DACS: Describing Creators
Forms of Names; Authority Records

Documenting Context: DACS Parts 2 and 3
- Three steps for documenting context (Intro to DACS Part II, p. 85)
  - Identify individuals, families, and corporate bodies that played a
    significant role in the creation of the materials (chapter 9)
  - This is the “minimum” requirement in DACS (see chapter 1) for
    documenting context in archival descriptions
  - Assemble biographical information about these individuals or
    families, or data about the history, structure, functions, and
    relationships of the relevant organizations (chapter 10)
  - Render names of entities in standardized form to facilitate
    retrieval of this information across descriptions, systems, and
    institutions (chapters 12-14)
  - Can mostly use AACR2 with a few exceptions

A Word About Access Points
- Access points are different in different output systems, not
  an ISAD(G)-based element of archival description
- If you are using an output system that supports access points, many
  elements defined in DACS can be accessed directly (e.g. Name of Creator(s)
  Element)
- You should serve as sources from which to derive access points (e.g. Title
  Element, Scope and Content Element, Immediate Source of
  Acquisition Element)
- The “Overview of Archival Description” in DACS provide an excellent, succinct
  tutorial on using DACS to derive access points: p. xviii-xxi

Chapter 9. Identifying Creator(s)
- Step 1. Identify individuals, families, and corporate bodies that played a
  significant role in the creation of the materials
  - Name of Creator(s) Element can be recorded at all levels of
    archival description, if desired (9.4)
  - Record only names that appear somewhere else in the archival
    description (9.5), i.e. this is not the element you’d supply first in
    describing an archival collection
  - Take the name(s) of creators from:
    - Name segment of the Title Element (9.8)
    - Those identified as creators in the Administrative/Biographical
      History Element (9.9)
  - You have the option, at lower levels in a multi-level description, not to
    record the name(s) of creators from the lower-level supplied title name
    segment in a separate Name of Creator(s) Element (9.20)

Chapter 10: Administrative/Biographical History
- Step 2. Assemble biographical information about these individuals or
  families, or data about the
  history, structure, functions, and relationships of the relevant organizations
  - Use reliable sources, such as the materials
  - Develop a consistent policy in your repository for the
  content, form, and placement of citations for sources,
  and for the use of quotations
  - As with information in the Name of Creator(s)
    Element, store this information in descriptive tools or
    in an authority system depending on the policies of
    your repository

Chapter 10: Administrative/Biographical History
- This information might include:
  - For individuals and families
    - Names (full, married, pseudonyms, popular), dates, profession,
      titles, geographic locations (places of residence or activity)
    - Life activities or relationships
    - For families, details of relevant parent/child relationships
    - Approximate birth and death dates
    - Education, organizational affiliations
  - For corporate bodies
    - Dates of founding and/or dissolution
    - Geographical locations of activity
    - Mandate, functions, administrative structure
    - Predecessor/successor bodies
    - Name(s) of chief officers
Chapter 11. Authority Records

- Not one of the three steps for documenting context
- Rules based on the International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (ISAAR(CPF))
- Good example of archival authority work on page 113
- More later

Chapter 12 (Persons/Families), 13 (Geographic), 14 (Corporate Bodies).

Forms of Name

- Step 3. Render names of entities in standardized form to facilitate retrieval of this information across descriptions, systems, and institutions
- No DACS rule actually “requires” this, but is offered as a good standard practice
- Archivists working in non-library settings may find this concept less familiar
- Basically, these chapters provide rules for constructing names in a consistent, standardized form
- The rules in these chapters are aligned as much as possible with AACR2, but do differ from it where divergence is justified by archival practice
  - Archivists tend to add fuller form of name and dates
  - Families not treated as creators in AACR2, only as subjects
  - Use of these rules is completely optional in DACS, so repositories that need to adhere strictly to AACR2 can do so

Access Points

- Access points fall into six broad categories:
  - Names
  - Places
  - Subjects
  - Documentary forms
  - Occupations
  - Functions

Names

- The names of persons, families, and organizations that are associated with a body of archival materials, either as the creator or the subject of the records, constitute an important pathway by which researchers discover relevant materials. Names that are rendered as nominal access points can be found in several areas of the descriptive record:
  - Name of Creator(s) Element (2.6, Chapter 9)
  - Title Element (2.3)
  - Scope and Content Element (3.1)
  - Administrative/Biographical History Element (2.7, Chapter 10)
  - Custodial History Element (5.1)
  - Immediate Source of Acquisition Element (5.2)

