

Adlib - Creating name authorities



Introduction

The State Library of NSW applies current international standards when creating names of people and entities in authority records, recognising the need for uniformity of access points across both archival and published catalogues.

Names are created applying RDA (Resource Description and Access) standards, with reference to Libraries Australia Authorities (LAA), Library of Congress Name Authorities (LCNA), and other authority sources where necessary.

This procedure outlines how to create:

1. New name authorities for **creators** and **author/artists** in the Adlib Persons and Institutions database;
2. New name authorities for **names as subjects** in the Thesaurus database, including ships' names.

Names of creators and author/artists

Before using a name in a record in the Archives (catalogue) please search for the name authority in both Persons and Institutions and Thesaurus databases. If duplicate or conflicting headings are found in either database, please contact DQSS branch for clarification and/or correction.

If there is no authority record in either database, follow this procedure to create a new authority, before inserting the name in your Archives (catalogue) record.

Searching for names – no existing authority found in Adlib

- When no authority is found in Persons and Institutions or Thesaurus databases, search Libraries Australia Authorities.

Libraries Australia search

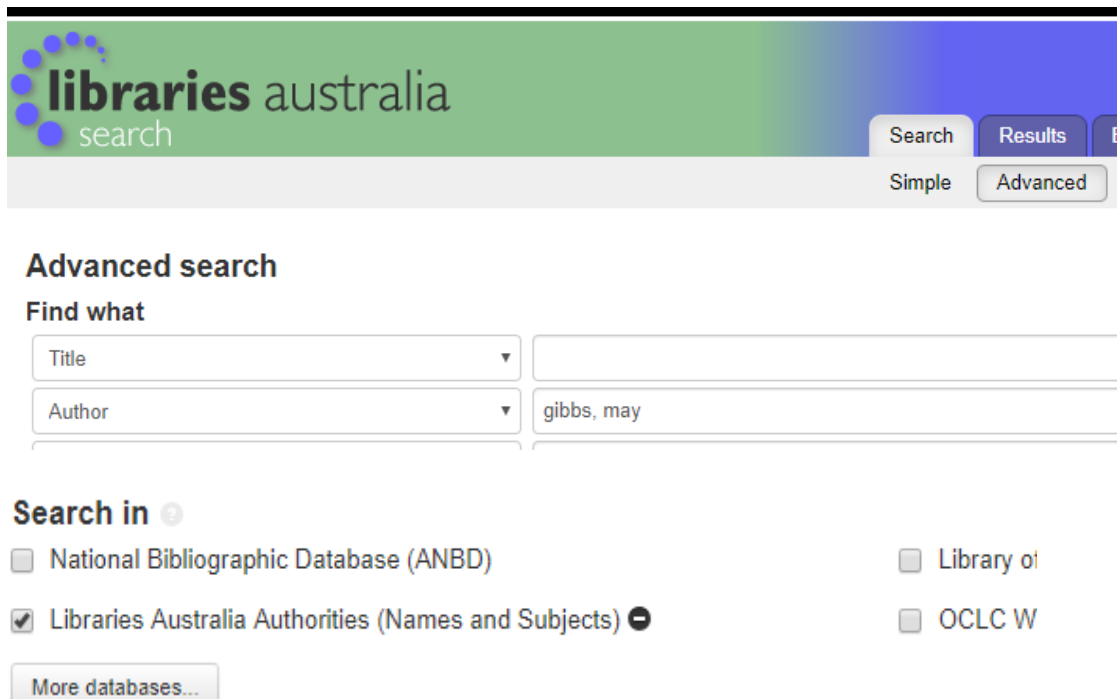
- On the Advanced search page untick National Bibliographic Database (ANBD), and tick Libraries Australia Authorities (Names and Subjects) to search LAA for a name authority.

Search in ⓘ

☐ National Bibliographic Database (ANBD) ☐ Library of Congress

☒ Libraries Australia Authorities (Names and Subjects) ⓘ

- Enter the name of the creator you are looking for in “Author” search field



libraries australia search

Search Results

Simple Advanced

Advanced search

Find what

Title

Author gibbs, may

Search in ?

