

PFAN - Other Documentation

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Establishing certain entities in the name authority file

Most access points belong to well-defined categories and are established either as names of persons, corporate bodies, jurisdictions, uniform titles, named meetings, etc. in the name authority file, or as subject headings such as automobiles, geographical entities, etc. in the subject authority file. However, certain named entities have caused problems in the past with regard to

- if the access point should be included in the name authority file according to descriptive cataloging conventions or in the subject authority file according to subject cataloging conventions; and
- which MARC tag should be used for the access point in authority and bibliographic records.

To eliminate this confusion and standardize the wording and content designation of access points for these entities, the Library of Congress has developed guidelines for

- responsibility for establishing access points;
- the conventions to be used in formulating access points;
- the tags to be used for content designation; and
- the file (names or subjects) in which access point authority records should be resided.

These guidelines are published in instruction sheet H 405 of the Library of Congress' Subject Heading Manual, Establishing Certain Entities in the Name or Subject Authority File (<https://www.loc.gov/aba/publications/FreeSHM/H0405.pdf>). They divide problematic access points into two groups:

(1) Access points always established according to descriptive cataloging conventions, with authority records always resided in the name authority file.

(2) Access points always established according to subject cataloging conventions with authority records that

- reside in the subject authority file if they are used solely as subject headings; or
- reside in the name authority file if access points are to be used as descriptive access points.

The table below is a translation of the list of Group 1 entity categories on sheet H 405. For PFAN participants, the table lists named entities that are always established in the Canadiana authority file and in accordance with descriptive cataloging conventions. Seven categories of entities not listed on sheet H 405 have also been included to reflect the Canadian context. For reference, the table also gives the English categories from sheet H 405.

For Group 2 entity categories, please refer to the RVM document entitled Proper names in subject headings (<https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres>) which gives, in List 2, the named entities that are always established in the RVM in accordance with subject cataloging conventions.

Whenever a new access point is required for a named entity, consult both documents to determine whether the access point is classified in Group 1 or Group 2. Follow the procedures appropriate to the relevant group.

Group 1 - Name Authority Group Headings

Named entities always established in the Canadiana name authority file according to descriptive cataloging conventions.

Category (PFAN)	Category (SHM 405)	MARC tag	Note
Abbayes	Abbeys	110	
Aéroports	Airports	110	
Ambassades	Embassies	110	
Aquariums publics	Aquariums, Public	110	
Arboretums	Arboretums	110	
Arsenaux	Arsenals	110	
Asiles (Établissements de bienfaisance)	Asylums (Charitable institutions)	110	
Asiles d'indigents	Almshouses	110	
Autorités portuaires	Port authorities	110	
Avions individuels	Airplanes, Individual	110	
Bandes dessinées	Comic strips	130	Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.
Banques	Banks	110	
Bars	Bars	110	
Bibliothèques	Libraries	110	
Boîtes de nuit	Night clubs	110	
Bourses	Stock exchanges	110	
Camps de concentration	Concentration camps	110	
Camps de réfugiés	Refugee camps	110	
Camps d'internement	Internment camps	110	
Cantons québécois (Divisions cadastrales) [Quebec townships (cadastral divisions)]	n/a	151	
Cathédrales	Cathedrals	110	
Célébrations, spectacles et anniversaires publics	Public celebrations, pageants, anniversaries	111	
Centres commerciaux	Shopping centers	110	
Centres d'hébergement et de soins de longue durée, maisons de soins infirmiers	Nursing homes	110	
Chambres de commerce	Boards of trade (Chambers of commerce)	110	
Chambres de commerce	Chambers of commerce	110	
Chantiers navals	Shipyards	110	
Chapelles	Chapels	110	Headings in this category are for chapels that are free-standing; that is, they are not building details nor parts of complex structures. Headings for chapels that are building details or parts of complex structures are established as subject headings (for further information, please consult the document Noms propres en vedettes-matière, Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Chemins de fer	Railroads	110	
Cimetières	Cemeteries	110	Headings in this category are for named cemeteries as corporate bodies. Headings for cemeteries that are archaeological sites are established as subject headings (for further information, please consult the document Noms propres en vedettes-matière, Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Circonscriptions électorales [Electoral districts]	n/a	151	
Circonscriptions foncières [Registration divisions]	n/a	151	
Circonscriptions scolaires	School districts	110	
Cirques	Circuses	110	
Clubs de loisirs	Country clubs	110	
Collections nommées	Named collections	110	
Collectivités nouvelles	Planned communities	151	

Collèges (Enseignement supérieur)	Colleges	110	
Comarques	Comarcas	151	
Communautés collectivistes	Collective settlements	151	
Communes (Contre-culture)	Communes	151	
Compagnies d'opéra	Opera companies	110	
Compagnies théâtrales	Theater companies	110	
Compétitions	Competitions	111	
Compétitions sportives	Athletic contests	111	
Concours	Contests	111	
Confessions religieuses	Religious denominations	110	
Confessions religieuses individuelles	Denominations, Religious (Individual)	110	
Courses	Races (Contests)	111	
Couvents	Convents	110	
Crématoriums	Crematories	110	
Dancings (Salles de danse)	Dance halls	110	
Défilés	Parades	111	
Dispensaires	Dispensaries	110	
Districts d'assainissement	Sanitation districts	151	
Districts de bibliothèques	Library districts	110	
Districts de conservation	Conservation districts	151	
Districts de parcs	Park districts	151	
Districts de services publics	Utility districts	151	
Districts des eaux	Water districts	151	
Districts forestiers	Forest districts	151	
Districts judiciaires [Judicial districts]	n/a	151	
Districts miniers	Mining districts	151	
Districts récréatifs	Recreation districts	151	
Divisions de recensement [Census divisions]	n/a	151	
Écloseries	Fish hatcheries	110	
Écoles	Schools	110	
Églises (en usage ou en ruines)	Churches (In use or ruins)	110	
Émissions radiophoniques	Radio programs	130	
Émissions télévisées	Television programs	130	
Entités ecclésiastiques qui sont également des noms de lieux, par exemple, Église catholique, Diocèse de Trois-Rivières; Constantinople (Patriarcat œcuménique)	Ecclesiastical entities that are also names of places, for example, Catholic Church, Diocese of Basel (Switzerland); Constantinople (Ecumenical patriarchate)	110	
Entrepreneurs de pompes funèbres	Undertakers	110	
Établissements correctionnels	Correctional institutions	110	
Établissements d'enseignement	Educational institutions	110	
Étiquettes d'enregistrements sonores	Sound recording labels	110	
Études (Projets de recherche)	Studies (Research projects)	110	
Événements	Events	111	Events that are formally convened, directed toward a common goal, capable of being reconvened, and that have a formal name. See SHM H 1592 (https://www.loc.gov/aba/publications/FreeSHM/H1592.pdf) for a list of types of events to be established in the name authority file.
Expéditions militaires	Expeditions, Military	111	Headings in this category are military expeditions that are not campaigns, battles, sieges, etc. Military expeditions that are campaigns, battles, sieges, etc., are established as subject headings (for further information, please consult the document Noms propres en vedettes-matière, Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/auto-rites-de-noms-propres)).