Places

- The names of places and geographic features to which the records pertain may be important to researchers. Geographic place names that should be considered for use as access points may be found in the following parts of the descriptive record:
  - Name of Creator(s) Element (2.6, Chapter 9)
  - Title Element (2.3)
  - Scope and Content Element (3.1)
  - Administrative/Biographical History Element (2.7, Chapter 10)

Topical Subjects

- The topical subject matter to which the records pertain is among the most important aspects of the archival materials. Terms suggesting topics that might be employed as access points may be found in the following areas of the descriptive record:
  - Title Element (2.3)
  - Scope and Content Element (3.1)
  - Administrative/Biographical History Element (2.7, Chapter 10)
**Documentary Forms**

- Terms that indicate the documentary form(s) or intellectual characteristics of the records being described (e.g., minutes, diaries, reports, watercolors, documentaries) provide the user with an indication of the content of the materials based on an understanding of the common properties of particular document types. For example, one can deduce the contents of ledgers because they are a standard form of accounting record, one that typically contains certain types of data. Documentary forms are most often noted in the following areas of the descriptive record:
  - Title Element (2.3)
  - Extent Element (2.5)
  - Scope and Content Element (3.1)

**Occupations**

- The occupations, avocations, or other life interests of individuals that are documented in a body of archival material may be of significance to users. Such information is most often mentioned in the following areas of the descriptive record:
  - Scope and Content Element (3.1)
  - Administrative/Biographical History Element (2.7, Chapter 10)

**Functions and Activities**

- Terms indicating the function(s), activity(ies), transaction(s), and process(es) that generated the material being described help to define the context in which records were created. Examples of such concepts might be the regulation of hunting and fishing or the conservation of natural resources. Functions and activities are often noted in these areas of the descriptive record:
  - Title Element (2.3)
  - Scope and Content Element (3.1)
  - Administrative/Biographical History Element (2.7, Chapter 10)

**Choice of Access Points**

- No matter how well archival description is done, it will not by itself enable the library patron to find the item in the catalog.
- Access points (entries by which a patron can search the bibliographic record) must be used for that purpose.
- The phrases “choice of access points” or “choice of entry” refer to the task of selecting the headings under which the bibliographic description is to be entered in a catalog. The process involves selecting one main entry and additional added entries for each bibliographic record.

**Main Entry/Added Entry**

- The main entry is the primary access point to the bibliographic record. Generally speaking, the choice of main entry reflects who or what has primary responsibility for the intellectual or artistic content of the work described.
- All other name or title access points are referred to as added entries.
- The main entry may be a personal name, a corporate body, a family name, a conference name (rare in archival description), or a title.

**Main Entry for Archival and Manuscript Collections**

- Generally, the following types of personal papers will be entered under the heading for the person:
  - Personal papers of an individual
  - Personal papers of two or more individuals, where one of the persons can be considered more prominent, or one person’s papers predominate (added entries for other individuals)
  - Family papers formed around or generated by members of one family
  - Intentionally assembled collections assembled by an individual (in which case the term “collector” is added to the heading)
  - An individual manuscript, letter, diary, etc.
  - An oral history interview, either on audio or video tape or in transcription (in which case the term “interviewed” is added to the heading)
Main Entry for Archival and Manuscript Collections

- A corporate body is an organization or a group of people that is known by a particular name and that acts jointly. A corporate body can be responsible for the creation of the intellectual content of a work, and therefore can also be an author and chosen as the main entry for the work. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, projects, programs, religious bodies, local churches, and conferences.
- Generally, the following types of records will be entered under the heading for the corporate body:
  - Corporate records of a single corporate body
  - Individual official or government documents
- In the case of a corporate body whose name has changed over a period of time, the main entry is under the heading for the latest name represented in the records, and added entries are made under the headings for earlier names
- If the records were in the custody of an agency other than the one responsible for creating them, the main entry is under the heading for the agency responsible for creating the records

Forms of Names for Persons and Families (DACS Chapter 12)

- Follows AACR2 rule numbering, e.g. AACR2 rule 22.16A3 is DACS rule 12.16A3
- DACS has rules for family names (12.29) (ACCR2 does not consider families as authors)
- DACS contains expanded rules for the treatment of variant names of corporate bodies (14.2B-14.2E)

Forms of Names for Persons

- DACS, chapter 12 supplies the cataloger with rules for selecting the proper form of a personal name
- In general, choose the name by which the author is commonly known
  - Jimmy Carter, not James Earl Carter
- If a person has changed his or her name, in general choose the latest name
  - Muhammad Ali, not Cassius Clay
- If all the works by a person appear under that person’s pseudonym, choose the pseudonym
  - Woody Allen, not Allen Stewart Konigsberg