☐ National Bibliographic Database (ANBD) ☐ Library of Congress

☒ Libraries Australia Authorities (Names and Subjects) ☐ OCLC World

More databases...

- View results and identify appropriate authority.

Libraries Australia Authorities - Results 1-12 of 12

Your search for **Author: gibbs, may** (all of these); found these results: [Libraries Australia Authorities](#) 12

Per page: 10 **20** 50 100 200

Sort by Name A-Z Go

View Save Download Email Print Compare Hide preview on hover

☐ Record details

1. **Gibbs, May, 1877-1969**
Name. May Gibbs (1877-1969) came to Australia at the age of four. Even as a child May drew and painted, encouraged by her parents. She studied art, both in Western Australia and in England, before settling in Sydney to follow a successful career as a writer and illustrator of children's books. Her most famous book, *Tales of Snugglepoot and Cuddlepie*, was published in 1918. Her bestselling series featuring the Gumnut babies, their friends and their foes, established an enduring mythology of the Australian bush for generations raised firmly on traditional European fairytales. In 1955, she received an MBE for her contribution to children's literature. http://www.harpercollins.com.au/authors/50000033/May_Gibbs/index.aspx
2. **Gibbs, May, 1877-1969. Complete adventures of Snugglepoot and Cuddlepie**

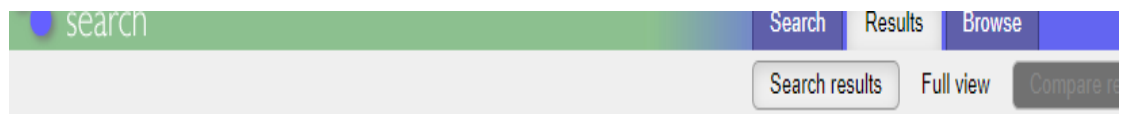
- Where no authority exists in Libraries Australia, search the National Bibliographic Database (ANBD) to identify the form of name which has been used in bibliographic records.

- Untick Libraries Australia Authorities (Names and Subjects) and tick National Bibliographic Database (ANBD)

Search in

- ☒ National Bibliographic Database (ANBD)
- ☐ Libraries Australia Authorities (Names and Subjects)
- [More databases...](#)

- In Advanced Search, search the name in author field, and from search results identify most appropriate name to use. For example, a search for Campbell, Cressida finds two different forms of name



National Bibliographic Database (ANBD) - Results 1-20 of 21

Your search for Author: **cressida, campbell** (all of these); found these results: National Bibliographic Database (ANBD) 21

Per page: 10 **20** 50 100 200

Sort by Date, latest first


-

☐ Record details

- ☐ 1. [Cressida Campbell : 9 July to 3 August 2013 : Philip Bacon Galleries, Brisbane.](#)
Campbell, Cressida, (artist).
RDA still image, still image, text.volume.Brisbane : Philip Bacon Galleries, 2013. Description: 24 unnumbered pages :
- ☐ 2. [Ode to Olley : an evening of tribute in honour of Margaret Olley \(b. 24 June 1923 - d. 26 July 2011\) : 15 June 2013 / \[Museum of Contemporary Art, Sydney\] ; organised by the Yellow Room Appeal\]](#)
RDA text.volume.[2013] Description: 17 printed items (various pagings) :
- ☐ 3. [The woodblock painting of Cressida Campbell / edited by Peter Crayford.](#)
Campbell, Cressida, 1960-
text.volume.Bronte : Public Pictures, 2010. Edition: [3rd ed.] Description: 360 p. : ISBN: 9780958872218 (hbk), 095887221X (hbk)
- ☐ 4. [The woodblock painting of Cressida Campbell / edited by Peter Crayford.](#)
Campbell, Cressida, 1960-
Bronte, N.S.W. : Public Pictures, 2010. Edition: [3rd ed.] Description: 360 p. : ISBN: 9780958872218 (hbk), 095887221X (hbk)
- ☐ 5. [Cressida Campbell : woodblocks and woodblock prints 17 November to 12 December 2009.](#)
Campbell, Cressida, 1960-
Richmond, Vic. : Sophie Gannon Gallerv. 2009+ (price list.) Description: 1 folded sheet :

