

Personal, Corporate, or Conference Names in Digital Collections

cgh 12/28/05

Overview

These input standards apply to digital collections mounted in CONTENTdm or DSpace that are managed by Metadata and Digital Library Services staff. They apply to fields that are mapped to the following Dublin Core fields: Creator, Contributor, or Subject (if the subject is a person, corporate body, or conference).

In general, AACR2 guidelines will be used for establishing the form of personal, corporate, or conference names. However, because the records for the digital objects are neither being added routinely to the library's online catalog nor being distributed to the OCLC bibliographic database, considerably less time is to be spent establishing the form of the name. In deciding whether to undertake more research, catalogers should consider the likelihood that the name will be used again within the digital collections and/or will create a problem if further research is not done. *When in doubt, the cataloger should opt for not doing further research.*

Establishing the form of name

To establish the form of a personal, corporate, or conference name, catalogers should:

- use one form of name only for each unique personal or corporate name
- first search the online catalog and use the form of name if found there
- search the LCNAF *only if* the form was not found in the online catalog or if there is a conflict. If found in LCNAF, use the form as found there.
- if not found in the online catalog or LCNAF, use the form of the name as found on or associated with the digital object, using AACR2 for guidance for the type of name being established
- search the web or print sources for more information *only if* it seems necessary for clarity

Cross references

DSpace does not support any kind of cross references. CONTENTdm supports only simple *SEE FROM* types of cross references. The structure of the databases do not support any kind of authority record. Within CONTENTdm, cross references are added to the same file as established names and appear in the form:

Smith, Buddy USE Smith, John Frank

Catalogers should be guided by common sense and utility when deciding whether to provide any cross references and when determining the form of cross references. When deciding if cross references would be useful for the digital collection, catalogers should:

- supply only those cross references that would appear in a significantly different location in the file (i.e. do **not** use a cross reference such as *Smith, John F.* when the established form of name is already *Smith, John Frank*)
- always supply cross references to and from compound surnames and the other surname (i.e., *Lorca, Federico Garcia* USE *Garcia Lorca, Federico*)
- supply only those cross references that make sense within the context of the digital collection (i.e. do **not** routinely supply all the different variants that appear in an LCNAF record)
- supply cross references that make sense **even if** they do not appear in an LCNAF record

The method for supplying cross references will be determined by the project leader for an individual collection. Catalogers should always consult the project leader before supplying any cross references.