Expéditions scientifiques	Expeditions, Scientific	111	
Expositions	Exhibitions	111	
Expositions	Expositions	111	
Expositions	Shows (Exhibitions)	111	
Festivals et célébrations	Festivals and celebrations	111	
Festivals et célébrations folkloriques	Folk festivals and celebrations	111	
Films	Motion pictures	130	
Foires	Fairs	111	
Fonds (Organismes de gestion économique)	Funds	110	
Forêts (Organismes administratifs)	Forests (Administrative agencies)	110	Headings in this category are always qualified by the term (Organisme administratif).Headings for forests as geographic entities are established as subject headings, (for further information, please consult the document Noms propres en vedettes-matière, Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Gangs	Gangs	110	
Groupes de discussions électroniques	Electronic discussion groups	130	
Herbiers	Herbariums	110	
Hôpitaux	Hospitals	110	
Hospices pour indigents	Poorhouses	110	
Hotels	Hôtels	110	
Installations militaires actives (comprend également toutes les installations postérieures à 1899)	Military installations (active; also all after 1899)	151	
Jardins botaniques	Botanical gardens	110	
Jardins zoologiques	Zoological gardens	110	
Jeux (Événements)	Games (Events)	111	
Jeux vidéo individuels	Video games, Individuals	130	Headings for individual video games are established as titles. Headings for video game franchises are established as topical subject headings (for further information, please consult the document Noms propres en vedettes-matière, Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Juridictions antiques (autres que les villes)	Jurisdictions, Ancient (other than cities)	151	
Juridictions médiévales et modernes (y compris les anciennes juridictions)	Jurisdictions, Medieval and modern (including former jurisdictions)	151	
Laboratoires	Laboratories	110	
Logiciels	Software, Computer	130	Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.
Magasins de détail	Stores, Retail	110	
Maisons de transition	Halfway houses	110	
Manèges militaires	Armories	110	
Manifestations sportives	Sporting events	111	
Marchés	Markets	110	
Marques d'éditeurs	Publisher's imprints	110	
Monastères	Monasteries	110	
Morgues	Morgues	110	
Mosquées	Mosques	110	
Motels	Motels	110	
Musées	Museums	110	
Musées et galeries d'art	Galleries	110	
Navires	Ships	110	
Observatoires	Observatories	110	
Œuvres d'art individuelles	Art works, Individual	100, 110, 130	
Œuvres d'art individuelles	Individual works of art	100, 110, 130	
Œuvres d'art individuelles	Works of art, Individual	100, 110,	

		130	
Orphelinats	Orphanages	110	
Parcs (Organismes administratifs)	Parks (Administrative agencies)	110	Headings in this category are always qualified by the term (Organisme administratif). Headings for parks as geographic entities are established as subject headings (for further information, please consult the document <u>Noms propres en vedettes-matière</u> , Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Parcs d'affaires	Business parks	110	
Parcs industriels	Industrial districts	110	
Parcs scientifiques	Research parks	110	Headings in this category are for areas of land that are devoted to institutions carrying out academic or industrial research. Geographic headings for parks intended for recreation, conservation, etc., are established as subject headings (for further information, please consult the document <u>Noms propres en vedettes-matière</u> , Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Parties de villes	City sections	151	This category includes historic districts and special economic zones in cities.
Personnages bibliques	Biblical characters	100	
Planétariums	Planetariums	110	
Plans (Programmes)	Plans (Programs)	110	
Premières Nations (en tant qu'entités juridiques uniquement; Canada uniquement) et tribus (en tant qu'entités juridiques uniquement; États-Unis uniquement)	Tribes (as legal entities only; U.S. and Canada only)	151	
Prisons	Prisons	110	
Programmes informatiques et logiciels	Computer programs and software	130	Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.
Projets de logements	Housing projects	110	
Projets, plans, etc.	Projects, plans, etc.	110	
Pueblos (Villages)	Pueblos	151	
Régions et sous-régions administratives québécoises [Québec administrative regions and sub-regions]	n/a	151	
Relais routiers	Truck stops	110	
Réserves (Organismes administratifs gérant des parcs, des forêts, etc.)	Reserves (Administrative agencies)	110	Headings in this category are always qualified by the term (Organisme administratif). Headings for reserves as geographic entities are established as subject headings (for further information, please consult the document <u>Noms propres en vedettes-matière</u> , Liste 2 (https://rvmweb.bibl.ulaval.ca/rvmweb/contenu/contenu.do?chemin=/autorites-de-noms-propres)).
Résidences pour personnes âgées	Old age homes	110	
Restaurants	Restaurants	110	
Salles de concert	Concert halls	110	
Salons funéraires, morgues	Funeral homes, mortuaries	110	
Sanatoriums	Sanatoriums	110	
Satellites artificiels	Artificial satellites	110	
Satellites artificiels	Satellites, Artificial	110	
Seigneuries [Lordships]	n/a	151	
Services d'assistance téléphonique	Helplines, hotlines	110	
Sites Web	Web sites	130	
Sociétés savantes	Academies	110	
Stations biologiques	Biological stations	110	

Stations d'expérimentation	Experiment stations	110	
Stations de radiodiffusion	Broadcasting stations	110	
Stations de recherche	Research stations	110	
Stations écologiques	Ecological stations	110	
Stations-service	Service stations	110	
Synagogues	Synagogues	110	
Télescopes	Telescopes	110	
Temples (en usage; exclut les temples en ruine)	Temples (in use; excludes temples in ruins)	110	
Tournois (Sports et jeux)	Tournaments	111	
Universités	Universities	110	
Usines	Factories	110	
Véhicules spatiaux	Space vehicles	110	

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PCC Post RDA Test Guidelines

PFAN follows [PCC Post RDA Test Guidelines \(https://www.loc.gov/aba/pcc/rda/PCC%20Post%20RDA%20Test%20Guidelines.html\)](https://www.loc.gov/aba/pcc/rda/PCC%20Post%20RDA%20Test%20Guidelines.html)

Last update: 2020-10-02

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PCC Guidelines for the Application of Relationship Designators in NACO Authority Records

PFAN follows [PCC Guidelines for the Application of Relationship Designators in NACO Authority Records with Adapted Examples for PFAN](#)

Last Update with PFAN Examples: 2020-05-04

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Authority File Comparison Rules

PFAN follows [Authority File Comparison Rules \(NACO Normalization\) \(https://www.loc.gov/aba/pcc/naco/documents/SCA_PccNormalization_Final_revised.pdf\)](https://www.loc.gov/aba/pcc/naco/documents/SCA_PccNormalization_Final_revised.pdf) (PDF, 72 KB)

Last update: 2020-04-09

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Romanization

Generally speaking, the PFAN prefers to use current ISO romanization standards. These internationally-accepted standards normally make it possible for the user to reverse the romanization; automatic data processing is also possible.