12.1B1

- Determine the name by which a person is commonly known from the chief sources of information of works by that person or the name that appears most frequently in the archival materials being described, issued in his or her language. If the person works in a non-verbal context (e.g., a painter, a sculptor) or is not primarily known as an author, determine the name by which he or she is commonly known from reference sources issued in his or her language or country of residence or activity

Forms of Names for Persons

- Generally, the following types of records will be entered under title:
  - Intentionally assembled collections that are known by a particular name
  - Personal papers of two or more individuals where no one person is more prominent or the papers of one individual do not predominate
  - Non-archival corporate collections
  - Papers of multiple families
  - Manuscripts and collections of manuscripts of unknown origin or authorship

Entry element surname

- Compound surnames
- Surnames with separately written prefixes
- Names without surnames
### Forms of Names for Persons

- **General rule:** if a person’s name consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country of residence.

#### Single Surname
- Enter a name that contains a single surname (last name) under that surname; that is, input the name by placing the surname first.
  - 100 1#Carter, Jimmy.
  - 700 1#Griffith, D. W.

#### Compound Surnames
- A personal name is called a “compound surname” when the last name consists of two or more proper names. If the two (or more) sections of the compound name are hyphenated, the hyphenated name should always be considered a compound surname regardless of the language.
  - 100 1#Day-Lewis, Cecil.
  - 700 1#Henry-Bordeaux, Paul.

#### Specific Rules by Language
- If the parts of the compound name are not hyphenated, the language of the name affects the way it is formulated, i.e., which part of the name is considered the surname.

#### Additions to names
- Properly identify the person.
  - Title of nobility (Duke, Baron)
  - Religious designation (Saint, Pope)
  - Title of royalty (Prince, King)
- Distinguish one name from another in case of identical names.
  - Birth and death dates
  - Fuller form of the name
  - Other distinguishing terms

#### Entry Under Forename Only
- Entry a name consisting of initials or separate letters under those initials or letters in the order and the form in which they appear in the item.
  - 100 0#H. D.
- Entry Under a Surname Only
  - If the name by which a person is known consists only of a surname, add the word or phrase that appears with the name in the item if available.
  - 100 1#Moses, |cGrandma.
  - 100 1#Read, |cMiss.
  - 700 1#Seuss, |cDr.

#### Entry Under a Phrase
- Enter in direct order a name consisting of a phrase that does not contain a real name.
  - 100 0#Dr. X.
  - 100 0#Father Time.
- Also enter in direct order a phrase that consists of a forename or forenames preceded by words other than a term of address.
  - 100 0#Poor Richard.
  - 700 0#Boy George.
  - 100 0#Calamity Jane.
Forms of Names for Families
(DACS 12.29, p. 152)
- The heading for a family consists of the family surname followed by the term “family”
- In general, choose as the basis of the heading for the family, the name by which it is commonly known
- Determine the name by which a family is commonly known from the following sources and in the order of preference given:
  – The name that appears most frequently in the archival materials being described
  – The name that appears most frequently in the following sources and in the order of preference given:
    - The latest name
    - The name that appears in reference sources
- If the name does not appear on a prescribed source of information, determine the name by which the family is known from reference sources issues in its language or country of residence or activity

Forms of Geographic Names
(DACS Chapter 13)
- Use the English form of the name of a place if there is one in general use. Determine this from gazetteers and other reference sources published in English-speaking countries. In case of doubt, use the vernacular form.
- If the name of a place changes, use as many of the names as required.
- Add to the name of a place (other than a country or a state, etc., listed in 13.4C1 or 13.4D1) the name of a larger place as instructed in 13.4G-13.4F.
- Do not make any addition to the name of a state, province, territory, etc., of Australia, Canada, or the United States.

Forms of Geographic Names
- Qualify a geographic heading by placing the name of the appropriate jurisdiction within a single set of parentheses. Abbreviate the qualifier as instructed in the Subject Cataloging Manual.
- Qualify subject headings representing geographic entities by the name of the country or countries in which they are located, except for the following:
<table>
<thead>
<tr>
<th>Country</th>
<th>Level of Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>State</td>
</tr>
<tr>
<td>Canada</td>
<td>Province</td>
</tr>
<tr>
<td>Great Britain</td>
<td>Constituent country</td>
</tr>
<tr>
<td>United States</td>
<td>State</td>
</tr>
</tbody>
</table>

Examples of Geographic names with qualifiers
- 651; 0;a Madrid (Spain)
- 651; 0;a Rome (Italy)
- 651; 0;a Sydney (N.S.W.)
- 651; 0;a Montreal (Quebec)
- 651; 0;a London (England)
- 651; 0;a Edinburgh (Scotland)
- 651; 0;a Edwardsville (Ill.)

