

First check to see if his name is already established in LC-NAF.

If it is, use the AAP found in the 100 field of that record. Add a 400 variant access point if the resource you are cataloging shows a form of name that is not yet recorded in his NAR. Optionally, add a 670 and 3XX fields to record any new data your resource says about him.

If he's not established, create a NAR for him:

1. Determine his preferred name (8.6, 9.2.2-9.2.6) from resources associated with him. In this case, you have five resources where his name is "David Robertson" and one where his name is "Dave Robertson." In Wikipedia, he's listed as David Robertson, and the entry goes on to say that his full name is "David Alan Robertson." So it's clear that his **preferred name is "David Robertson."**
2. Record his preferred name in the 100 field of his NAR according to the instructions in 8.5 (and wherever else the rules there point you to).
3. Check LC/NAF again to see if the preferred name as constructed by 8.5 rules conflicts with any other AAP (8.6).
4. It does in fact conflict with an existing AAP for a different "Robertson, David," so follow the instructions in 9.19.1 to make the AAP distinctive.
5. Robertson's birth date is available (in Wikipedia), so add the year to the AAP as instructed in 9.19.1.3. Record as "1985-" instead of "born 1985" per LC-PCC PS 9.19.1.1 or 9.3.2.3.
6. Check LC/NAF again to see if the AAP "Robertson, David, 1985-" conflicts with any other AAP. It does not, so you do not need to make the date more specific per the second paragraph of 9.19.1.3, and you do not need to (and shouldn't) add any more of the distinguishing characteristics in 9.19.1.4-7.
7. Add variant access points in 400 fields per the instructions in 9.19.2.
8. You have found two variants of the preferred name. They are "Dave Robertson" and "David Alan Robertson." Construct these according to the same rules you followed to construct the AAP:
 - a. Robertson, Dave, 1985-
 - b. Robertson, David Alan, 1985-¹
9. In your first 670 field, cite any one of the resources that has the preferred form of name (David Robertson). Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
10. In a second 670, cite the resource that has "Dave Robertson." Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
11. In a third 670, cite the Wikipedia entry and include any information found there to justify the data you are recording in 046 and 368-377.
12. 046: follow guidelines in MARC21 Authority Format and DCM:Z1.

¹ In AACR2/LCRI, the PCC NACO policy was not to record a variant access point if the only difference(s) from the name recorded as the AAP occurred beyond the first element to the right of the comma (after David, in this case). That restriction did not carry forward to RDA NACO policy, so you can now add it or not, depending on your cataloger's judgment. In this case, I'm adding it because this is a very common name and it's possible that some catalog users will more readily distinguish this David Robertson from other David Robertsons by his middle name than by his birth year.

13. 368: follow RDA 9.16 and guidelines in MARC21 Authority Format and DCM:Z1. Don't confuse the instructions in 9.16 with those in 9.19.1.5. The instructions in 9.16 apply to other designations recorded in 368 *or* in subfield \$c of the 100 (i.e., as part of the AAP); the instructions in 9.19.1.5 apply only to other designations recorded in subfield \$c of the 100 (i.e., as part of the AAP). DCM:Z1 says to prefer 374 for occupations, but if you were using an occupation in 100 \$c to break a conflict, you would include it here also.
14. 370: Most place names you will want to record in a 370 can be found in both LC/NAF and LCSH (jurisdictional place names reside in both files; they are coded 151 (which means they are in LCSH) and the fixed field byte for "Name use" is coded "a", which means the name is also valid as a corporate body name, so it also resides in the names file (LC/NAF). DCM:Z1 tells you how to record the name, and says that if it's a jurisdictional name and it's found in LC/NAF, record naf in \$2.
15. 372: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsch in \$2.
16. 373: Follow the guidelines in MARC21 Authority Format and DCM:Z1. If the associated group's name is in LC/NAF, use the AAP found there (minus any internal subfield coding) and put naf in \$2.
17. 374: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsch in \$2.
18. 375: Per DCM:Z1, you should use a term from 9.7.1.3.
19. 377: Per DCM:Z1, you should use a code or codes from MARC Code List for Languages (<http://www.loc.gov/marc/languages/langhome.html>)
20. 378: follow the instructions in 9.5 and guidelines in MARC21 Authority Format and DCM:Z1.