However, for some languages or scripts, it sometimes happens that no ISO standard is available, as in the case of Inuktitut, or that the relevant ISO standard ignores some essential linguistic elements or some important aspects of romanization, such as reversibility of the operation. For instance, the ISO transliteration table for Armenian does not include letters used with a numerical value; for this reason, the BnF table (used as a basis for the ISO standard) has been preferred. The following table shows which romanization standard has been chosen for each individual language.

These were all individually selected; in each case, the goal is always to allow for a standard transliteration which is both reversible and as complete as possible.

Language	Writing System	Romanization Table																		
Arabic	Arabic alphabet	ISO 233-2:1993(https://www.iso.org/en/standard/4118.html) Information and Documentation -- Arabic characters into Latin characters -- Part 2: Arabic language -- Simplified transliteration																		
Amharic	Ethiopian alphasyllabary (ge'ez)	ALA-LC 2011 (https://www.loc.gov/catdir/cpsd/romanization/amharic.pdf) Amharic romanization table																		
Armenian	Armenian alphabet	BnF Translittération de l'arménien(https://kitcat.bnf.fr/consignes-catalogage/translitteration-de-larmenien)based on ISO 9985:1996(https://www.iso.org/en/standard/17893.html)Information and Documentation -- Tansliteration of Armenian characters into Latin charaters																		
Assamese	Bengali alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꠄꠢ.																		
Bengali	Bengali alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꠄꠢ.																		
Belarusian	Cyrillic alphabet	BnF Translittération du russe, du biélorusse et de l'ukrainien contemporain(https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-russe-et-du-bielorusse-et-de-lukrainien-contemporains)based on ISO 9:1995 (https://www.iso.org/en/standard/3589.html)Information and Documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages Exception: For Cyrillic letter Ё/ё, do not apply the instructions under "Remarque" in the BnF table. The letter Ё/ё is always romanized with the Latin letter Ě/ě (E umlaut/e umlaut), according to the following instructions: <table><tr><th>N° d'ordre ISO</th><th>Majuscule</th><th>Code Unicode de la majuscule</th><th>Translittération de la majuscule</th><th>Code Unicode de la translittération de la majuscule</th><th>Minuscule</th><th>Code Unicode de la minuscule</th><th>Translittération de la minuscule</th><th>Code Unicode de la translittération de la minuscule</th></tr><tr><td>9</td><td>Ё</td><td>0401</td><td>Ě</td><td>00CB</td><td>ě</td><td>0451</td><td>ě</td><td>00EB</td></tr></table>	N° d'ordre ISO	Majuscule	Code Unicode de la majuscule	Translittération de la majuscule	Code Unicode de la translittération de la majuscule	Minuscule	Code Unicode de la minuscule	Translittération de la minuscule	Code Unicode de la translittération de la minuscule	9	Ё	0401	Ě	00CB	ě	0451	ě	00EB
N° d'ordre ISO	Majuscule	Code Unicode de la majuscule	Translittération de la majuscule	Code Unicode de la translittération de la majuscule	Minuscule	Code Unicode de la minuscule	Translittération de la minuscule	Code Unicode de la translittération de la minuscule												
9	Ё	0401	Ě	00CB	ě	0451	ě	00EB												
Bulgarian	Cyrillic alphabet	BnF Translittération du bulgare et du macédonien contemporain(https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-bulgare-et-du-macedonien-contemporains)based on ISO 9:1995 (https://www.iso.org/en/standard/3589.html)Information and Documentation -- Tansliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages																		
Chinese	Chinese characters	ISO 7098:2015 (https://www.iso.org/en/standard/61420.htm) Information and Documentation -- Romanization of Chinese and ALA-LC Romanization Table -- Chinese (https://www.loc.gov/catdir/cpsd/romanization/chinese.pdf) follow the principle of Pinyin. In the absence of ISO 7098:2015 (https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https://www.iso.org/mcas.ms/fr/standard/61420.html?McasTsId=20893&McasCSRF=04aad76f607132bd68928974deaeec2ed98cb4c3366e74a2d39a4e38683437) it is appropriate to follow the ALA-LC Romanization table --Chinese (https://www.loc.gov/catdir/cpsd/romanization/chinese.pdf), with the following exceptions: - Names of continents and regions which have already become Chinese words are written as one word. - Feizhou (非洲, Africa)NOT Fei Zhou - Nanmei (南美洲, South America)NOT Nan Mei - Dongnanya (东南亚, Southeast Asia)NOT Dong nan Ya - Ethnic names and tribe names are written as one word with the initial letter capitalized. - Hanzu (汉族, Han, Chinese ethnic group)NOT Han zu - Maolizu (毛利, Māori) NOT Maoli zu - Weiwuerzu (维吾尔, Uighur, Chinese ethnic group) NOT Weiwuer zu - Language names are written as one word with the initial letter capitalized. - Yingyu (英语English) NOT Ying yu - Kejiahua (客家, Hakka) NOT Kejia hua - Religions/religious followers are written as one word with the initial letter capitalized. - Jidujiao (基督教, Christianity) NOT Jidu jiao - Jidutu (基督教, Christian) NOT Jidu tu ISO 7098:2015 specifies that "Tone marks may be written as a learning tool; however, they can be omitted for convenience." PFAN omits the tone marks when applying this instruction.																		
Georgian	Georgian alphabet	BnF Translittération du géorgien(https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-georgien)based on ISO 9984:1996(https://www.iso.org/en/standard/17892.html)Information and Documentation -- Tansliteration of Georgian characters into Latin characters																		
Greek	Greek alphabet	ISO 843:1997 (https://www.iso.org/standard/5215.html)Information and documentation -- Conversion of Greek characters into Latin characters Tool : transliteration.nlg.gr (https://transliteration.nlg.gr/?lang=e) (box ISO 843:1997)																		
Gujarati	Gujarati	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters																		

	alphasyllabary	scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).
Hebrew	Hebrew characters	ISO 259-2:1994 (https://www.iso.org/en/standard/4162.html) Documentation -- Transliteration of Hebrew characters into Latin characters -- Part 2: Simplified transliteration For further information, please consult <i>Romanisation des caractères hébraïques</i>. The romanization of Hebrew often requires consultation of dictionaries and other sources in addition to the ISO romanization table, mainly for the purpose of providing vowels. The main dictionary employed is Hamilw̄n heḥadaš (Yrwšalayim: Qiryat-seper, 1966-1970) by 'Abraham 'Eben-Šwšan). For more information on the various editions of this dictionary, see the English Wikipedia article (https://en.wikipedia.org/wiki/Even-Shoshan_Dictionary) dedicated to it.
Hindi	Devanagari alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).
Inuktitut	Canadian Aboriginal syllabics	ALA-LC 2011 (https://www.loc.gov/catdir/cpso/romanization/inuktitut.pdf) Inuktitut romanization table
Japanese	Japanese script (hiragana, katakana et kanji)	ALA-LC 2012 (https://www.loc.gov/catdir/cpso/romanization/japanese.pdf) Japanese Romanization Table
Kannada	Kannada alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).
Korean	Korean script	BnF Translittération du coréen (han kūl et han ča) (https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-coreen-han-kul-et-han-ca)
Slavic and non-Slavic Languages	Cyrillic alphabet	ISO 9:1995 (https://www.iso.org/en/standard/3589.html) Information and Documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages
Macedonian	Cyrillic alphabet	Translittération du bulgare et du macédonien contemporains (https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-bulgare-et-du-macedonien-contemporains) based on ISO 9:1995 (https://www.iso.org/en/standard/3589.html) Information and Documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages
Malayalam	Malayalam alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).
Marathi	Devanagari alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).
Mongolian	Cyrillic alphabet	ISO 9:1995 (https://www.iso.org/en/standard/3589.html) Information and Documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages
Nepali	Devanagari	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Transliteration of Devanagari and related Indic