Forms of Geographic Names
- Use as a geographic qualifier, only the latest form of the name of the jurisdiction.
  – Authority records often give the history of the place name and tell which name to use.
  – 651 0 Berlin (Germany)
  – 651 0 St. Petersburg (Russia)
- LCRI 23.2 states which reference sources should be used when establishing names not already in the authority file.
  – For names in the United States, base the heading on the form found in the Geographic Names Information System, http://geonames.usgs.gov/
- If an entity is in two jurisdictions, qualify by both jurisdictions.
  – Usually put the names of the two jurisdictions in alphabetical order. But, if the entity is located primarily in one of the two, put the name of that jurisdiction first.
  – 651 0 Hoover Dam (Ariz. And Nev.)
  – 651 0 Everest, Mount (China and Nepal)
Forms of Names for Corporate Bodies (DACS Chapter 14)

- Enter a corporate body directly under the name by which it is commonly identified, except when the rules that follow provide for entering it under the name of a higher or related body (see 14.13) or under the name of a government.
- If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the predominant usage of the body.
- If the name of a corporate body has changed (including change from one language to another), establish a new heading under the new name for items appearing under that name. Refer from the old heading to the new and from the new heading to the old.

Forms of Names for Corporate Bodies (DACS Chapter 14)

- Determine name by which corporate body is identified from the following sources (in order of preference):
  - Name that appears in published items issued by the corporate body in its language
  - Name that appears in reference sources
  - Name that appears in the corporate body’s records
  - Name that appears in administrative records relating to the acquisition of the materials being described
  - Name that appears in other archival records

Forms of Names for Corporate Bodies

- Direct entry order
  - Most corporate body headings established in direct entry order (e.g. Time-Life Films)
- Indirect entry order
  - Six types of non-government body names to be established in indirect order as a subheading of the name of the corporate body to which they are subordinate or related (14.13A)

Forms of Names for Corporate Bodies

- A subordinate body is a corporate body that is a part of a larger unit to which it holds an inferior hierarchical rank (e.g., the “Library” is a subordinate body of “Yale University”). The lower body is entered as a subordinate body (b) under the name of the parent body.
- When more than one hierarchical level is involved, the first element given in X10 fields is the main body with each administratively subordinate body ranked after it in successive b subfields. Sometimes the corporate name is not given in hierarchical order on the source. When this is the case it is necessary to rearrange the hierarchy to put the highest body first and successively lower bodies after it.

Forms of Names for Corporate Bodies

- Enter a subordinate body under the full corporate hierarchy as it appears on the piece. The first element should be the parent body, with each administratively subordinate body ranked under it.
- 710 2 International Council on Social Welfare, b Canadian Committee.
- 710 2#Syracuse University, b College of Liberal Arts, b Geography Dept.

Forms of Names for Corporate Bodies

- A body should be entered as a subordinate body if any of the following conditions are met:
  - The hierarchy is printed on separate lines but is still in a “group” on the item and there is no additional information to indicate that the bodies are separate and distinct.  
  - source: American Arbitration Association Labor Management Institute
- 710 2#American Arbitration Association, b Labor Management Institute.
- The hierarchy is printed on one line with a comma or possessive.
  - source: Texas Tech University, Learning Center-or- Texas Tech University’s Learning Center-or- The Learning Center of Texas Tech University
- 710 2#Texas Tech University, b Learning Center.
Forms of Names for Corporate Bodies

- The subordinate body contains a word that implies administrative subordination. The following words are commonly found in the names of subordinate bodies:
  - Administration
  - Administrative (e.g., administrative office)
  - Advisory (e.g., advisory panel)
  - Agency
  - Authority
  - Board
  - Branch
  - Bureau
  - College (of a university)
  - Commission
  - Committee
  - Department
  - Division
  - Group (e.g., working group)
  - Office
  - Panel
  - School (of a college or university)
  - Secretariat
  - Section
  - Service
  - Task Force
  - Working party

Forms of Names for Corporate Bodies (English)

Forms of Names for Corporate Bodies (French)

