- Funnel FAQ</td>
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<tr>
<td>- Suggestions to follow before implementing a Funnel Project training workshop</td>
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<tr>
<td>- NACO Funnel Projects:</td>
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<tr>
<td>- ECPCO NACO Funnel Project and coordinator</td>
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<td>- BIBCO NACO Funnel Project</td>
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<td>- BIBCO NACO Funnel Project</td>
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<td>- BIBCO NACO Funnel Project</td>
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<thead>
<tr>
<th>Series Information for NACO participants</th>
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<tbody>
<tr>
<td>- Information on the NACO Series Institute</td>
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<thead>
<tr>
<th>Series FAQs and documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>- FAQ on series heading, analysis, and classification</td>
</tr>
<tr>
<td>- Results of the second decimal digits treatment survey</td>
</tr>
<tr>
<td>- Final report of the BIBCO Working Group on Series Numbering</td>
</tr>
<tr>
<td>- Sample letter to vendor from BIBCO library</td>
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<table>
<thead>
<tr>
<th>Articles on NACO, etc.</th>
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<tbody>
<tr>
<td>- Cambridge University Library joins the NACO program: BIBCO Newsletters</td>
</tr>
<tr>
<td>- NACO in margins with new series details now available for OCLC participating libraries</td>
</tr>
<tr>
<td>- New overview of BIBCO Authentic Record Standard for NACO Contribution</td>
</tr>
<tr>
<td>- Authority Assistant Series Time for Catalogers, Video Over Shadows</td>
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</tbody>
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Source: <URL: http://www.loc.gov/catdir/pcc/naco.html>
Appendix 3: Outline of Five-Day NACO Training Course

<table>
<thead>
<tr>
<th>Day 1</th>
<th>5-day NACO Training Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afternoon</td>
<td>NACO21 Authority Format review</td>
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<tr>
<td></td>
<td>• RCEXZ1, supplement</td>
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<tr>
<td></td>
<td>• compaenabled authority records</td>
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<tr>
<td></td>
<td>• context designation review</td>
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<td>• 670 field</td>
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<tr>
<td>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</td>
<td></td>
</tr>
<tr>
<td>Day 2</td>
<td>Chapter 22: Personal names</td>
</tr>
<tr>
<td></td>
<td>• review AACR2</td>
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<tr>
<td></td>
<td>• focus on LCDB</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Workbook exercises to reinforce Ch. 22/23</td>
</tr>
<tr>
<td></td>
<td>Hands on practicals</td>
</tr>
<tr>
<td></td>
<td>• searching, inputting/establishing personal names</td>
</tr>
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<td></td>
<td>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</td>
</tr>
<tr>
<td>Day 3</td>
<td>Chapter 24: Corporate bodies</td>
</tr>
<tr>
<td></td>
<td>• review AACR2</td>
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<tr>
<td></td>
<td>• focus on LCDB</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Workbook exercises to reinforce Ch. 24/20</td>
</tr>
<tr>
<td></td>
<td>Hands on practicals</td>
</tr>
<tr>
<td></td>
<td>• searching, inputting/establishing corporate names</td>
</tr>
<tr>
<td></td>
<td>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</td>
</tr>
<tr>
<td>Day 4</td>
<td>Chapter 23: Geographic names</td>
</tr>
<tr>
<td></td>
<td>• review AACR2</td>
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<tr>
<td></td>
<td>• focus on LCDB</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Workbook exercises to reinforce Ch. 23/28/changes (changes to existing name authority records/revision evaluation)</td>
</tr>
<tr>
<td></td>
<td>Hands on practicals</td>
</tr>
<tr>
<td></td>
<td>• searching, inputting/establishing geographic, uniform titles, etc.</td>
</tr>
<tr>
<td></td>
<td>Note: Participants are asked to bring at least 3-5 examples from their current cataloging for input/contribution</td>
</tr>
<tr>
<td>Day 5</td>
<td>Administration and communication</td>
</tr>
<tr>
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<td>• Quick start period</td>
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<td>• Independent Phase</td>
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<td>• ongoing participation in NACO</td>
</tr>
<tr>
<td></td>
<td>• NACO Program overview</td>
</tr>
<tr>
<td></td>
<td>• Procedures for contribution of subject heading proposals</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Warm-up, resolution of outstanding issues, etc.</td>
</tr>
<tr>
<td></td>
<td>Continuation of input/practice in utility using &quot;five&quot; examples</td>
</tr>
</tbody>
</table>