	alphasyllabary	scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).																		
Oriya (odia)	Odia alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).																		
Pali	Various including Bengali, Burmese, Devanagari, Sinhalese and Thai alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, except where another vowel is indicated by the corresponding sign.																		
Persian	Persian alphabet	ISO 233-3:1999 (https://www.iso.org/en/standard/2398.html) Information and Documentation -- Tansliteration of Arabic characters into Latin characters -- Part 3: Persian language -- Simplified transliteration																		
Russian	Cyrillic alphabet	BnF Translittération du russe, du biélorusse et de l'ukrainien contemporain (https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-russe-et-de-lukrainien-contemporains) based on ISO 9:1995 (https://www.iso.org/en/standard/3589.html) Information and Documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages Exception: For Cyrillic letter Ё/ё, do not apply the instructions under "Remarque" in the BnF table. The letter Ё/ё is always romanized with the Latin letter Ě/ě (E umlaut/e umlaut), according to the following instructions: <table><tr><th>N° d'ordre ISO</th><th>Majuscule</th><th>Code Unicode de la majuscule</th><th>Translittération de la majuscule</th><th>Code Unicode de la translittération de la majuscule</th><th>Minuscule</th><th>Code Unicode de la minuscule</th><th>Translittération de la minuscule</th><th>Code Unicode de la translittération de la minuscule</th></tr><tr><td>9</td><td>Ё</td><td>0401</td><td>Ě</td><td>00CB</td><td>ě</td><td>0451</td><td>ě</td><td>00EB</td></tr></table> If the Cyrillic letter E/e is used instead of the letter Ё/ё in the source, it is the letter E/e that should be romanized according to the instructions in the table.	N° d'ordre ISO	Majuscule	Code Unicode de la majuscule	Translittération de la majuscule	Code Unicode de la translittération de la majuscule	Minuscule	Code Unicode de la minuscule	Translittération de la minuscule	Code Unicode de la translittération de la minuscule	9	Ё	0401	Ě	00CB	ě	0451	ě	00EB
N° d'ordre ISO	Majuscule	Code Unicode de la majuscule	Translittération de la majuscule	Code Unicode de la translittération de la majuscule	Minuscule	Code Unicode de la minuscule	Translittération de la minuscule	Code Unicode de la translittération de la minuscule												
9	Ё	0401	Ě	00CB	ě	0451	ě	00EB												
Sanskrit, Prakrit	Devanagari alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).																		
Serbian	Cyrillic alphabet	ALA-LC Romanization Tables -- Serbian (https://www.loc.gov/catdir/cpsd/romanization/serbian.pdf) [Replaces ISO 9:1995 table as of 2021-1-12]																		
Tajiki	Cyrillic alphabet	ISO 9:1995 (https://www.iso.org/en/standard/3589.html) Information and Documentation -- Tansliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages																		
Tamil	Tamil alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions: - when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꣳ(ꣳ).																		
Telugu	Telugu alphasyllabary	ISO 15919:2001 (https://www.iso.org/en/standard/28333.htm) Information and Documentation -- Tansliteration of Devanagari and related Indic scripts into Latin characters Use the uniform transliteration tables in Appendix A. Table A.1 corresponds to the adoption of the uniform transliteration options in 9.1 and 9.3 and the simplified nasalisation option in 9.2. The vowel a is implicit after all consonants and consonant clusters and is supplied in transliteration, with the following exceptions:																		

		- when another vowel is indicated by its appropriate sign; and - when the absence of any vowel is indicated by the sign virama:ꠘꠌ).
Thai	Thai alphasyllabary	ISO 11940:1998 (https://www.iso.org/en/standard/20574.htm) Information and Documentation -- Transliteration of Thai (à confirmer)
Ukrainian	Cyrillic alphabet	BnF Translittération du russe, du biélorusse et de l'ukrainien contemporain (https://kitcat.bnf.fr/consignes-catalogage/translitteration-du-russe-d-u-bielorusse-et-de-lukrainien-contemporains) based on ISO 9:1995 (https://www.iso.org/en/standard/3589.html) Information and Documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages
Yiddish	Hebrew alphabet	ISO 259-2:1994 (https://www.iso.org/en/standard/4162.html) Documentation -- Transliteration of Hebrew characters into Latin characters -- Part 2: Simplified transliteration

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Non-exhaustive List of Verifications to Make to an Existing Record

General Information

- Verify that the characters used are only those in the MARC 8 character set.
- Generally, the information must be provided in French. When information quoted in field 670 comes from a source in a language other than French, the Guide asks cataloguers to “generally translate the information into French, in an informal manner, summarizing as appropriate”. If the existing record was originally created by LAC in English, or if it is a migrated record derived from a record that was originally in English, fields 670 and 675 can remain in English but it must be ensured that the information recorded in other fields is in French. It is understood that all information in English will not necessarily have an equivalent in French. This would be the case, for example, for terms belonging to a controlled vocabulary for which there is no French version. In this case, the information must be deleted.