Maria Assunta Tiotangco Schiavone-Ledesma

First check to see if her name is already established in LC-NAF.

If it is, use the AAP found in the 100 field of that record. Add a 400 variant access point if the resource you are cataloging shows a form of name that is not yet recorded in her NAR. Optionally, add a 670 and 3XX fields to record any new data your resource says about her.

If she's not established, create a NAR for her:

1. Determine her preferred name (8.6, 9.2.2-9.2.6) from resources associated with her.
2. 9.2.2.3 says "when choosing the preferred name for the person, generally choose the name by which the person is commonly known." That would clearly be her stage name "Assunta De Rossi." So we choose that as the preferred name and make variant access point entries (400) for any other forms of her name we know about.
3. The next question is whether the entry element for the preferred name should be "De" or "Rossi." 9.2.2.4 says "If the name consists of several parts, record as the first element that part of the name under which the person would normally be listed in authoritative alphabetic lists in the person's language, country of residence, or country of activity." Her language, country of residence, and country of activity are all the Philippines. So we apply the rules for Filipino names (which includes Filipino names with origins in any language, not just Filipino languages) at LC-

PCC PS F.0. The LC-PCC PS for F.0 says to enter a Filipino person with a surname including a prefix (e.g., De, De la, Del) under the prefix, and make a see-reference from the element(s) following the prefix.

4. Record her preferred name in the 100 field of her NAR according to the instructions in 8.5 (and wherever else the rules there point you to).
5. By checking LC/NAF, you find that “De Rossi, Assunta” is a distinctive AAP without any of the additions to names listed in 9.19.1.3-9.19.1.7. However, the LC-PCC PS for 9.19.1.3 says that date of birth and date of death are recorded whenever they are known (not only when they are needed for differentiation). We know Ms. De Rossi’s date of birth from her Wikipedia entry, so we add it to the AAP as instructed in 9.19.1.3. Record as “1981-” instead of “born 1981” per LC-PCC PS 9.19.1.1 or 9.3.2.3. (Note: I’m assuming that the IMBD date is wrong based on her apparent age in a 1996 television series and on two 2014 news articles online that said she was 33 years old; I will of course record the IMDB date in the IMDB 670 for the record, but I believe it is wrong. If you really are not sure, you can omit the date in this case since there is no conflict to break. (And if you had to break a conflict you could use another designation like “Filipina actor” in \$c instead of a date.))
6. The rest of the distinguishing characteristics in 9.19.1.4-7 are not applicable to this name and should not be added to the AAP.
7. Add variant access points in 400 fields per the instructions in 9.19.2.
8. Wikipedia lists her name as Assunta De Rossi and lists variant forms Assunta De Rossi-Ledesma; Maria Assunta Tiotangco Schiavone (name at birth); Maria Assunta Tiotangco Schiavone-Ledesma (married name); Assunta Schiavone (name appeared once in credits that way). You needn’t consider the rules in 9.2.2.7 because although Ms. De Rossi’s legal name changed when she married, that didn’t affect the name she prefers to be known by which was “Assunta De Rossi” before and after marriage. So all of the other forms are variants, not earlier or later forms. IMDB says her birth name was Maria Assunta Schiavone de Rossi. So that’s one more variant.
9. Construct the variant access points according to the same rules you followed to construct the AAP. Since two of the variants include compound surnames (“De Rossi-Ledesma” and “Schiavone-Ledesma”), you need to consult 9.2.2.10. The instructions there suggest that if the author’s preferred entry is not known, you should consult a publication titled Names of Persons: National Usages for Entry in Catalogues, we don’t need to in this because of an instruction specifically for Filipino names in LC-PCC PS F.0:

The names of many Filipino women give the paternal surname, also as a kind of middle name, followed by the husband’s surname the two being linked by a hyphen. Although the hyphen causes the combination of surnames to look like a compound surname, Philippine sources consistently list these women under the husband’s surname. Enter these also under the second surname, i.e., the husband’s surname.