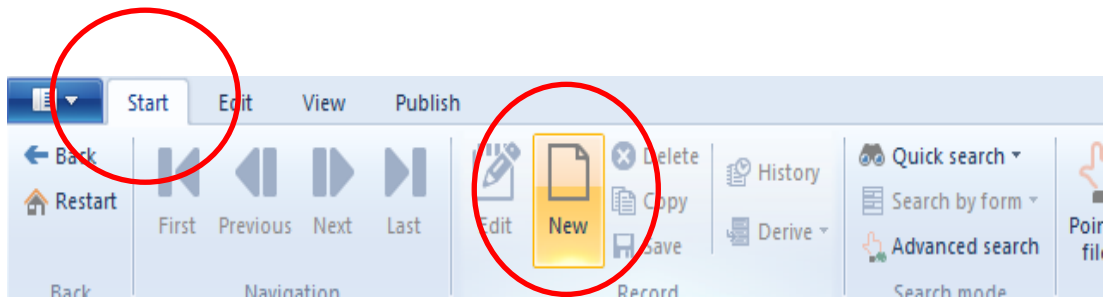
- Where variant forms of name are used in the ANBD, search the name in Library of Congress Name Authorities, or in Classification Web name authorities. If an authority is found, use as appropriate.

◀ Previous Next ▶

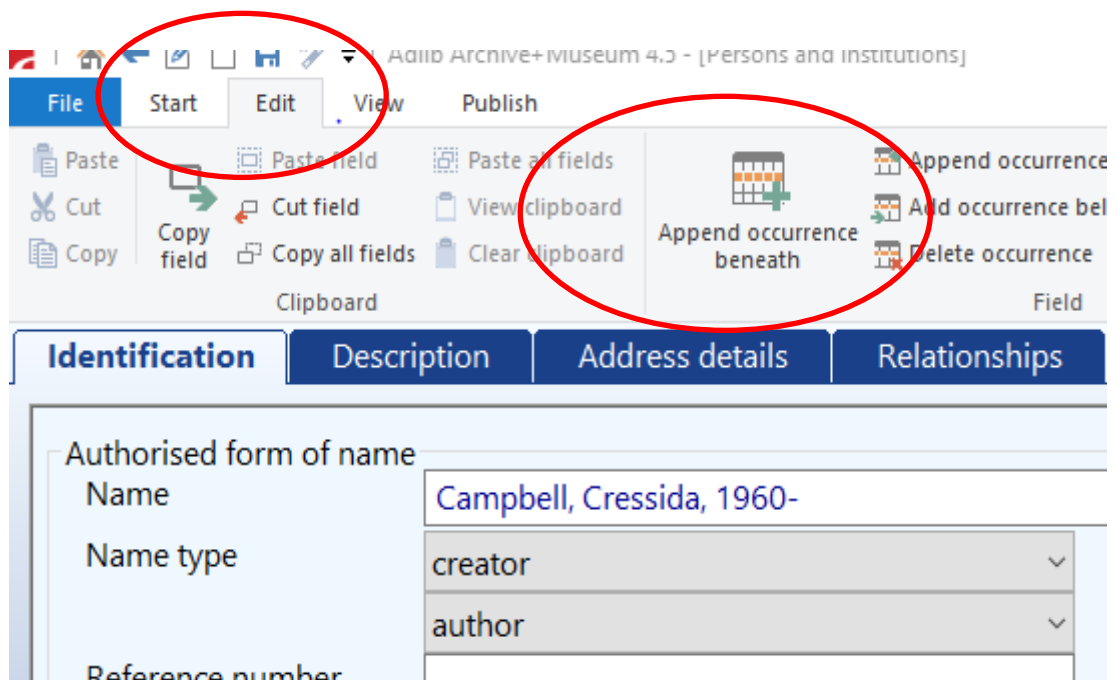
#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References	<u>Type of Heading</u>
 1	0	Campbell, Cressida, 1960-	personal name

Creating name authority in Persons and Institutions database

- Open Persons and Institutions database. From Start ribbon select New to open identification screen in a new record



- Insert name applying RDA standard format (See Appendix A). Select name type 'creator'.
- From the Edit ribbon select *Append occurrence beneath* to add name type 'author', so that both name types are available for future use.