- Administration
- Agence
- Cabinet
- Comite
- Commissariat
- Commission
- Delegation
- Direction
- Groupe de ...
- Inspection
- Mission
- Office
- Secretariat
- Service

Forms of Names for Corporate Bodies (Spanish)

- Administracion
- Agencia
- Asesoria
- Comision
- Comite
- Coordinacion
- Delegacion
- Diputacion
-Direccion
- Directoria
- Fiscalia
- Gabinete
- Gerencia
- Grupo de ...
- Jefatura
- Junta
- Negociado
- Oficina
- Secretaria
- Secretariado
- Servicio
- Superintendencia

Forms of Names for Corporate Bodies

- Enter a body created or controlled by a government under the name of the government. The conventional name of a government is the geographic name of the area (e.g., country, province, state, county, municipality) over which the government exercises jurisdiction. When a place name is used as the [a subfield, indicator one is set to 1.
  - 110 #Vermont,Dept. of Water Resources.
  - 110 #United States,National Aeronautics and Space Administration.

Forms of Names for Corporate Bodies (French)

Forms of Names for Corporate Bodies (Spanish)

What are Authorities?

- Authority Control governs usage of a controlled vocabulary. This is managed with
- Authority Files, that consist of
- Authority Records, each of which records a term and its variants as well as evidence. They are created using
- Authority Work, bibliographic detective work usually.

- NOT
- Council
- Program
- Project
Authority Control

- Choosing an “official form” or an entry
- Making an “authority record” that records that form
- Choosing cross-references to the chosen form
- Adding those references to the “authority record”

Bibliographic vs. Authority Record

- **Bibliographic record**
  - Contains the description of an item
  - Contains the entries in their official form

- **Authority record**
  - Records the official form used for an entry
  - Records alternative and unused forms (cross-references)
  - Records source of form decisions

Authority Work

- Authority work is documented in an authority record and stored in an authority file. An example of an authority file is the Name Authority File in OCLC.
- Authority files represent records of decisions made about the manner in which cataloging rules have been interpreted. Authority headings are defined by organizations that provide “officially” approved terms for headings that may be used in bibliographic records.
- In the United States the Library of Congress serves as the organization that provides name and subject authorized headings.
- Authority Records
  - An author’s name, or a subject is “established” when used for the first time, and the decision is recorded in a record called the authority record. Authority records serve two purposes:
    - Reference source for an established heading
    - Provides guidance for the creation of a new heading

Authority Control

- **Traditional Functions**
  - Ensures that access points are unique and consistent in content and form
  - Provides a network of linkages for variant and related headings in the catalog
  - Improves precision & recall for database searches

Authority Control

- In order for the online catalog to be used to retrieve all items by a given author or on a given subject, the access points must be normalized and standardized. Authority control is the process of determining:
  - The form of a name, title, or subject concept that will be used as a heading in a bibliographic record
  - The cross references needed for that form
  - The relationships between the heading and other authoritative headings.

ISAD(G)

- “The purpose of archival description is to identify and explain the context and content of archival material in order to promote its accessibility.”
Different Roles

- Bibliographic Name Authorities
  - Differentiate Names

- Archival Context
  - Differentiate Names
  - Provide biographical information
  - Explain relationship to records

Archival Authority Record
ISAAR (CPF)

- Identity (forms of name)
- Description (dates, history, places, legal status, mandates, internal structure, other contexts)
- Relationships

ISAAR(CPF): Four Types of Information in an Archival Authority Record

- Authoritative form of name of the entity as established by cataloging rules such as DACS chpts. 12-14, along with references to variant forms by which researchers might know that entity
- Description of the history and activities of the entity, written in accordance with DACS chpt. 10
- References to related persons, families and corporate bodies
- Management information regarding creation and status of record

Authority Records

- Authority records are created for names, subjects, uniform titles and series.
- Some authority records are created for unapproved or unestablished terms. These terms can not be used in bibliographic records but may display cross references or reference information.
- Authority records not only give guidance on the form of the name or subject, they provide a way to put cross references in your catalog.
- Each bibliographic record in the catalog represents one physical item. Each authority record refers to a person, corporate body, uniform title, series, or subject that may appear in many bibliographic records.