EXAMPLE

100 1# \$a Leuterio, Mercedes Mabbun-

400 1# \$a Mabbun-Leuterio, Mercede

10. So we construct the variant access points as follows:
 - a. De Rossi, Maria Assunta Schiavone, 1981-
 - b. Ledesma, Assunta De Rossi, 1981-
 - c. Ledesma, Maria Assunta Tiotangco Schiavone, 1981-
 - d. Schiavone, Assunta, 1981-
 - e. Schiavone, Maria Assunta Tiotangco, 1981-
 - f. Rossi, Assunta de, 1981-
11. In the first 670 field, cite the publication described in OCLC bibliographic record #67246852 with the name cited as found in the 511 there. Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
12. In additional 670s, cite her Wikipedia and IMDB entries and include any information found there to justify the data you are recording in 400s and 046 and 368-377.
13. 046: follow guidelines in MARC21 Authority Format and DCM:Z1.
14. 368: follow RDA 9.16 and guidelines in MARC21 Authority Format and DCM:Z1. Don't confuse the instructions in 9.16 with those in 9.19.1.5. The instructions in 9.16 apply to other designations recorded in 368 *or* in subfield \$c of the 100 (i.e., as part of the AAP); the instructions in 9.19.1.5 apply only to other designations recorded in subfield \$c of the 100 (i.e., as part of the AAP). DCM:Z1 says to prefer 374 for occupations, but if you were using an occupation in 100 \$c to break a conflict, you would include it here also.
15. 370: Most place names you will want to record in a 370 can be found in both LC/NAF and LCSH (jurisdictional place names reside in both files; they are coded 151 (which means they are in LCSH) and the fixed field byte for "Name use" is coded "a", which means the name is also valid as a corporate body name, so it also resides in the names file (LC/NAF). DCM:Z1 tells you how to record the name, and says that if it's a jurisdictional name and it's found in LC/NAF, record naf in \$2.
16. 372: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2.
17. 373: Follow the guidelines in MARC21 Authority Format and DCM:Z1. If the associated group's name is in LC/NAF, use the AAP found there (minus any internal subfield coding) and put naf in \$2.
18. 374: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2.
19. 375: Per DCM:Z1, you should use a term from 9.7.1.3.
20. 377: Per DCM:Z1, you should use codes from MARC Code List for Languages (<http://www.loc.gov/marc/languages/langhome.html>). As far as I can tell, Ms. De Rossi has acted in three languages: Tagalog, Filipino, and English.
21. 378: follow the instructions in 9.5 and guidelines in MARC21 Authority Format and DCM:Z1. In this case, you are looking for a fuller form of "Assunta." The IMDB entry provides one: "Maria Assunta Schiavone). Don't confuse the instructions in 9.5 with those in 9.19.1.4. The instructions in 9.5 apply to fuller forms recorded in 378 *or* in subfield \$q of the 100 (i.e., as part of the AAP); the instructions in 9.19.1.4 apply only to fuller forms recorded in subfield \$q of the 100 (i.e., as part of the AAP).

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If it is, use the AAP found in the 100 field of that record. Add a 400 variant access point if the resource you are cataloging shows a form of name that is not yet recorded in his NAR. Optionally, add a 670 and 3XX fields to record any new data your resource says about him.

If he's not established, create a NAR for him:

1. Determine his preferred name (8.6, 9.2.2-9.2.6) from resources associated with him. In this case, you only have two resources to work with, and his name appeared as "JD Meeboer" in one of them, and just "JD" in another. But you know from Wikipedia and from what I told you that he is usually known as JD Meeboer, so that's the preferred name. JD alone will be recorded as a variant access point, as will "Meeboer, John David," which you know from Wikipedia is his full name.
2. Record his preferred name in the 100 field of his NAR according to the instructions in 8.5 (and wherever else the rules there point you to). Since the name includes initials, one rule you will apply is 8.5.6 (Spacing of initials and acronyms). 8.5.6 says to add a space between single initials. The LC-PCC PS for this rule points to PS 1.7.1., which says "if the name of a person consists of or contains initials, input a period after an initial if it is certain that the letter is an initial." We know that Mr. Meeboer's given name and middle name are "John David," so it is certain that J and D are initials. So we have to record the initials as "J. D." even though that does not seem to be Mr. Meeboer's preference. There is no restriction against recording his preferred form "JD" in the variant access points.
3. By checking LC/NAF, you find that "Meeboer, J. D." is a distinctive AAP without any of the additions to names listed in 9.19.1.3-9.19.1.7. However, the LC-PCC PS for 9.19.1.3 says that date of birth and date of death are recorded whenever they are known (not only when they are needed for differentiation). We know Mr. Meeboer's date of birth from his Wikipedia entry, so we add it to the AAP as instructed in 9.19.1.3. Record as "1995-" instead of "born 1995" per LC-PCC PS 9.19.1.1 or 9.3.2.3.
4. The rest of the distinguishing characteristics in 9.19.1.4-7 are not applicable to this name and should not be added to the AAP.
5. Add variant access points in 400 fields per the instructions in 9.19.2.
6. 9.19.2.1 includes the instruction "make additions to the name, if considered important for identification." This might lead you to believe that you can add the designation (Singer/songwriter) to the variant access points "J. D." and "JD," but you can't. Because the instruction goes on to say that you apply 9.19.1.2-9.19.1.7, and the instructions that would allow you to add an occupation (9.19.1.5) or other designation (9.19.1.7) both say that you may only do so when the variant access point would conflict with an AAP in LC/NAF and date or fuller form of name is not available to add to the name to break the conflict. In this case, both are available, and the birth year is probably preferable for identification purposes since Mr. Meeboer never uses "John David."
7. So you have the following variant access points after applying the rules in 9.19.2, 9.19.1, 8.5, and the associated PSes:
 - a. J. D., 1995-

- b. JD, 1995-
 - c. Meeboer, JD, 1995-
 - d. Meeboer, John David, 1995-
8. In your first 670 field, cite *Next star* and the name that appears there: JD Meeboer. Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
 9. In a second 670, cite *10 songs* and the name that appears there: JD. Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
 10. In a third 670, cite the Wikipedia entry and include any information found there to justify the data you are recording in 400s and 046 and 368-377.
 11. 046: follow guidelines in MARC21 Authority Format and DCM:Z1.
 12. 368: follow RDA 9.16 and guidelines in MARC21 Authority Format and DCM:Z1. Don't confuse the instructions in 9.16 with those in 9.19.1.5. The instructions in 9.16 apply to other designations recorded in 368 **or** in subfield \$c of the 100 (i.e., as part of the AAP); the instructions in 9.19.1.5 apply only to other designations recorded in subfield \$c of the 100 (i.e., as part of the AAP). DCM:Z1 says to prefer 374 for occupations, but if you were using an occupation in 100 \$c to break a conflict, you would include it here also.
 13. 370: Most place names you will want to record in a 370 can be found in both LC/NAF and LCSH (jurisdictional place names reside in both files; they are coded 151 (which means they are in LCSH) and the fixed field byte for "Name use" is coded "a", which means the name is also valid as a corporate body name, so it also resides in the names file (LC/NAF). DCM:Z1 tells you how to record the name, and says that if it's a jurisdictional name and it's found in LC/NAF, record naf in \$2. In this case, I am recording a place name that is not in LC/NAF in addition to the two that are in LC/NAF, so I use separate 370s for those.
 14. 372: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2. In this case, I am recording fields of activity that are in LCSH, and some that are not, so I use two separate 372s for those.
 15. 373: Follow the guidelines in MARC21 Authority Format and DCM:Z1. If the associated group's name is in LC/NAF, use the AAP found there (minus any internal subfield coding) and put naf in \$2. There is a band in LC/NAF with AAP Charlie (Musical group), so I'm putting Charlie (Musical group : Ontario) in 373. But not \$2 naf because I won't be establishing this CB.
 16. 374: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2.
 17. 375: Per DCM:Z1, you should use a term from 9.7.1.3.
 18. 377: Per DCM:Z1, you should use a code or codes from MARC Code List for Languages (<http://www.loc.gov/marc/languages/langhome.html>)
 19. 378: follow the instructions in 9.5 and guidelines in MARC21 Authority Format and DCM:Z1.