- Insert Source, using abbreviated acronym (See **Appendix B**), then insert Status, choosing *approved preferred term*. Save your record.

Authorised form of name	
Name	Campbell, Cressida, 1960-
Name type	creator author
Reference number	
Name note	
Other forms of name	
Use	
Used for	Campbell, Cressida
Equivalent	
Person's name elements	
Title	Gender
Surname	Forename(s)
Prefix(es) to surname	Addition(s) to name
Initials	
Salutation	
Source(s) and other information about the record	
Source	LCNA
Rule/convention	
Status	approved preferred term
	Level of detail

Creating non-preferred names in Adlib Persons and Institutions database

- When there is a prominent variant name in common use, or if the LA authority includes a prominent variant name, create another entry or entries for non-preferred variants of the preferred name, e.g. Campbell, Cressida [no date(s)]
- From Start ribbon Select New to open identification screen in a new record.
- Insert non-preferred form of name. Select Name types 'creator' and 'author'. In 'Other forms of name Use' insert the approved preferred name. For status, select approved non preferred term. Save (see example below):

Authorised form of name	
Name	Campbell, Cressida
Name type	creator author
Reference number	
Name note	
Other forms of name	
Use	Campbell, Cressida, 1960-
Used for	
Equivalent	
Person's name elements	
Title	
Surname	
Prefix(es) to surname	
Initials	
Salutation	
Source(s) and other information about the record	
Source	
Rule/convention	
Status	approved non preferred term

- If a record for a non-preferred name has been created in the Persons and Institutions database, when you attempt to use a non-preferred name in an Archives (Catalogue) record, you will be prompted to enter the correct form of name in the record. In the Archives (catalogue) record, non-preferred names in the zoom screen from the List are marked with a red asterisk.

View hierarchyView tableView lists

Name	Birth date
Campbell, Colonel	
<input checked="" type="radio"/> Campbell, Cressida	
▲ Campbell, Cressida, 1960	
Campbell, D. A. S. (David A. S.)	
Campbell, David	
Campbell, David	

Creating names as subjects in the Thesaurus

When you want to use a name as a subject in an Archives (Catalogue) record, the authority for that name should be created in the Thesaurus database. Undertake the same searches as you would to identify an authority for a creator or author/artist. See pages 1 to 4 above. There should be no difference between the form of name used for the Creator and Author/Artist and the form of name used for the Subject.

Once you have identified the correct form of the name, create a new entry in the Thesaurus, using the term type 'subject', and record the Status as approved preferred term.

Back	Navigation	Record
Thesaurus term	Reproductions	Management details
Term	Johnston, Julia, 1796?-1879	
Term type	subject	
Term code		
Status	approved preferred term	
Relations		

In the Archives (Catalogue) record the name should be entered in the Content keyword subject type field, as a subject.

Content keyword			
Subject type	subject	Subject	Johnston, Julia, 1796?-1879

Other sources of preferred names for creators, authors and names as subjects

Where no name authority exists, and where the name has not been used in either Libraries Australia or Library of Congress, make a search for the name in the other thesauri and databases listed in Appendix B, and use the form of name as found to create the name authority.

See Appendix C, page 8, for sample corporate body name authority.

See Appendix D, page 9, for list of suggested qualifiers for use with names of ships.

Appendices

Appendix A: RDA personal name examples

This table is based on the RDA standard and can be used as a look up for “most” scenarios.

