

## Access Points for Personal Names

In this section, we'll talk about fields for personal names. Personal name fields are used for just what they sound like – the name of an individual person associated with an item you're cataloging. Personal name fields can be used for creators (100 field and 700), for other people associated with a particular resource (700 field), or for subject headings (600 field).

If you see a personal name in a 100 field, it is usually the creator of whatever it is you are cataloging. If there is more than one creator, the name of the first person listed on the item goes in the 100 field, and the other names go in 700 fields.

The indicators for the 100 field and the 700 field are the same. The first is used to represent the type of name, and the possible values are:

0 = forename (just a first name)

1 = surname (a name with last name first, then first name)

3 = family name (the name of a whole family, rather than one person)

The second indicator is undefined.

These two fields have a number of subfields; we are going to talk about the following:

a = personal name

c = titles and other words associated with a name

d = dates associated with a name

e = relator term

q = fuller form of name

You can find the personal name access points in the CIP information, but you should use the Library of Congress Authorities website (<http://authorities.loc.gov>) to verify the authorized form, just like we did with series titles and with topical and geographic subject headings. When you are searching for personal names, choose Name Authority Headings from the Search Type menu. If you have access to OCLC Connexion, you can choose Personal Names from the drop-down menu to narrow your search.

Once you have verified the authorized form of the name, you can put it in the 100 field in your record (if there is only one author).

100 1\_ \$a Sullivan, Michael, \$d 1967 Aug. 30- \$e author.

In this example, the author's name goes in subfield a, his date of birth (to distinguish him from other Michael Sullivans) goes in subfield d, and a relationship designator (which describes how he is related to

the item being cataloged) goes in subfield e. The relationship designator must be chosen from a list of terms found at <http://www.loc.gov/marc/relators/>.

If a book has more than one author, the name of the person listed first goes in the 100 field, and the names of any other authors go in 700 fields.

100 1\_ \$a Yankey, John A., \$e author.

700 1\_ \$a McClellan, Amy, \$e author

The names of people who perform other roles besides author (editor, illustrator, etc.) also go in 700 fields.

For a book with an author and an editor:

100 1\_ \$a Stabler, Hollis Dorion, \$e author.

700 1\_ \$a Smith, Victoria, \$d 1963- \$e editor.

For a book with an author and two illustrators:

100 1\_ \$a Dixon, Dougal, \$e author.

700 1\_ \$a Weston, Steve, \$e illustrator.

700 1\_ \$a Field, James, \$d 1959- \$e illustrator.

For an audiobook with an author and a narrator:

100 1\_ \$a Robb, J. D., \$d 1950- \$e author.

700 1\_ \$a McMurdo-Wallis, Cristine, \$e narrator.

So far, all of the examples we've been looking at have had personal names where the person has both a last name and a first name, so the first indicator has been 1. If you have a person who is known by just a first name, the first indicator should be 0.

100 0\_ \$a Prince.

If a book is about a person, then a personal name can be used as a subject heading. In this case, the name goes in a 600 field.

The first indicator is used for the same purpose as in the 100 and 700 field – to indicate the type of name. The values are the same as the ones for those fields. The second indicator is used to indicate the source of the name (just like with our 650 and 651 fields in the last section.) Most of the time, this will be 0, for names that come from the Library of Congress authority file.

A personal name in a 600 field would look like this:

600 10 \$a Stabler, Hollis Dorion.

When used as subject headings, personal names can also have subdivisions.

600 10 \$a Kafka, Franz, \$d 1883-1924 \$x Criticism and interpretation.