

AUTHORIZED PERSONAL NAMES

Names in bibliographic records must be authorized (standardized) to provide uniform access. If the bib record is a fully cataloged record from the Library of Congress, the names in the 100, 600, 700, and 800 fields will be in the authorized form. Records may have unauthorized names if:

1. If the record is a minimal or brief record, is from Midwest Tape, is a book on CD or other minimal vendor record.
2. The bib record was created manually with a template and does not include the authorized name.
3. The authorized name of the person has been changed (they died, or initials are spelled out, or other dates or qualifying information have been added).

NOTE: If the record isn't a Library of Congress record, is older than the current year plus 2 years, is a minimal or partial record, or is created manually with a template, please check the 100, 600, 700 and 800 fields to make sure the fields are authorized.

Authorized Names in the OPAC

The name King, Adrienne is an example of a name entered in bib records in both authorized and unauthorized forms. The search in the OPAC results in 2 different name listings: the unauthorized form: [King, Adrienne](#) and the authorized form: [King, Adrienne, 1960-](#)

The screenshot shows a search interface with a dropdown menu set to 'Author' and a search box containing 'King, Adrienne'. Below the search box is a 'Go!' button. A pagination bar shows '10 per page' and links for '< Previous 10 Headings' and 'Next 10 Headings >'. The results are displayed in a table with a blue header 'Browse Headings' and a column for the number of results '#'. The first two results are highlighted in yellow: 'King, Adrienne.' with 2 results, and 'King, Adrienne, 1960-' with 1 result. Other results include 'King, Alan.' (10), 'King, Alan, 1927-2004' (11), 'King, Alastair, 1967-' (2), 'King, Albert, 1923-1992' (9), and 'King, Albion Roy, b. 1895' (1).

Browse Headings	#
King, Adrienne.	2
King, Adrienne, 1960-	1
King, Alan.	10
King, Alan, 1927-2004	11
King, Alastair, 1967-	2
King, Albert, 1923-1992	9
King, Albion Roy, b. 1895	1

To ensure records have authorized names the best option is to accept the full record, whether it is AACR2 or RDA, with authorized names.

Check for Authorized Names

There are three ways to check for the authorized form of a name:

1. Authority Records in Polaris
2. Authorities in the SkyRiver Client
3. Library of Congress Authorities website

Authority Records in Polaris

In Cataloging, search the name in the Authority Records Heading Find Tool to see if an Authority Record exists in Polaris. (There is not an authority record in Polaris for King, Adrienne at this time.)

Heading	Control Num...	Bib Count	See Also C...	Name	Subject	Series
King, Andy	3315	24	0	Y	Y	N
King, Albert, 1923-1992	62759	9	0	Y	Y	N
King, Alexander, 1900-1965	71013	2	0	Y	Y	N
King, Alan, 1927-2004	71322	11	0	Y	Y	N
King Arthur's Round Table -- Drama	87495	2	0	N	Y	N
King, Angela	89963	1	0	Y	Y	N
King, Alison	160450	2	0	Y	Y	N
King Accelerated Schools (Firm)	176688	1	0	Y	Y	N
King Arthur Flour (Firm)	187628	3	0	Y	Y	N
King, Albion Roy, b. 1895	197823	1	0	Y	Y	N
King, Arthur	209754	1	0	Y	Y	N
King and I (Motion picture)	242404	5	0	Y	Y	N
King Arthur library	265281	1	0	Y	Y	Y
King, Allen Bennett	317649	1	0	Y	Y	N
King, Andra	338096	1	0	Y	Y	N
King, Anthony	371722	1	0	Y	Y	N

If there is an authority record, double click the name to open the authority record, and copy and paste the name into your record. Save your record and close the authority record.