Xavier High School in New York City

First check to see if this corporate body is already established in LC-NAF.

If it is, use the AAP found in the 110 field of that record. Add a 410 variant access point if the resource you are cataloging shows a form of name that is not yet recorded in its NAR. Optionally, add a 670 and 3XX fields to record any new data your resource says about the body.

If it is not established, create a NAR for it:

1. Determine the body's preferred name (8.6, 11.2.2) from resources associated with it and reference sources (11.2.2.2). When choosing a preferred name for the corporate body, choose the name by which the corporate body is commonly identified (11.2.2.3).
2. In the resource you are cataloging, the name appears as Xavier High School on the title page and XHS on the cover. If you have not already determined from reference sources that "Xavier High School" is how the school is commonly identified, refer to 11.2.2.5 (Different form of the same name). This rule says that if you have not identified the most commonly used form, choose the form that appears on the resource in a preferred source of information (2.2.2). 2.2.2.2 tells you that if the resource consists of one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical), use the title page as the preferred source of information. So "Xavier High School" is definitely the preferred name of this corporate body.
3. Record the preferred name in the 110 field of the NAR according to the instructions in 8.5 (and wherever else the rules there point you to).
4. By checking LC/NAF, you find that "Xavier High School" is also the preferred name of a corporate body with an existing AAP, Xavier High School (Chuuk, Micronesia). LC-PCC PS 11.13.1.1 says "determine that a conflict exists when the preferred name or authorized access point for one body is the same as the preferred name or authorized access point for another body." In such a case, it says, make additions to both preferred names. The addition (Chuuk, Micronesia) has already been made to the existing AAP, so you just have to add it to the preferred name in the AAP you are constructing.
5. Per RDA 11.13.1.1, to determine what kind of addition to make to your Xavier High School, apply the rules in 11.13.1.2-11.13.1.8, in that order.
6. 11.13.1.2 (Type of corporate body) does not make sense as an addition in this case because the preferred name already includes the type of corporate body (high school).
7. 11.13.1.3 (Place associated with the corporate body) makes the perfect addition because the place the school is located makes it immediately distinguishable from other Xavier High Schools. So you apply 11.13.1.3, which refers you to 11.3.3 for rules on how to record the place name.
8. 11.3.3 says if a body has a character that is national, state, provincial, etc., record the name of the country, state, province, etc., in which it is located. For all other bodies, record the name of the local place that is commonly associated with the name of the body. Xavier High School does not have a character that is national, state, or provincial, so we'll add the local place, New York City.
9. Per the basic instructions on recording places associated with corporate bodies at 11.3.1 and in chapter 16, we add New York City in its authorized form. Searching New York City in the LC authority files, we find that the AAP is "New York (N.Y.)" Per E.1.2.4, we enclose the place name in parentheses and separate the city from state with a comma:
Xavier High School (New York, N.Y.)
10. Our AAP is now complete, and we move on to consideration of variant access points.
11. The only variant name we have found is XHS, on the cover of the 2014 annual report.
12. Browsing for XHS in LC/NAF, we find that no access point for an XHS exists. So no addition to the name is necessary for the purpose of breaking a conflict. Next step is to check the rules in 11.13.1 to see if this initialism calls for an addition for some reason other than to break conflict. It does not.