Authority Work for Archival Description

- Accept and use headings that have already been established in standard authority files like the Library of Congress Name Authority File (LCNAF)
- Establish new headings (even for local use) according to relevant standards like DACS and AACR2
- Add new headings to standard authority files whenever it is possible to do so; for LCNAF through the NACO program
- Maintain authority data, if not externally by contribution to the LCNAF, then internally in local authority files, so that the work needed to establish a heading or a reference need never be duplicated
- See that the references specified in authority records are used to facilitate access in public catalogs

Authority Work for Personal or Corporate Name

- Start with the name as found in archival materials
- Check the OPAC and record name(s) found
- Check LCNAF. If name found, use authorized form and stop. Note any discrepancy with form in catalog
- If not found, establish according to DACS and AACR2 and proceed to next slide
Authority Work Steps

- Decide on the name to be used as a heading
- Consult the appropriate rules in DACS, AACR2 and LCRIs to understand exactly how the heading will be constructed
- Search OCLC or RLIN to find examples of how the name appears when transcribed as statements of responsibility
- Choose the appropriate form under the rules
- Search the LC/NACO NAF on OCLC or RLIN to see whether there is an LC authority record; if there is, record the form used as the heading
- Construct your heading
- Construct any references (AACR2 chpt. 26)
- Construct the authority record

Authority Files

- An authority file consists of authority records.
- Catalogers and other metadata record creators use authority files for certain data entry tasks.
- Authority files are also an integral part of integrated library systems
- Common authority files:
  - LC Name Authority File – maintained collaboratively (NACO) according to AACR2
  - Getty Vocabularies – artist & geographical names
  - International Standard Archival Authority Record – corporate bodies, persons & families

Four Functions of Authority Files

- Authority function: support consistency of headings
- Finding function: provide links from variants and other authorized headings
- Information function: show usage and scope of headings
- Maintenance function: support manual and automatic error detection and correction

Authorities

- Each authority record exists to control a term, known in library cataloging as a “heading”
- The only “entity” is the controlled heading
- The relationships are among the heading and variant forms of the heading
- Everything else in the authority record is evidentiary or used for file control

A “Heading” Contains, but is Not Equal to, A “Name”

- A heading includes:
  - The authorized form of name (title, etc.)
  - Manipulated in various ways (inverted, for instance)
  - Qualifiers to make it unique
- The name is Richard P. Smiraglia
- The heading is Smiraglia, Richard P., 1952-

Constituting Headings: Personal Names

- The name of the creator as found in his published works.
- If more than one name, choose the latest.
- If more than one form, choose that found most often most recently.
- If all else fails, choose the fullest form.
- Add dates and middle names to resolve conflicts.
### Constituting Headings: Corporate Names
- The name of the corporate body as found in its published works.
- If more than one name use all.
- If more than one form, choose the one found most often in its works.
- Add terms as qualifiers to resolve conflicts.
  - Who (Musical group)
  - Apollo (Spaceship)

### Constituting Headings: Subordinate Entry
- Government or Corporate Entities with generic names or names implying subordination “Department” “Division” “Bureau” “Committee” etc.
- Entered under the name of the intermediate unit with a distinctive name.
  - California. Employment Data and Research Division.

### A new model of “authority file”
- The authority records of creators are meant to include a much more complex set of information than traditional bibliographic authority records, exactly because they are devoted to implementing the model of separate description of archives and creators.
- Dates of existence, history and geography, functions, occupations, and activities … political, social, cultural context in which the creator worked.

### Authority Control
- Traditional Functions
  - Ensures that access points are unique and consistent in content and form
  - Provides a network of linkages for variant and related headings in the catalog
  - Improves precision & recall for database searches

### Reasons for Authority Control Success
- AC operates within a well-defined and bounded universe—the library catalog
- Creation of access points based on principles & standardized practices that guide the process
- Authority work is aided by reference to authoritative lists
- Performed by highly trained individuals
  - Part of library culture
  - Understand cause and effect in the information retrieval process

### Functions of the Authority File
- Document decisions
- Serve as reference tool
- Control forms of access points
- Support access to bibliographic file
- Link bibliographic and authority files
Users and Tasks

- Users
- Authority record creators and reference librarians
- Repository patrons

- User tasks
  - Find
    - Find an entity or set of entities corresponding to stated criteria
  - Identify
    - Identify an entity
  - Contextualize
    - Place a person, corporate body, work, etc. in context
  - Justify
    - Document the authority record creator's reason for choosing the name or form of name on which an access point is based

Advantages of Authority Control

- Collecting, recording and maintaining authoritative forms of headings
- Linking variant forms of headings together
- Providing consistency and verification upon creating bibliographic records
- Automatic verification
- Global change and correction
- Shared authority files
- Linkage between authority files and bibliographic records