Field	Verification
008	Verify that the coding is correct. For names (except name-title series), verify that the coding complies with the instructions relating to field 008: names (except name-titles series). Position 10 (Descriptive cataloging rules) : must be changed to "z". Note: When 008/10 is changed to "z" (Other), a field 040 \$e rda is automatically added. The reverse is not true. Position 39 (Source of cataloging): the value initially recorded in this field is retained; do not modify this value when updating a record, except if the initial value was incorrect. The initial value is incorrect if it is not " " [blank] for a record created originally by LAC, BAnQ or LC (symbol CaOONL, CaQMBN or DLC in field 040 \$a) or "c" (Cooperative cataloguing program) for a record created originally by an university or NACO participant (symbol for the university or NACO participant appearing in field 040 \$a).
010	Delete this field if it is present.
016	If there is no Canadiana number verify in the LC field if the same entity is represented by an authority and if it contains a Canadiana number (it is possible to refine the search by using cs:caoonl). If yes, add this number to the record by changing the language code E at the end of the field to the code F (or by adding the code if it is absent). If there is a Canadiana number but it does not end with the language code F, add this code to the end of the number.
024	Verify the coding (in particular subfields \$0 and \$1 for URIs).
035	Never delete a field 035.
040	Do not modify codes in subfields \$a, \$c and \$d. If an error message during record validation indicates an inconsistency between field 040 and field 008/39, change the value in field 008/39 to make it consistent with the code in 040 \$a rather than changing this code. Exception: When updating an authority record coded FrPBN in 040 \$a, recode subfield \$a to the PFAN institution code contributing the record, which is present in subfield \$c. Position 008/39 should be coded c. Ensure that subfield \$e rda is present, after having verified that field 1XX, fields 4XX and fields 5XX comply with RDA.
043	This field cannot be used in records for geographic names (records with field 151). Delete this field in other cases such as when the record contains an occurrence of field 100, 110, 111 or 130.
046	In authority records for corporate names, please check that the dates in subfields \$s and \$t are indeed the earliest and latest dates in a period of activity and not the dates the corporate body was established or terminated. If the information refers to the establishment date or the termination date, please recode these dates in subfields \$q and \$r. In the case of meetings, congresses, etc., please keep in mind that the dates associated with a single meeting, or a specific conference belonging to a series of conferences, are recorded in subfields \$s and \$t, while the dates of establishment and termination of a series of conferences are recorded in subfields \$c and \$r. For further information, please consult the Name authority manual, section 046.
053	Ensure that classification numbers for class PS8000 are moved to field 065 and that field 053 is deleted. Example: <pre>053 #4 PS8539.R47 \$5 CaOONL</pre> becomes <pre>065 ## PS8539.R47 \$2fcps \$5CaOONL</pre> Be sure to add a period between the classification number and the Cutter if one exists. Example: <pre>053 #4 PS8595 I5834 \$5 CaOONL</pre> becomes <pre>065 ## PS8595.I5834 \$2 fcps \$5 CaOONL</pre> Caution: Field 053 remains valid for LC classification numbers (PA-PT), including the classification numbers PQ3900-3919.3 for French-Canadian literature, the classification numbers PR9180-9199.4 for English-Canadian literature and classification numbers PS1-3626 for American literature.
083	BAnQ records that were loaded into Canadiana and that contain this field do not contain subfield \$2, which prevents the record from being saved. Be able to save the record, change the value in the first indicator to 7 and add subfield \$2 23 before subfield \$5 CaQMBN. Example : <pre>083 04 C841.6 C439 \$5 CaQMBN</pre> becomes <pre>083 74 C841.6 C439 \$2 23 \$5 CaQMBN</pre>
1XX	If the record is not RDA compliant, correct the access point if necessary to make it RDA compliant. If field 100 contains the term <i>époque</i> in subfield \$d, replace it with the term <i>activité</i>, regardless of whether the record is AACR2 or RDA coded. Add a field 400 containing the former access point and the subfield \$w nnea.
4XX	If the record is not RDA compliant, correct the access points if necessary to make them RDA compliant. Add missing dates in field 400 when field 100 contains dates (LAC has had a policy in the past not to add dates systematically.) Delete non-compliant \$w subfields. In particular, - delete all occurrences of subfield \$w containing only a single code (for ex. \$w d) - delete all occurrences of subfield \$w containing only two codes if the codes are not "nh" (for ex. \$w na). For more information about subfield \$w, see the Manual - MARC 21 Supplement, section 4XX.
5XX	If the record is not RDA compliant, correct the access points if necessary to make them RDA compliant, which involves upgrading the authorities attached to the access points.

	In the case of a name change for a corporate body, the 5XX fields should link the corporate body in field 1XX only to the immediately preceeding and immediately succeeding entities. Delete all 5XX fields for an entity that preceeds the immediately preceeding entity or succeeds the immediately succeeding entity. For example, in the case of corporate body A which becomes B, which becomes in turn C, the authority for entity A should not contain a 5XX field for entity C and the authority for entity C should not contain a 5XX field for entity A.
663	Ensure that the wording of the note complies with the most recent practice (see FAQ – LC-PCC practice for creating NARs for persons who use pseudonyms (PDF, 829 KB)).
665	This field is not permitted in Canadiana. If possible, transfer the biographical or historical information to a 678 field and delete the 665 field. Example: 151 Viernyi (Kazakhstan) 665 Fondée en 1854, cette ville a porté le nom de Viernyi jusqu'en 1921. Elle s'appelle maintenant Alma-Ata. Comme auteur, on utilise : Alma-Ata (Kazakhstan) ; Viernyi (Kazakhstan). Comme vedette-matière, on utilise : Alma-Ata (Kazakhstan). In this example, only the first two phrases can be transferred to a 678 field. The two other phrases are not retained. As the access point is not valid as a subject heading, it is necessary to consider adding the following note in field 667: 667 ## \$a UTILISATION COMME VEDETTE-MATIÈRE : Ce point d'accès ne peut pas être employé comme vedette-matière. Les œuvres sur ce lieu se trouvent sous Alma-Ata (Kazakhstan).
667	Ensure that the contents of this field are general enough to be pertinent to cataloguers in other institutions. If not, delete the field. Examples of 667 fields to delete: 667 Corpus UL 667 UQAC-AU. \$5 CaQCU 667 Pour le 055, utiliser PS8623. Delete the 667 field containing "CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE RÉPONDE AUX NORMES DU PFAN" after finalizing the record. In records derived from the LC/NAF file, remove any 667 fields indicating that URIs have been added to the records. Examples : 667 ## \$a URIs added to this record for the PCC URI MARC Pilot. Please do not remove or edit the URIs. 667 ## \$a URIs added to 3XX and/or 5XX fields in this record for the PCC URI MARC Pilot. Please do not remove or edit the URIs. BANQ: Before sending records to OCLC, ensure that all of the 667 fields have been copied into field 899 in Portfolio to preserve their contents in the event that local content is deleted by another PFAN participant, except fields 667 beginning with one of the following expressions: "En subdivision :", "Ne pas utiliser en subdivision" and "UTILISATION COMME VEDETTE-MATIÈRE :". If the content of a 667 field copied into field 899 is no longer pertinent for BANQ, consider also deleting the corresponding 899 field in Portfolio.
670	If the existing record was originally created by LAC in English, or if it is a migrated record derived from a record that was originally in English, it is not necessary to translate the field into French, as the case may be. It is generally not necessary to modify an existing 670 field except in cases provided in the FAQ for field 670 (Source data found) in the name authority record for NACO.
675	If the existing record was originally created by LAC in English, or if it is a migrated record derived from a record that was originally in English, it is not necessary to translate the field into French, as the case may be. Occurrences of subfield \$a following the first occurrence must be preceeded by a semi-colon, space. Add this punctuation if it is missing. Delete any \$a subfield that cites the Canadian authority file (ex. Autorités Canadiana) without accompanying this citation with a consultation date.
678	Ensure that the contents of the field truly consist of biographical or historical, that it is appropriate for public viewing, and that it is supported by sources given in a 670 field. For further information, see the Name Authority Manual, section 678.
7XX	Delete this field if subfield \$2 lacnaf is present.