Scenario	Correct RDA format
John Smith was born in 1900 and died in 1960	Smith, John, 1900-1960
John Smith was born in 1900 but we don't know when or if he has died OR John Smith died in 1960 but we don't know when he was born	Smith, John, 1900- Smith, John, -1960
John Smith was probably born in 1900, but we know he died in 1960 OR John Smith was born in 1900 and probably died in 1960	Smith, John, 1900?-1960 Smith, John, 1900-1960?
John Smith was born either in 1900 or 1901 and died in 1960 OR John Smith was born in 1900 and died in either 1960 or 1961	Smith, John, 1900 or 1901-1960 Smith, John, 1900-1960 or 1961
John Smith was born sometime around 1900, (we don't know exactly when), but we know he died in 1960 OR John Smith was born in 1900, but died sometime around 1960 (we don't know exactly when)	Smith, John, approximately 1900-1960 Smith, John, 1900-approximately 1960
John Smith: we don't know when he was born or died but we know he was active during 1945 OR John Smith: we don't know when he was born or died but we know he was active from 1942 to 1945	Smith, John, active 1945 Smith, John, active 1942-1945
John Smith was born in 1900 and died in 1960. There is another John Smith with the same dates that has been used, but we know that our John Smith was born February 9, 1900 OR John Smith was born in 1900 and died in 1960. There is another John Smith with the same dates that has been used, but we know that our John Smith died February 9, 1960 OR John Smith was born in 1900 and died in 1960. We don't know what day exactly he was born or died. There is another John Smith with same dates which has already been used. Our John Smith is a surveyor which the other John Smith is not; see further examples for John Smith, Haberdasher, and John Smith, Dr.	Smith, John, 1900 February 9-1960 Smith, John, 1900-1960 February 9 Smith, John, (Surveyor), 1900-1960 Smith, John, (Chemist), 1900-1960 Smith, John, (Dr.), 1900-1960
Mr. J. Smith was born in 1900 and died in 1960. He signs his work “J. Smith”, but we know the J. stands for John OR Mr. J. Smith was born in 1900 and died in 1960. He signs his work “J. Smith”, but we don't know what the J. stands for OR	Smith, J. (John), 1900-1960 Smith, J., 1900-1960 Smith, J., active 1945

Mr. J. Smith: We don't know when he was born or died. He signs his work "J. Smith", but we don't know what the J. stands for and he was active in 1945 OR Mr. J. Smith: We don't know when he was born or died. He signs his work "J. Smith", but we know the J. stands for John and he was active in 1945	Smith, J. (John), active 1945
--	-------------------------------

Appendix B: Preferred sources for name authorities

Australian names	Libraries Australia Authorities (LAA)
	ANBD records searched via Libraries Australia (ANBD)
	Library of Congress Name Authorities (LCNA)
	Australian Dictionary of Biography (ADB)
	The Ryerson Index (Ryerson)
	NSW Registry of Births, Deaths & Marriages (NSW BDM)
	Design and Art Australia Online (DAAO)
	Who's Who in Australia (WWA)
	Australian Honours Database (AHD)
	Australian Women's Register (AWR)
	Obituaries Australia (OA)
	Mitchell File number (e.g. ML18/1234)
	Call no (e.g. MLMSS 12345)
Non-Australian names	Library of Congress Name Authorities (LCNA)
	Library of Congress Catalogue (LCC)
	Virtual International Authority File (VIAF)
	Mitchell File number (e.g. ML18/1234)
	Call no (e.g. MLMSS 12345)

Appendix C: Example of corporate body authority for creator and author

Identification	Description	Address details	Relationships
Authorised form of name Name Baker & Rouse Pty. Ltd Name type creator author Reference number			
Source(s) and other information about the record Source LAA Rule/convention Status approved preferred term Language/script			

For corporate bodies with earlier and later names, please refer to DQSS.

Appendix D: Examples of qualifiers for names of ships

Where a ship's name needs a qualifier to distinguish it from another vessel of the same name, prefer one of the following qualifiers, if appropriate for the ship in question:

barque	A vessel of three or more masts, fore and aft rigged on the aftermost mast and square-rigged on all others.
brig	A two masted vessel, fully square rigged on both masts.
cutter	A capacious one-masted vessel often with a pronounced bowsprit and capable of carrying a large amount of sail. Some also carried a square sail.
schooner	A vessel of two or more masts fore and aft rigged throughout.
steamship	A ship that is propelled by a steam engine

Sources: Shipwreck databases, Western Australian Museum, Early Sailing Ships, viewed 2/05/2018; Oxford English Dictionary online, viewed 16/05/2018

Appendix E

Resources

- RDA: access RDA toolkit directly or via Cataloguers Desktop
- Libraries Australia Authorities: access using web interface
- LCNA: access Library Of Congress Name Authorities directly, or via Cataloguers Desktop or Classification Web
- Library of Congress Subject Heading Manual: access via Cataloguers Desktop

Jan Harkin and Robert Deininger
Data Quality and Training Specialist Librarians
28 October, 2019