SkyRiver Client

To view authorized forms of names in SkyRiver, log into the SkyRiver client, and click Search > Authorities, enter last name, first name, and search by Heading. This will retrieve a list of names:

Cataloguer's Workstation

File Search Create Edit View Go Macros Window Help

Heading: McDonough, John

Results 1-17 of 17 for McDonough, John

McDonough, John E [100] 100 1 McDonough, John E	Select
McDonough, John E. (John Edward) [100] 100 1 McDonough, John E. q (John Edward)	Select
McDonough, John Edwin, 1825-1882 [400] 100 1 McDonough, J. E. q (John Edwin), d 1825-1882	Select
McDonough, John J. [100] 100 10 McDonough, John J.	Select
McDonough, John J., 1926-2009 [100] 100 1 McDonough, John J., d 1926-2009	Select
McDonough, John J. (John Joseph), 1937- [100] 100 1 McDonough, John J. q (John Joseph), d 1937-	Select
McDonough, John (John W.) [100] 100 1 McDonough, John q (John W.)	Select
McDonough, John Joseph, 1937- [400] 100 1 McDonough, John J. q (John Joseph), d 1937-	Select
McDonough, John (Narrator) [100] 100 1 McDonough, John c (Narrator)	Select
McDonough, John (Oboist) [100] 100 1 McDonough, John c (Oboist)	Select

or the authority record if it is the only matching name:

Cataloguer's Workstation

File Search Create Edit View Go Macros Window Help

Heading: king adrienne

Back to results < Previous 1 of 1 Next > | Export Verify Headings Save to local Undo Reformat Check Spelling

no2009122943 Updated: 2009-08-08	Type z	Upd status a	Enc lvl n	Source c
	Roman 1	Ref status n	Mod rec	Name use a
	Govt agn 1	Auth status a	Subj a	Subj use a
	Series n	Auth/ref a	Geo subd n	Ser use b
	Ser num n	Name a	Subdiv tp n	Rules c

010		no2009122943
035		(OCoLC)oca08198322
040		IEN b eng c IEN
100	1	King, Adrienne, d 1960-
670		Friday the 13th, 2009: b screen credits (Adrienne King, cast member)
670		IMDb, Aug. 7, 2009 b (Adrienne King, actress; b. Feb. 4, 1960 in Oyster Bay, New York)

Copy the name and date from the Authority record and paste it into your record:

100 +aKing, Adrienne, |d 1960-

Control + Q to change the |d to +d and Save your record.

Verified authorized names display with the green Valid heading button in bib records in the SkyRiver client:

1	700	1	Bacon, Kevin, d 1958-
1	700	1	King, Adrienne, d 1960-
1	700	1	Taylor, Jeannine, d 1954-

Library of Congress

Go to the Library of Congress Authorities site <http://authorities.loc.gov/> and click **Search Authorities**, enter last name, first name, and click **Name Authority Headings**:

[The Library of Congress](#)

>> [Go to Library of Congress Online Catalog](#)



SOURCE OF HEADINGS: Library of Congress Online Catalog

Authority Headings Search

Search Text:

Search Type: Subject Authority Headings
Name Authority Headings
 Title Authority Headings
 Name/Title Authority Headings
 Keyword Authorities (All)

100 records per page

This will retrieve a list of names. Find the name that is the Authorized Heading:

#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References
1	0	King, Adrienne, 1960-

To see the authority record, click Authorized Heading:



LC control no.: no2009122943

LCCN permalink: <http://lcn.loc.gov/no2009122943>

HEADING: King, Adrienne, 1960-

000 00447nz a2200133n 450

001 7980019

005 20090808071215.0

008 090807n| acannaabn |n aaa c

010 __ |a no2009122943

035 __ |a (OCoLC)oca08198322

040 __ |a IEN |b eng |c IEN

100 1_ |a King, Adrienne, |d 1960-

670 __ |a Friday the 13th, 2009: |b screen credits (Adrienne King, cast member)

670 __ |a IMDb, Aug. 7, 2009 |b (Adrienne King, actress; b. Feb. 4, 1960 in Oyster Bay, New York)

Copy the name and date from the Authority record and paste it into your record:

```
700 1 #aCunningham, Sean S.  
700 1 #aMiller, Victor.  
700 1 #aPalmer, Betsy.  
700 1 #aKing, Adrienne, #d1960-  
700 1 #aCrosby, Harry, #d1958-  
700 1 #aBacon, Kevin, #d1958-
```

Control + Q to change the |d to #d and Save your record.