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Non-exhaustive List of Qualifiers

The non-exhaustive list of qualifiers comprises a series of terms to be used when an RDA instruction requires an added element to distinguish or specify an access point that represents a person, a corporate body or a work (for example, [RDA 9.19.1.6](http://access.rdatoolkit.org/rdachp9-fr-rda9-5694.html) (<http://access.rdatoolkit.org/rdachp9-fr-rda9-5694.html>)).

The following list is a selection of terms whose use is encouraged by the Standards Committee to ensure the consistency of name authorities when a choice between several possible terms must be made. When you have the choice between two terms, give preference to the terms in this list. For example: "Organisme", rather than "Organisation".

This is not a closed list and suggestions are welcome: pfan-fnap@bac-lac.gc.ca ([Mailto:pfan-fnap@bac-lac.gc.ca](mailto:pfan-fnap@bac-lac.gc.ca)).

English Term	French Term	Entity
Spacecraft	Véhicule spatial	Corporate Body
Lyrics	Paroles	Work
Libretto	Livret	Work
Program	Programme	Corporate Body
Firm	Firme	Corporate Body
Organization	Organisme	Corporate Body
Musical group	Groupe musical	Corporate Body
	Congrès	Corporate Body
	Conférence	Corporate Body
Radio station	Station de radio	Corporate Body
Television station	Station de télévision	Corporate Body
Contest	Concours	Corporate Body
Play	Pièce de théâtre	Work
Motion picture	Film	Work
Series	Collection	Work
Association	Association	Corporate Body
<u>Lecturer</u> *	Professeur d'université Maître de conférences Chargé de cours For more information, see <u>Lecturer</u>	Person
Computer program See Computer file		
Computer file	Fichier informatique	Work
	Compilation	Work
	Cycle romanesque	Work

* **Lecturer**

According to the Cambridge dictionary, the term *lecturer* designates a person who teaches at a college or university, in Anglo-Saxon countries.

Ex. : Lecturer in psychology

This title corresponds to different cases in reality depending on the country where it is used. It would be desirable to use the equivalent French term in relation to what the title represents in the educational system where the author holds the title of *lecturer*.

Suggestions of French equivalents

- For an author in **France** who is designated as being "un maître de conférences", use (Maître de conférences)
 - According to the Larousse dictionary, the title used by professors of the first rank of the second class of the teaching faculty of universities in France. Equivalent of the Anglo-Saxon term *lecturer* according to Wikipedia.
- For an author in **Europe** who is designated as being a *lecturer*, use (Maître de conférences) or (Professeur d'université)
- For an author who is designated as a *lecturer* in **Australia**, use (Professeur d'université)
- For an author who is designated as a *lecturer* in the **United Kingdom**, use (Maître de conférences) or (Professeur d'université)
- For an author who is designated as a *lecturer* in the **United States**, use (Professeur d'université) or (Chargé de cours)
- For an author who is designated as a *lecturer* in **Canada**, use (Chargé de cours)

When in doubt about which French equivalent to use, consult the [List of academic ranks de Wikipédia \(https://en.wikipedia.org/wiki/List_of_academic_ranks\)](https://en.wikipedia.org/wiki/List_of_academic_ranks) in particular for the countries not mentioned above.

Lastly, note that a *senior lecturer* is more of a "professeur associé" than a "chargé de cours".

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Procedures for Duplicates

Step 1: Selection

Situation 1: Duplicates between migrated records, and LAC records which existed before the migration (June, 2 2020). Choose the authority record to retain when there are duplicates by following the following order of priority:

1. Prefer a LAC record over a record from BAnQ or universities.

Note for PFAN: If there is more than one LAC record amongst the duplicate records, **always prefer the earliest record (based on the first six positions of field 008), even if this requires modifying the authorized access point.** If the duplicate records also include records from other participants, follow Steps 2 and 3 (**Modifications and Deletion**) below after identifying the **earliest LAC authority record.**

Note for LAC: If there are more than one LAC records among the duplicates, the cataloguer has to determine which record will be kept, and he/she must delete the other records. The oldest record will usually be preferred. Do not forget to do any bibliographic file maintenance (including the LBD), as required.

2. Prefer a record from BAnQ over a record from universities. *Note for PFAN and LAC :* University records have a code other than CaOONL or CaQMBN in field 040 \$a.
3. Prefer an RDA record over a non-RDA record.
4. Prefer a more complete record over one that is less complete.

Example 1:

Record 1 comes from LAC and is not RDA compliant; record 2 comes from BAnQ and is RDA compliant.
Record 1 from LAC is retained because criterion 1 has priority over criterion 3.

Example 2:

Record 1 comes from BAnQ and is not RDA compliant; record 2 comes from a university but is RDA compliant and more complete. Record 1 from BAnQ is retained because criterion 2 has priority over criteria 3 and 4.

Example 3:

Record 1 comes from a university and is not RDA compliant; record 2 comes from another university but is RDA compliant although less complete. Record 2 is retained because criterion 3 has priority over criterion 4.

Situation 2: Duplicates between an LAC records which existed before the migration (June 2, 2020), or a migrated record, and any new record created in Canadiana on or after June 2nd, 2020.

Keep the pre-June 2nd, 2020 LAC record, or the migrated record, following the order of priority outlined above (under Situation 1). Follow steps 1 and 2.

Situation 3: Duplicates between any new records created in Canadiana on or after June 2nd, 2020.

Keep the first record (the older one), according to the date entered on file, in field 008 (character positions 00-05). Follow steps 1 and 2.

Step 2 : Modifications

Record to be retained

PFAN et BAC

1. Update the preferred record.
2. Make the following modifications to the record to be retained:
 - a. If the record to be deleted contains a 016 field, copy the Canadiana number from the record to be deleted into sub-field \$z of field 016 in the record to be retained. Do not add the code F to the end of a Canadiana number transferred into the record to be retained if one does not exist.

Exemple :

016 ## 1026F7926F \$z 1030B8987

- b. If the record to be deleted contains a 035 field with the symbol CaQQLA and a field 373 with the mention Université Laval, copy the information from both fields into the record to be retained. Do not copy a 035 field with any other symbol.

Example :

035 ## (CaQQLA) XX4513984

- c. Add a variant form (4XX) based on the form of name or title used as the authorized access point in the record to be deleted (whether it's been evaluated or not), if it is considered a useful variant form for the record that will be retained. Please note the following:
 - Do not systematically add as a variant form (4XX) the authorized access point present in the record to be deleted. Keep in mind the instructions in the Participant's Manual: « Do not add references solely for automatic conflict detection and updating of bibliographic records » . (See the Participant's Manual, Cross-references (4XX et 5XX).)
 - Cataloguers must make sure that a variant form deemed useful in the record to be retained is a valid RDA access point and is established according to PFAN practices. For instance, if the authorized access point includes a date of birth, this date must also appear in the cross-reference, even if this form is derived from an authorized access point that did not include a date of birth (in the record to be deleted). The reverse is also true: normally, dates are not included in variant forms if not present in the authorized access point, unless a date is added to resolve a conflict between this variant form and an authorized access point in another record. Another

example: in a name-title access point, the name element must be identical to the authorized access point for the agent, even if the form of this access point was different in the record to be deleted.