13. Since XHS is an initialism, you consult the guidelines for corporate body access points containing initials under “Access Points for Corporate Names, Including Meetings, in Name Authority and Bibliographic Records” in LC-PCC PS 1.7.1. The guidelines there say that if a corporate body initialism contains only single-letter initials, don’t add spaces or periods. So XHS is the form to use in the 410 variant access point, without any additions.
14. Searching Wikipedia and Xavier High School’s website, we find that the school was earlier known by a different name: College of St. Francis Xavier (aka St. Francis Xavier College). 11.2.2.6 tells us that for a name change, we should create an AAP for the earlier name and make references between the earlier and later and forms. It provides a link to chapter 32 RDA, where 32.1.3 links to an LC-PCC PS that tells how to make the references in MARC Authority Format (510 \$w a and 510 \$w b).
15. Luckily, a NAR already exists for the earlier name (ARN 7700630), so we only need to add a 510 \$w b in that record for Xavier High School (New York, N.Y.), and make a 510 \$w a in the NAR we are creating pointing back to ARN 7700630 and the earlier form St. Francis Xavier’s College.
16. In your first 670 field, cite the 2014 Annual report and the two forms you found there. Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
17. In additional 670 fields, cite the Xavier High School website and the Wikipedia entry, and include any information found there to justify the data you are recording in 410s and 046 and 368-377.
18. 046: follow guidelines in MARC21 Authority Format and DCM:Z1. I didn’t include a 046 for Xavier because it’s not clear when the school changed its name from College of St. Francis Xavier to Xavier High School.
19. 368: probably not necessary since the type of corporate body is already clear from the preferred name.
20. 370: Most place names you will want to record in a 370 can be found in both LC/NAF and LCSH (jurisdictional place names reside in both files; they are coded 151 (which means they are in LCSH) and the fixed field byte for “Name use” is coded “a”, which means the name is also valid as a corporate body name, so it also resides in the names file (LC/NAF). DCM:Z1 tells you how to record the name, and says that if it’s a jurisdictional name and it’s found in LC/NAF, record naf in \$2. DCM:Z1 also tells you how to convert the name from the form found in the authority record for New York (N.Y.)
21. 372: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2.
22. 374-375: N/A for corporate bodies.
23. 377: Per DCM:Z1, you should use a code or codes from MARC Code List for Languages (<http://www.loc.gov/marc/languages/langhome.html>)
24. 378: N/A for corporate bodies.

Xavier High School Parents’ Association

First check to see if this corporate body is already established in LC-NAF.

If it is, use the AAP found in the 110 field of that record. Add a 410 variant access point if the resource you are cataloging shows a form of name that is not yet recorded in its NAR. Optionally, add a 670 and 3XX fields to record any new data your resource says about the body.

If it is not established, create a NAR for it:

1. Determine the body's preferred name (8.6, 11.2.2) from resources associated with it and reference sources (11.2.2.2). When choosing a preferred name for the corporate body, choose the name by which the corporate body is commonly identified (11.2.2.3).
2. In the resource you are cataloging, the name appears as "Xavier High School Parents' Association" on the colophon. On the Xavier High School WWW site, it is referred to mostly as "Parents' Association" and once as "Xavier Parents' Association." You have to decide which of those is the preferred name. 11.2.2.2 says:

Determine the preferred name for a corporate body from the following sources (in order of preference):

- a) the preferred sources of information (see 2.2.2) in resources associated with the corporate body
- b) other formal statements appearing in resources associated with the corporate body
- c) other sources (including reference sources).

In this case, you have a resource associated with the corporate body (their 2015 publication titled *Volunteer opportunities for Xavier parents*), and that takes preference over the WWW site, since that is was not published by or created by the Parents' Association (and that's what "associated with" basically means). The name was formally presented on the colophon as "Xavier High School Parents' Association," so that is the preferred name. 11.2.2.5 does not apply to this name because in resources associated with the body, you have only found one form: the one that appears on the colophon.