Authorized Name Examples

The following are Library of Congress authorized names.

Name only and name with middle initial:

```
100 1 #aJackson, Garnet.  
100 1 #aJance, Judith A.  
100 1 #a McDonough, Crystal J.
```

Name with birth date or questionable birth date:

```
100 1 #aKaron, Jan, #d1937-  
100 1 #aJohnson, A. C. #q(Alfred Challice), #d1827?-1909.
```

Name with death date or approximate or questionable death date:

```
100 1 #aSmith, A. B. #q(Alvie Byron), #d-1937.  
100 1 #aAlvarenga, Salvador, #dapproximately 1977.  
100 1 #aHales, Anne, #d-1713?
```

Name with birth to death dates:

```
100 1 #aPotter, Beatrix, #d1866-1943.
```

Name with important dates associated with name:

```
100 1 #aSmith, Aaron, #dactive 1823-1852.
```

Name with **Subfield q** (Fuller form of name):

```
100 1 #aHoffman, David E. #q(David Emanuel)  
100 1 #aTolkien, J. R. R. #q(John Ronald Reuel), #d1892-1973.
```

Name with a 0 first indicator - Forename:

```
100 0 #aAristotle.  
100 0 #aLeonardo, #cda Vinci, #d1452-1519.  
100 0 #aJewel, #d1974-  
100 0 #aFrancis, Pope, #d1936-  
100 0 #aAjahn Brahm, #d1951-
```

Pen name/pseudonym:

```
100 1 #aSnicket, Lemony.  
100 1 #aSeuss, #cDr.  
100 1 #aBosch, Pseudonymous.  
100 0 #aPeyo.
```

Name of fictitious characters/authors:

600	10	#aFletcher, Jessica.
100	1	#aCastle, Richard.
100	1	#aStilton, Geronimo.
100	1	#aStilton, Thea.

Names - foreign or unusual authorized forms:

Author's name is Kyung-sook Shin but is authorized as: 1001 #aSin, Kyöng-suk.

Yu:	100	1	#aZhang, Chukun,#d1912-2000.
Arnaldur Indriðason:	100	0	#aArnaldur Indriðason,#d1961-
Yrsa Sigurðardóttir:	100	0	#aYrsa Sigurðardóttir.
Thích Nhất Hạnh:	100	0	#aNhất Hạnh,#cThích.
Avi:	100	0	#aAvi,#d1937-
Prince:	100	0	#aPrince.
Pink:	100	0	#aP!nk,#d1979-
Ty Dolla \$ign:	100	1	#aTy Dolla \$ign.
Dalai Lama:	100	0	#aBstan-'dzin-rgya-mtsho,#cDalai Lama XIV,#d1935-
Queen Elizabeth II:	600	00	#aElizabeth#bII,#cQueen of Great Britain,#d1926-
Kate Middleton:	600	00	#aCatherine,#cDuchess of Cambridge,#d1982-

Names - graphic novel & Manga authors and author/illustrator teams:

Aki:	100	1	#aAki,#d1967-
Hero:	100	0	#aHero#c(Manga author)
Judal:	100	0	#aJudal.
Koge-Donbo:	100	0	#aKoge Donbo.
Lee Young Yuu:	100	1	#aYi, Yöng-yu.
Monkey Punch:	100	0	#aMonkī Panchi,#d1937-
ONE:	100	0	#aONE,#d1986-
Oh! Great:	100	0	#aOh! Great.
Clamp:	110	2	#aCLAMP (Mangaka group)
Peach-Pit:	110	2	#aPeach-Pit (Group)
YoYo:	110	2	#aYoYo (Group)

Always allow the Library of Congress name to appear as it is authorized, even when it is in a different form than in the 245 field.