- Use subfield \$w when appropriate, that is, when the variant form is absolutely identical to the authorized access point in the record to be deleted. Subfield \$w may be used in more than one 4XX field. Since the variant form must be a valid RDA access point, code nnea should not be used.

d. Copy into the record to be retained all information or fields present in the record to be deleted and judged to be useful to retain.

Record(s) to be deleted

PFAN

1. Make the following modifications to the record(s) to be deleted:

- Add a 667 field containing the note "Notice doublon, signalée pour suppression car remplacée par [numéro Canadiana de la notice à conserver] ([date]). »
Exception: Use the OCLC control number when the Canadiana numbers in the record to be retained and the record to be deleted are identical.
- If there is no 016 field, add one using the number **0000X0000F**. This is a generic number intended to be used in all duplicate records to be deleted that do not contain a Canadiana and only in these records. Adding this number is necessary so that the record can be saved.
- If there is already a field 016 with a Canadiana number, do not change field 016.

BAC : Does not apply. Proceed to step 3.

Step 3 : Deletion

PFAN :

- Do not notify LAC regarding records to be deleted identified by the generic number 0000X0000F. They will be replaced by the record identified in a note 667.
-
- Notify LAC regarding records to be deleted that have a unique Canadiana number XXXXAXXXX(F) by communicating the OCLC control number by email to pfansuppression-deletionfnap@bac-lac.gc.ca (<mailto:pfansuppression-deletionfnap@bac-lac.gc.ca>) with subject line: Doublons avec 016 valide.
-

LAC: The LAC cataloguer will delete the records we are not keeping. Please make sure to use the function "Supersede / Mark for deletion", under the "Record" tab, and not the function "Delete".

*Note for PFAN and LAC:*For undifferentiated records, see the instructions in section [008/32 Undifferentiated personal name](#) in the *Name Authority Manual*.

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Procedures for records derived from LC/NAF

This procedure explains the changes to be made to an LC/NAF authority record when deriving it from the Canadiana file to create a new record.

1XX	▪ The authorized access point does not need to be identical to the LC/NAF access point. The same entity may have two different or two identical access points in the two files. <i>Note</i> : In LC/NAF, some records are coded "RDA compatible". These are records which are coded AACR2, but where the authorized access point would be constructed in the same way according to RDA and according to any relevant LC-PCC PS. Just as they would do for any new access point being established in Canadiana, which has to conform to RDA, PFAN cataloguers must make sure to evaluate the access point and to code the record RDA. "Evaluate" means that the cataloguer will check the usage(s) as recorded in the 670 field(s) in the authority record, and will evaluate that the authorized access point is exact based on the usage recorded in the bibliographic records. ▪ If the year of birth or year of death are known, the cataloguer will always add them to the access points, when creating a new authority record.
3XX	▪ All 3XX fields must be translated.
670	▪ The first 670 should be citing the resource in hand being catalogued by the PFAN cataloguer (even if this resource is quoted in the derived record). ▪ Do not retain a 670 field if the resource quoted is not consulted by the PFAN cataloguer. ▪ Combine into a single 670 field all the 670 fields from the record being derived which are not retained. This 670 field may also include information from fields 046 and 3XX. ▪ Combine the most important information into a single 670 field, in French.. ▪ Example: 670 ## LC/NAF, [date of the search] \$bpoint d'accès : [access point]; [otherdata]) ▪ Note : It is possible to record, in field 672, any title associated with the AAP and cited in any 670 field, if deemed important to identify the entity represented by the AAP.

Example

"Derived" from LC/NAF:

100 1# Bruland, Kristine

670 ## Her British technology and European industrialization, 1989: \$b CIP t.p. (Kristine Bruland bk. t.p. (Kristine Bruland) jkt. (research fellow at the Centre for Technology and Culture, Univ. of Oslo, and at the Economic History Dept. of the Norwegian School of Management, Oslo)

670 ## Technological revolutions in Europe industrialization, 1998: \$b CIP t.p. (Kristine Bruland prof. Economic Hist., Univ. Oslo, Norway) data sheet (b. 02/10/50)

New Canadiana record (when the resource on hand is not cited in the derived record):

100 1# Bruland, Kristine, \$d 1950-

670 ## [Title of the resource on hand], [date] : \$b source d'information privilégiée ([usage]) autre emplacement([other information])

670 ## LC/NAF, 20 juillet 2020 \$b (point d'accès : Bruland, Kristine; née le 10 février 1950; "research fellow" [en 1989], Centre for Technology and Culture, Univ. of Oslo, et Economic History Dept., Norwegian School of Management, Oslo; professeure d'économie historique [en 1998], Univ. Oslo)

New Canadiana record (when the resource on hand is cited in the derived record):

100 1# Bruland, Kristine, \$d 1950-

670 ## British technology and European industrialization, 1989 : \$b page de titre (Kristine Bruland) jaquette ("research fellow", Centre for Technology and Culture, Univ. of Oslo, et Economic History Dept., Norwegian School of Management, Oslo)

670 ## LC/NAF, 20 juillet 2020 \$b (point d'accès : Bruland, Kristine; née le 10 février 1950; professeure d'économie historique [en 1998], Univ. Oslo)

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Procedure for partial modification of records describing works and expressions

When an authorized access point for a personal name is modified, it may happen that it then no longer matches the access point for that person as used in the access points representing works and expressions, already present in Canadiana. For instance, it may happen that an access point for a person is modified to add the death date, but that the access points for that person's works and expressions include only the person's birth date. It may also happen that a cataloguer is revising the access point for a personal name, in an authority record that was batch-loaded, but some access points for works and expressions, by this person, include a different form of name.

A PFAN cataloguer may then do some partial modifications to the records for works and expressions associated with that person, according to the following instructions:

Conditions:

1. Applying this procedure is not mandatory, it is entirely up to the participant.
2. This procedure only applies when, in an authorized access point for a work or expression, the name part is a personal name, and the form of this name does not match the AAP in the person's authority record.
3. The access points representing the person's works and expressions may be modified only in part, or completely – that is, the cataloguer may evaluate only the name part, or both the name part and the title part. The procedure below applies only for those cases when the access point is modified only partially. If the entire access point is verified [validated], then the entire record has to be evaluated – that is, it has to be revised in order to be RDA compliant, and it has to follow PFAN standards. In that case, please consult the following document : [List of Verifications to Make to an Existing Record](#).
4. 4. In case of duplicate records, this procedure only applies to the records that are retained. Any duplicate records should be reported for deletion, according to the [Procedures for Duplicates](#).