3. Though you have now determined the preferred name, you still need to look at the rules in the rest of chapter 11 to see if the name you have chosen needs to be modified in any way. You can probably quickly dismiss all the rules from 11.2.2.6 through 11.2.2.12 just by looking at what the rule is labeled (because this name doesn't have initials in it, or a year, or a term of incorporation, etc. etc.). But then you get to 11.2.2.13, which is labeled "General Guidelines on Recording Names of Subordinate and Related Bodies." That should catch your eye because the Parents' Association is definitely administratively subordinate to Xavier High School.
4. 11.2.2.13 says that the default decision for recording a subordinate body's name is to just record the preferred form directly as you've determined it. **Unless** it falls into one of the categories in 11.2.2.14.
5. When you test this name against the categories in 11.2.2.14, you find that in fact it does fall into two of the categories there:
 - a. 11.2.2.14.3 (Body Whose Name Is General in Nature or Simply Indicates a Geographic, Chronological, or Numbered or Lettered Subdivision of a Parent Body)
The subordinate body "Parents' Association" has a name that is general in nature (it could be subordinate to any of many thousands of other schools; it needs the parent body's name to be meaningful.

- b. 11.2.2.14.6 (Non-Governmental Body with Name That Includes the Entire Name of the Higher or Related Body)

The preferred name “Xavier High School Parents’ Association” includes the full name of the parent body “Xavier High School.”

- 6. Applying 11.2.2.14, you now have “Xavier High School (New York (N.Y.). Parents’ Association” as the AAP for this body. Per the MARC21 Authority format, you know that the subordinate body goes in \$b of the 110 following the period prescribed in 11.2.2.14. So:

110 2_ Xavier High School (New York, N.Y.). \$b Parents’ Association

- 7. Per RDA 11.2.3, you can add a variant access point for “Xavier Parents’ Association,” and I would recommend adding that one. “Xavier Parents’ Association” does not conflict with any existing AAP, so you do not need to make any additions to the name as outlined in 11.13.2.1:

410 2_ Xavier Parents’ Association

- 8. On the Xavier High School website, you probably read that the Parents’ Association was formed in 2003 by uniting the Fathers’ Club and Mothers’ Club. So per 11.2.2.6, you will record in 510 \$w a earlier name AAPs for those two bodies, and create separate NARs for them with reciprocal 510 \$w b AAP for the Parents’ Association (If you can find publications associated with the Mothers’ and Fathers’ clubs, that is. For this exercise, we’ll assume that we did, but we’ll only create the extra NAR for the Fathers’ Club.):

510 2_ \$w a \$a Xavier High School (New York, N.Y.). \$b Fathers’ Club

510 2_ \$w a \$a Xavier High School (New York, N.Y.). \$b Mothers’ Club

- 9. In your first 670 field, cite the 2015 publication and the form you found there. Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
- 10. In an additional 670 field, cite the Xavier High School website, and include any information found there to justify the data you are recording in 410, 510, 046, and 368-377.
- 11. 046: follow guidelines in MARC21 Authority Format and DCM:Z1.
- 12. 368: probably not necessary since the type of corporate body is already clear from the preferred name.
- 13. 370: Most place names you will want to record in a 370 can be found in both LC/NAF and LCSH (jurisdictional place names reside in both files; they are coded 151 (which means they are in LCSH) and the fixed field byte for “Name use” is coded “a”, which means the name is also valid as a corporate body name, so it also resides in the names file (LC/NAF). DCM:Z1 tells you how to record the name, and says that if it’s a jurisdictional name and it’s found in LC/NAF, record naf in \$2. DCM:Z1 also tells you how to convert the name from the form found in the authority record for New York (N.Y.)
- 14. 372: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2.
- 15. 374-375: N/A for corporate bodies.

16. 377: Per DCM:Z1, you should use a code or codes from MARC Code List for Languages (<http://www.loc.gov/marc/languages/langhome.html>)
17. 378: N/A for corporate bodies.

Xavier High School Father's Club

First check to see if this corporate body is already established in LC-NAF.

If it is, use the AAP found in the 110 field of that record. Add a 410 variant access point if the resource you are cataloging shows a form of name that is not yet recorded in its NAR. Optionally, add a 670 and 3XX fields to record any new data your resource says about the body.