Name with **Subfield c** (Titles and other words associated with a name):

700	1	#aMcInerney, Kathleen#c(Actress)
100	1	#aNorris, Mary#c(Editor)
100	1	#aBerry, Lynne#c(Children's fiction writer)
100	1	#aMcDonough, John#c(Narrator)
100	1	#aBoyer, Michael#c(Property manager)
100	1	#aBriggs, Elizabeth#c(Young adult author)
100	1	#aPeterson, Pete#c(Writer on motocross)
100	1	#aLewis, Joan#c(Rome Bureau Chief for EWTN)
100	1	#aSmith, Rodney#c(Teacher)
600	10	#aMcKay, Jordan,#d-2008#c(Spirit)

The names authorized with **Subfield c** must include the **Subfield c** term to be authorized.
Library of Congress Authority Record:

010			n 2014073905
040			DLC b eng e rda c DLC
100	1		Norris, Mary c (Editor)
670			Between you & me, [2015] b ECIP t.p. (Mary Norris) data view (1978 she worked as an editor for the New Yorker ; Originally from Cleveland; lives in New York; this is her first book)

The **Subfield c** term will always be a part of the authorized name in the bib and authority record: 100 1 #aNorris, Mary#c(Editor) and displays in the OPAC:



1. Between you & me : confessions of a Comma Queen
by Norris, Mary (Editor)

Publisher, Date: New York : W.W. Norton & Company, [2015]

Description: 228 pages ; 22 cm

Local Availability: 0 (of 0)

System Availability: 22 (of 30)

Where is it?

More Information



2015

It is correct for names authorized by the Library of Congress with a **Subfield c** term to be used in the **100, 600, 700, or 800** fields.

Names in RDA Records

In many RDA records the names are authorized as above, but have an added **Subfield e** Relator term. The **Subfield e** term is added to the name by the Library of Congress or original cataloger to explain the relationship between the person and their role with the material:

- 100 1 #aMoore, Christopher,#d1957-#eauthor.
- 100 1 #aEschliman, Dwight,#eauthor,#ephotographer.
- 100 1 #aWatson, S. J.#q(Steven J.),#eauthor.
- 700 1 #aAlexie, Sherman,#d1966-#eeditor.
- 700 1 #aCumming, Alan,#d1965-#eactor.
- 100 1 #aJenkins, Jo Ann#c(CEO of AARP),#eauthor.

The names are still searchable by their authorized format, with or without the relator term. Allow the authorized names with the additional **Subfield e** Relator term to appear in the bib records.

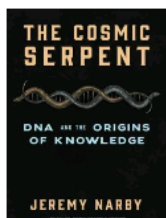
Example: The name Cronin, James Patrick is authorized by Library of Congress without the **Subfield e** term in the Library of Congress Authority Record:

010			no2015109471
035			(OCoLC)oca10247111
040			UOr b eng e rda c UOr
100	1		Cronin, James Patrick
370			Los Angeles (Calif.) f Louisville (Ky.) f Johnson City (Tenn.) f New York (N.Y.) 2 naf
372			Voice-overs a Television acting a Comedy 2 lcsh
373			East Tennessee State University a University of Louisville 2 naf
374			Voice actors and actresses a Television actors and actresses 2 lcsh
375			male
377			eng
400	1		Cronin, James
670			Necessary end, p2015: b container (performed by James Patrick Cronin)

but the **Subfield e** term is in the bib record:

- 700 1 #aCronin, James Patrick,#enarrator.

and displays in the PAC:



Shamanism -- Peru.
Hallucinogenic drugs -- Peru.
Knowledge, Theory of -- Miscellanea.
Molecular biology.
DNA.
Ethnology -- Peru -- Field work.
Ashaninca Indians -- Drug use.
Ashaninca Indians -- Ethnobotany.

Genre: Audiobooks.
Books on CD.

Other Author: Cronin, James Patrick, narrator.

Notes: Compact disc.
Read by James Patrick Cronin.

NOTE: The authorized name of Norris, Mary^{+c}(Editor) includes the **Subfield c** term “Editor” as the Title associated with name, and is the authorized form of her name. This is not the same as the **Subfield e** relator term “editor” used when Sherman Alexie is the editor of a work: Alexie, Sherman,^{+d}1966-^{+e}editor.

If you have any questions about authorized names, name authority records, or if you need help finding an authorized name, please contact Black Gold System Cataloging.