

RDA 8.1.2 NAMES

We are following the Resource Description & Access (RDA) rules for data input of our name entries. RDA and the cataloging rules earlier version (AACR2) are based on the Chicago manual of style which doesn't cover corporate names in-depth. We know that keeping consistency is important to indexing. Many catalogers memorized the rules. If you don't work very often with metadata, it is best to look up the rule or practice (our data input guide) than to rely on memory. Highly recommend searching LC authorities' database, authorities.loc.gov

The terms *person*, *family*, and *corporate body* are used as follows:

The term **person**▼ refers to an individual or an identity established by an individual (either alone or in collaboration with one or more other individuals).

The term **family**▼ refers to two or more persons related by birth, marriage, adoption, civil union, or similar legal status, or who otherwise present themselves as a family.

The term **corporate body**▼ refers to an organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit.

We use RDA for name headings (author, photographer, contributor, etc., but not publisher) and AACR2 for the rest of the description.

Personal names

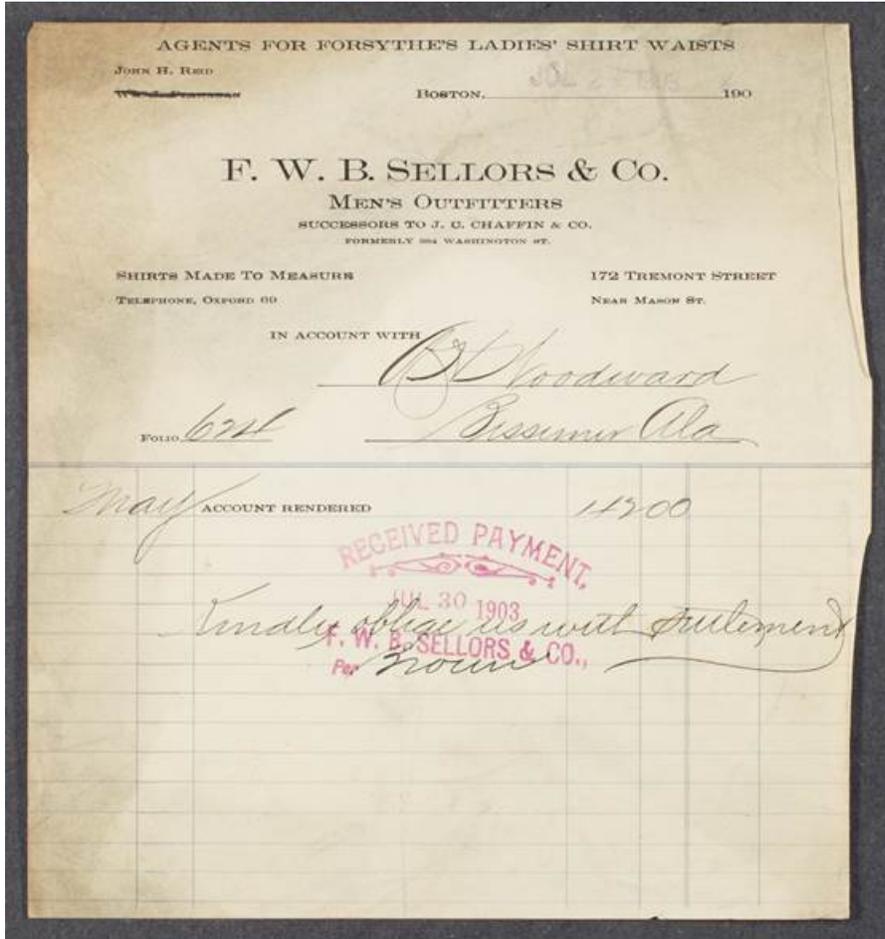
Some of our headings are still in AACR2 form like entries for Berthelot de La Villeurnoy, Charles-Honoré, ca. 1750-1799 and Chaucer, Geoffrey, d. 1400. There isn't a need to change these. Our focus should be new headings going into Acumen.

AACR2	RDA	LC practice (when it varies from RDA)
b. 1825	1825-	----
d. 1859	-1859	----
fl.	flourished	active
ca. 1837	approximately 1837	----
1836 or 7	1836 or 1837	----
18th cent.	18th century	----
16th/17th cent.	active 16th century-17th century	----