If it is not established, create a NAR for it:

1. Determine the body's preferred name (8.6, 11.2.2) from resources associated with it and reference sources (11.2.2.2). When choosing a preferred name for the corporate body, choose the name by which the corporate body is commonly identified (11.2.2.3).
2. In the resource you are cataloging, the name appears as "Xavier High School Fathers' Club" on the title page. On the Xavier High School WWW site, it is referred to as the "Fathers' Club."
3. In this case, you have a resource associated with the corporate body (its 2002 publication titled *Fathers' Club directory*), and no other forms in reference sources or elsewhere, and the title page is the preferred source for a printed book, and "Xavier High School Fathers' Club" is formally presented there, so it seems clear that that is the preferred name. 11.2.2.5 does not apply to this name because in resources associated with the body, you have only found one form: the one that appears on the title page. (If it did apply, you would still choose this as the preferred name because title page is the preferred source over any other place within the resource.
4. Though you have now determined the preferred name, you still need to look at the rules in the rest of chapter 11 to see if the name you have chosen needs to be modified in any way. You can probably quickly dismiss all the rules from 11.2.2.6 through 11.2.2.12 just by looking at what the rule is labeled (because this name doesn't have initials in it, or a year, or a term of incorporation, etc. etc.). But then you get to 11.2.2.13, which is labeled "General Guidelines on Recording Names of Subordinate and Related Bodies." That should catch your eye because, like the Parents' Association, the Fathers' Club was definitely administratively subordinate to Xavier High School.
5. 11.2.2.13 says that the default decision for recording a subordinate body's name is to just record the preferred form directly as you've determined it. **Unless** it falls into one of the categories in 11.2.2.14.
6. When you test this name against the categories in 11.2.2.14, you find that in fact it does fall into two of the categories there:
 - a. 11.2.2.14.3 (Body Whose Name Is General in Nature or Simply Indicates a Geographic, Chronological, or Numbered or Lettered Subdivision of a Parent Body)

The subordinate body "Fathers' Club" has a name that is general in nature (it could be subordinate to any of many thousands of other schools; it needs the parent body's name to be meaningful.

- b. 11.2.2.14.6 (Non-Governmental Body with Name That Includes the Entire Name of the Higher or Related Body)

The preferred name "Xavier High School Fathers' Club" includes the full name of the parent body "Xavier High School."

- 7. Applying 11.2.2.14, you now have "Xavier High School (New York (N.Y.)). Fathers' Club" as the AAP for this body. Per the MARC21 Authority format, you know that the subordinate body goes in \$b of the 110 following the period prescribed in 11.2.2.14. So:

110 2_ Xavier High School (New York, N.Y.). \$b Fathers' Club

- 8. On the Xavier High School website, you probably read that the Parents' Association was formed in 2003 by uniting the Fathers' Club and Mothers' Club. So per 11.2.2.6, you will record in 510 \$w b the later name AAP:

510 2_ \$w b \$a Xavier High School (New York, N.Y.). \$b Parents' Association

- 9. In your first 670 field, cite the 2002 publication and the form you found there. Follow the guidelines in DCM:Z1 for formatting and subfielding the data in 670.
- 10. In an additional 670 field, cite the Xavier High School website, and include any information found there to justify the data you are recording in 510, 046, and 368-377.
- 11. 046: follow guidelines in MARC21 Authority Format and DCM:Z1.
- 12. 368: probably not necessary since the type of corporate body is already clear from the preferred name.
- 13. 370: Most place names you will want to record in a 370 can be found in both LC/NAF and LCSH (jurisdictional place names reside in both files; they are coded 151 (which means they are in LCSH) and the fixed field byte for "Name use" is coded "a", which means the name is also valid as a corporate body name, so it also resides in the names file (LC/NAF). DCM:Z1 tells you how to record the name, and says that if it's a jurisdictional name and it's found in LC/NAF, record naf in \$2. DCM:Z1 also tells you how to convert the name from the form found in the authority record for New York (N.Y.)
- 14. 372: Follow the guidelines in MARC21 Authority Format and DCM:Z1. Try to use terms found in LCSH and put lcsh in \$2.
- 15. 374-375: N/A for corporate bodies.
- 16. 377: Per DCM:Z1, you should use a code or codes from MARC Code List for Languages (<http://www.loc.gov/marc/languages/langhome.html>)
- 17. 378: N/A for corporate bodies.