Procedure:

1. Modify the person's access point in the authority record for that person, making sure that the record is RDA compliant and follows all PFAN standards..
2. Partially modify the records representing the person's works and expressions, that is, modify the « Name » part of the access point, without editing the rest of the access point or any other existing field. It is not mandatory to modify all the records representing the person's works and expressions:
 - a. Update the "personal name" part of the Authorized Access Point, in the records representing the person's works and expressions, so that the name is identical to the name in the authority record representing the person. Make sure that the update is done both in the 100 field and in any existing 400 fields.
 - b. b. If the record includes the 667 note "CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE RÉPONDE AUX NORMES DU PFAN", keep the note, and proceed as follow:

- i. Add the generic Canadiana number 1111X1111F in field 016. Please note that this generic number will have to be replaced by a unique number when the record is assessed at a later point, at which time the 667 note mentioned above will be deleted.
- ii. Add the following 667 note:

```
667 $a CETTE NOTICE A FAIT L'OBJET D'UNE MODIFICATION PARTIELLE. LE NUMÉRO CANADIANA
GÉNÉRIQUE 1111X1111F DANS LA 016 DOIT ÊTRE REMPLACÉ PAR UN NUMÉRO UNIQUE LORSQUE LA
NOTICE EST ÉVALUÉE.
```

3. If the record does not include the note « CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE RÉPONDE AUX NORMES DU PFAN », then update the name part of the access point, without making the changes described under 2b).
4. Do not add a cross-reference to the former access point (either with a subfield \$w nne or \$w nnea). Please note that such a cross-reference could be required, for instance in cases where the former access point was RCAA2, when the authority record is reassessed, at a later stage, and the 667 note " CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE RÉPONDE AUX NORMES DU PFAN " is deleted. At that point, the cross-reference to be added is the former access point which displayed in field 1XX before the record was reassessed.

Examples

Note: Only relevant fields have been included in these examples.

Example 1: Name authority record, and batch-loaded work authority records

Name authority record modified to add a date of death in the authorized access point:

```
016 ## 0100D5363F
```

```
100 1# Blais, Marie-Claire, $d 1939-2021
```

Work authority record, batch-loaded and not revised, before the partial modification:

```
[No 016 field]
```

```
100 1# Blais, Marie-Claire, $d 1939- $t Dans la foudre et la lumière
```

```
667 ## CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE
RÉPONDE AUX NORMES DU PFAN
```

Work authority record, batch-loaded and not evaluated, after the partial modification:

```
016 ## 1111X1111F
```

```
100 1# Blais, Marie-Claire, $d 1939-2021. $t Dans la foudre et la lumière
```

```
667 ## CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE
RÉPONDE AUX NORMES DU PFAN
```

```
667 ## CETTE NOTICE A FAIT L'OBJET D'UNE MODIFICATION PARTIELLE. LE NUMÉRO CANADIANA GÉNÉRIQUE
1111X1111F DANS LA 016 DOIT ÊTRE REMPLACÉ PAR UN NUMÉRO UNIQUE LORSQUE LA NOTICE EST ÉVALUÉE.
```

Work authority record with a unique Canadiana number before change:

```
016 ## 0100D5363F
```

```
100 1# Blais, Marie-Claire, $d 1939- $t Saison dans la vie d'Emmanuel
```

Work authority record with a unique Canadiana number after change:

```
016 ## 0100D5363F
```

```
100 1# Blais, Marie-Claire, $d 1939-2021. $t Saison dans la vie d'Emmanuel
```

Example 2: Batch-loaded name authority record, and batch-loaded expression authority record

Batch-loaded name authority record, before revision:

```
[No 016 field]
```

```
100 0# Arrien, $d environ 95-environ 175
```

```
667 ## CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE
RÉPONDE AUX NORMES DU PFAN
```

Name authority record, after revision:

016 ## 1038H8594F

100 0# Arrien, \$d environ 95-environ 175

Batch-loaded work authority record, not revised, before the partial modification:

[No 016 field]

100 0# Arrien. \$t Traité de tactique. \$l Français

667 ## CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE RÉPONDE AUX NORMES DU PFAN

Batch-loaded work authority record, not revised, after the partial modification:

016 ## 1111X1111F

100 0# Arrien, \$d environ 95-environ 175. \$t Traité de tactique. \$l Français

667 ## CETTE NOTICE VERSÉE EN LOT DOIT ÊTRE ÉVALUÉE AVANT D'ÊTRE UTILISÉE, POUR S'ASSURER QU'ELLE RÉPONDE AUX NORMES DU PFAN

667 ## CETTE NOTICE A FAIT L'OBJET D'UNE MODIFICATION PARTIELLE. LE NUMÉRO CANADIANA GÉNÉRIQUE 1111X1111F DANS LA 016 DOIT ÊTRE REMPLACÉ PAR UN NUMÉRO UNIQUE LORSQUE LA NOTICE EST ÉVALUÉE.

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Bibliographic file maintenance (BFM) **[New]**

Here is a non-exhaustive list of examples that may require manual modifications to the bibliographic file following a change to a name authority record.

Each institution is responsible for applying the recommendations to its own bibliographic records in OCLC.

1. Creation of a new authority record for the name deleted from an undifferentiated record
Example: <i>Existing undifferentiated authority notice:</i> 100 1 \$a Gallagher, Mary <i>New personal name authority record created for identity previously on an undifferentiated authority record:</i> 100 1 \$a Gallagher, Mary, \$d 1958- ?
Recommendation: Manually update the AAP in each bibliographic record affected by the change.
2. Changing a name record into a subject heading record
Example: <i>Previously on Canadiana:</i> 110 Idle No More (Mouvement) <i>Now is RVM</i> 150 Mouvement Idle No More
Recommendation : Manually update the AAP in each bibliographic record affected by the change.
3. Modification of a government agency access point
Example: <i>In a AAP of an authority record, a date is added to distinguish between</i> <i>Existing access point</i> 110 1 \$a Québec (Province). \$b Ministère de l'environnement <i>Adding dates</i> 110 1 \$a Québec (Province). \$b Ministère de l'environnement (1979-1994) <i>Background</i> 110 1 \$a Québec (Province). \$b Ministère de l'environnement (1979-1994) 110 1 \$a Québec (Province). \$b Ministère de l'environnement et de la faune 110 1 \$a Québec (Province). \$b Ministère de l'environnement (1998-2005)
Recommendation: Manually update the AAP in each bibliographic record affected by the change. If the set of records to be modified is large (more than 20 records), ask OCLC for help by sending a message to pfan-fnap@bac-lac.gc.ca (mailto:pfan-fnap@bac-lac.gc.ca).

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Useful External Resources

- Bounding Box Tool (<https://boundingbox.klokantech.com/>)
- The British Library Guide to RDA Name Authority Records : A Guide to Best Practice for RDA Name Authority records in NACO (<http://access.rdatoolkit.org/wka1881.html>) (including 2013 and 2014 changes)
- Extended Date Time Format Levels 0, 1 and 2 Validation Service (<https://digital2.library.unt.edu/edtf/>) **[New]**
- A Handbook of Examples For Use in Authority Records Created By the NACO-Music Project (<https://web.library.yale.edu/cataloging/music/nmphdbk>)
- What Unicode character is this? (<https://www.babelstone.co.uk/Unicode/whatisit.html>)

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