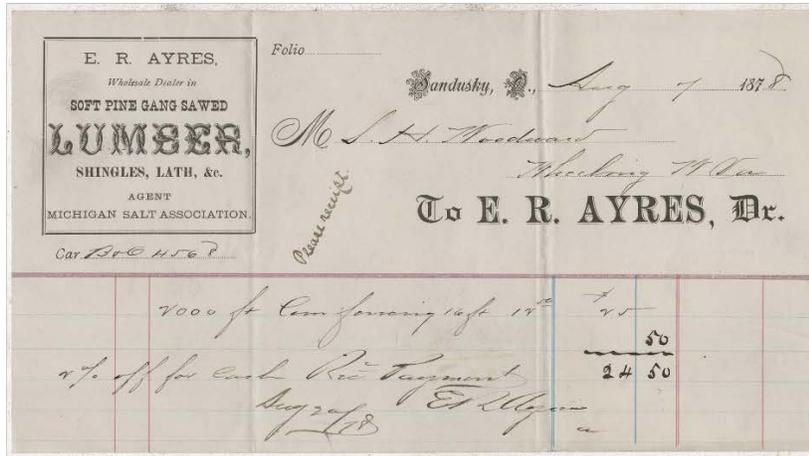
Corporate Names

For abbreviations, follow the usage of the body. RDA 8.6.7 - AACR2 usage was to abbreviate some words like Department.

Corporate name: F.W.B. Sellors & Co.



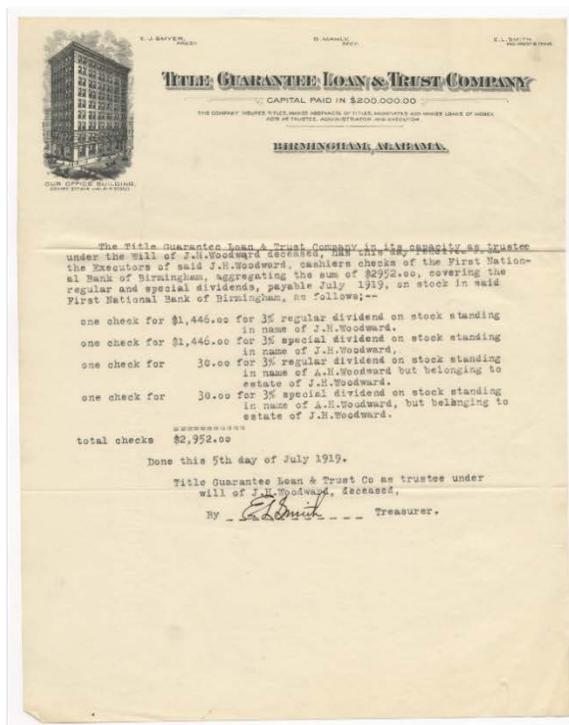
For corporate name, the initials do not have a space between them. A qualifying term is added to help distinguish it between a corporate and personal name. example: E.R. Ayres (Firm) Qualifiers are only added when there is a need to distinguish between exact names for different entities.



Title Guarantee Loan and Trust Company (Corporate names that are common regardless of what city or state. Generic names.)

Look for official correspondence on a company letterhead not how another correspondent records the name.

Find document "from" them to compared names and note date of letter.



Search "naf" or other name databases from OCLC or LC. There are 2 entries.

Authorized Heading	3	2	Title Guarantee and Trust Company (Los Angeles, Calif.)
	4	3	Title guarantee and trust company, Los Angeles. [from old catalog]
	5	1	Title guarantee and trust company, New York. [from old catalog]
Authorized Heading	6	1	Title Guarantee and Trust Company (New York, N.Y.)

[For other name databases like viaf.org, be careful to check all headings from the result page. We are looking for 110 entry. Cross-references from the 410 may appear on the result page. Don't assume that you are looking at is the authorized heading on the results page.]

For title guarantee and trust companies, both headings are distinguished from one another by the use of geographic locations. By checking the results, you can begin to see the qualifier pattern needed for this heading.

From RDA 11.3.1.

A place associated with the corporate body▼ is a significant location associated with a corporate body.

Greek societies may want more.

Authorized & References	41	3	Kappa Sigma Fraternity
References	42	0	Kappa Sigma Fraternity. Alpha Delta Chapter (Pennsylvania State College)
Authorized Heading	43	0	Kappa Sigma Fraternity. Alpha Delta Chapter (Pennsylvania State University)
Authorized & References	44	0	Kappa Sigma Fraternity. Beta Theta Chapter (Indiana University)
Authorized & References	45	0	Kappa Sigma Fraternity. Beta Theta Chapter (Indiana University, Bloomington)
Authorized Heading	46	0	Kappa Sigma Fraternity. Delta Mu Chapter (University of North Dakota)
Authorized & References	47	0	Kappa Sigma Fraternity. Delta Omicron Chapter (State University of Montana)
Authorized Heading	48	0	Kappa Sigma Fraternity. Delta-Zeta Chapter (University of New Mexico)
Authorized Heading	49	0	Kappa Sigma Fraternity. Epsilon Nu Chapter (University of Southern Mississippi)
References	50	0	Kappa Sigma Fraternity. Gamma Delta Chapter (Massachusetts Agricultural College)