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 400c 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. Chinese name

Example 8. Japanese personal name

Example 9. Pedlar corporate name, linked to record in Example 10 through 510

Example 10. Later corporate name, linked to record in Example 1 through 510

Example 11. Uniform title record for object

Example 12. Name title uniform title record

See also:

Sector IV - Appendices

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

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

FINID: NAF93322746

ID: NAF93322746 ST# EL# In ST#1 MS# In UFP# TD: 193362462396

BRCA: MICHIL CHICUPR1 SBU: a BDC: 030MN DFRB: 2296Y

PRE: a CSO CSHUo SRTn SPHIn TSS TGA? KM? MVD

VSTd: 00729493

C43 HJ#&c UN

1106 Friedman, Samuel $d1940-

4108 Friedman, Samuel $d1940-

670 Red J. Symphonies 1, 1808: 3. theme (Samuel Friedmann) insert [Samuel Friedmann, conductor; b. Kharkov, 1940; emigrated to Israel in 117]

675 Holmes, J. L. Conductors on record. 49. Jacobs, A. Penguin dict. of musical performers: $jSch'1 WW in music. 9th-10th ed.

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)

FNLID NAFR0324000 -1 record in NAF
ID/NAFR0324000 ST: Elia STH: m MSn: w UPn: TD: 1930711135643
VST: 0 0 0 0
040 FF$cPP
400 10 Osborn, William
400 10 Osborn, Willem
400 10 Osborn, Willem
610 Dedalek, R: Selectables of Aesop and other fabulists 1800 $b a (Willa: Osborn)
610 Toronto Public Library: Osborne Coll. 1175 $b p. 408 (Osborne, William: t. 1800 publisher in London)
610 RLIN: 713803 $b ind: : Osborn, 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

http://www.tlcdelivers.com/tlc/crs/naco0153.htm

Example 5. Chinese personal name heading (Appendix VII)

FNLID NAFR0325000 -1 record in NAF
ID/NAFR0325000 ST: Elia STH: m MSn: w UPn: TD: 1903071309131
KRC: NLU: CRC: UPH: n SBU: o SBC: a DLD: n DF: 07-12-93
VST: 0 0 0 0
040 DLC-PitcDLOR
1 0 O Osborn, T. 190108 Cheng, Tien-sheng
400 10 Cheng, Tiensheng
610 Ying Han in c Hilchin, yen yuan yuen tsu kiu, 1980 $b hp. (Chang Tien-sheng)

See also:
Appendix VII - Examples of RLIN Authority Records

http://www.tlcdelivers.com/tlc/crs/naco0160.htm
Example 7. Corporate name (Appendix VII)

FIN ID: NAFR6019063 - 1 record in NAF
ID: NAFR6019063 ST:pE Lincoln ST:LahMx MS:x URI:x TD:19430511565960
KRC:n MI:u CRCo:UPN:n SBU:n SBC:o DDC:u DFT:89:00
RFE:o CSCO:SRU:o SRT:n SRN:n TSS:TGA:A RDM? MCD:
VSTD: 66:21:13
040 FPL:o ePFL
110 20 American Porcelain Manufacturing Company
120 b Charter b House b 1854 (http: American Porcelain Manufacturing Company, of New Jersey, chartered by the state of New Jersey Nov 1, 1854)
See also:
Appendix VII: Examples of BLN Authority Records

http://www.tlcdelivers.com/tlc/crs/naco0163.htm

Example 8. Japanese conference name (Appendix VII)

FIN ID: NAFR6204503 - 1 record in NAF
ID: NAFR6204503 ST:pE Lincoln ST:LahMx MS:x URI:x TD:19430709061445
RFE:o CSCO:SRU:o SRT:n SRN:n TSS:TGA:A RDM? MCD:
VSTD: 67:63:93
040 DNLN:o eDLC:o R
410 20 Nihon Kansenen o Gakkkai $t$Higashi Nihon Chiho kai $t$shoku kai (25kai $4d$ 1976: JCTokyo, Japan) $t$sho o o Gakkkai
410 20 Nihon Kansakai Ryokou o Gakkkai $t$Higashi Nihon Shibu $t$shoku kai (23kai $4d$ 1976: JCTokyo, Japan) $t$sho o o Gakkkai
See also:
Appendix VII: Examples of BLN Authority Records